

CUSTOMIZE DISPLAYED SEARCH RESULTS

Access: **Student Center>Search>Advanced Search** tab

- A. The **List Field Display Selection** area in Advanced Search allows the user the ability to customize the fields that are displayed when you perform a search.
1. Select Default – to display student name, student id, building, grade, gender, house/team, and counselor.
 2. Select Custom – to select the fields that you want to display. Custom searches always include student name and student id. You would only need to add any extra fields that you wish to be displayed.
- B. Enter the Area and Field Name for any extra fields that you wish to display. In the example, gender and classification are added to the defaults. The classification field will display the codes for students who have any special classifications such as GT, Special Ed, ESL, LEP, and 504.
1. Area – Click the drop-down to select the table from which you want to display a field. For example, Demographics, Master Schedule, Personal, etc.
 2. Field Name – Click the drop-down to select the field that you want displayed. Remember that the student name and student id are always included so you do not have to add them.

The screenshot shows the eSchoolPlus+ Student Search interface. The 'List Field Display Selection' section is highlighted with a blue border. It contains a radio button for 'Default' and a selected radio button for 'Custom'. Below this is a 'Clear All Fields' button and a table with columns for Area, Field Name, and Delete. The table contains two rows: one for 'Demographic' with 'Gender' and one for 'Personal' with 'Classification'. Two black arrows point to the 'Custom' radio button and the 'Classification' field name respectively.

Area	Field Name	Delete
Demographic	Gender	<input type="checkbox"/>
Personal	Classification	<input type="checkbox"/>
		<input type="checkbox"/>

- C. The custom fields will now display on all Quick and Advanced Searches until you either change the customized display fields or click the Default radial to return to the default fields.

D. Sample Search from the above customized fields to display any special classifications:

The screenshot shows the eSchoolPlus Student List interface. At the top, there are search and report buttons. Below that, there are search favorites and filter options. A message indicates that 3363 records were found. The main table displays student information. An arrow points to the 'Classification' column in the table.

Student Name	Student ID	Grade	Gender	Classification
A	09	M		
A	10	F		
A	10	M	GT	
A	12	F	SE	
A	10	M		
A	11	M		
A	09	F		
A	10	M		
A	09	M		
A	09	F		
A	12	M	LE	
A	09	F	DI	
A	09	M		
A	12	M		
A	10	F		
A	12	F		
A	12	M		

E. Sample List Field Display Selection to show Next Year Building and Next Year Grade. This could possibly be useful information when working with next year data.

The screenshot shows the eSchoolPlus Student Search interface. It includes search favorites, custom search criteria, and a list field display selection section. An arrow points to the 'List Field Display Selection' table.

Area	Field Name	Delete
Next Year Demographic	Building	<input type="checkbox"/>
Next Year Demographic	Grade	<input type="checkbox"/>
		<input type="checkbox"/>