

It can be useful to generate a search in the student grid of LACES, since it contains the greatest depth and breadth of searches, and then pull the student ID's from the results of that search to view those students in another grid, such as the More>Ass Assessments or More>All PoP Summaries grid, but it can be time-consuming and tedious to try to manually search through those MORE areas to manually locate students. You can conduct the searches in the student grid, and use an "in the list" search from the student ID's. It will take a few steps but the results can be very useful.

1. Conduct the search you want from the student grid. This might be students active in a date range using a history search, or students enrolled in particular classes or to particular staff, or anything for which you need to do a deep data dig .
2. Once you have the results of your search, apply a view that contains the Student ID field. (See Custom Views doc if you do not know how to create a view).
3. From that view, click Export > CSV to export the list to Excel.
4. In Excel, copy the column that contains the Student ID's.
5. Open a Word document and click the Paste button at the upper left and then select Paste Special. In the resulting window, choose Unformatted Text
6. In Word, click 'Replace' at the upper right of the Word screen. In the window, for 'Find What,' enter "^p" (without the quotes). For 'replace with,' enter "," (without the quotes, and that is a comma). Click Replace All. This will leave you with a comma separated list of the Ss. Copy this list.
7. In LACES, click More in the green bar at the top of the screen and choose 'All Assessments' or 'All PoP Summaries or whatever area you are using to generate additional data results. In the this area, click 'Add Search.' In the search window, in the gray box on the left, start typing in 'Student ID' and then click on it when it appears in the dropdown menu. For the operator, select 'in the list' and in the box on the right, right-click and choose Paste to paste in your list of Student IDs. Apply this search.
8. Since the MORE areas default to displaying current FY records, this will return the current FY data for the students with the Student IDs you searched. Click the X on the current FY search tile to remove it, if needed.