



# Schoolnet: Viewing and Printing Student Profiles Quick Reference Card

## Schoolnet: Viewing and Printing Student Profiles

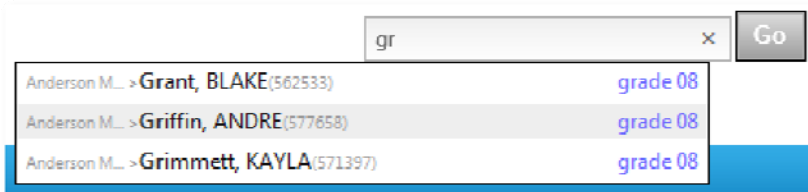
The student profile, or Digital backpack in Idaho, is a collection of all the data available in Schoolnet about each student, including demographic data, enrollment information, and test results. You may also see program enrollment, interventions, attendance, report card grades, and teacher notes.

Wherever you see a student's name in blue in Schoolnet, click the name to access that student's profile.

### Search for a Student Profile

Access the profile of a currently-enrolled student by searching for that student in the Find a Student search field at the top of the page.

On the top right of the screen, start typing a name in the Find a Student field, and then select the name from the list of possible matches that appears below the field



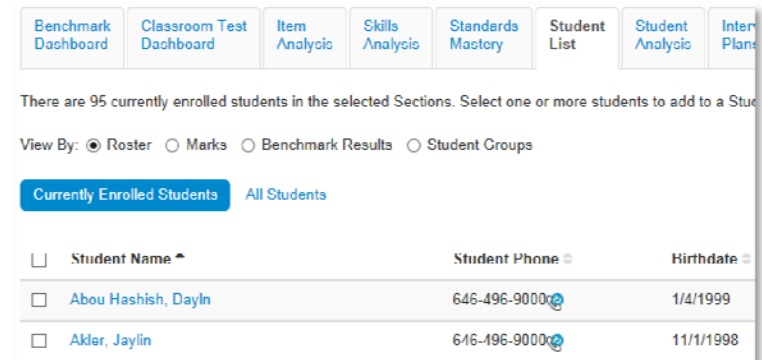
Note: To locate a student who is not currently enrolled, click **Go** without typing in a name and then click **Advanced Search**.

## View My Students and Access a Student Profile

In the Classrooms module, teachers and administrators can view a list of students enrolled in a selected class. From this list, access individual profiles, print the roster of students, or batch print profiles for each student in the list.

To access the student list:

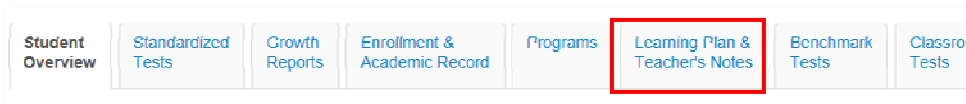
1. From the Classrooms menu, click **Student Performance**
2. Select a class from the Section Chooser
3. Click the Student List tab and do any of the following actions:
  - Click a student name to access a Student Profile
  - Use the View By options to view grades, benchmark results, or student group membership
  - Toggle between currently-enrolled students and all students who were ever enrolled in the class
  - Print the list of students by clicking **Export > Create PDF**
  - Batch print a profile for each student



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## Access Student Growth Profile

1. From the Student Profile click on the tab **Learning Plans and Teacher notes**.



2. Continue to scroll down to the bottom of this screen/page to access the Student Growth Profile. Click on the **download** link to open the Student Growth Profile.



This is a PDF file containing student growth information for the selected student. Continue to follow the download options on the screen of **open** or **save**. To find out more information **See [Reference Sheet: How to Read a Student Growth Report](#)**

## Important Points about Printing

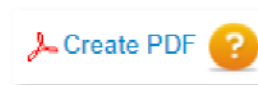
The best way to print a Student Profile is by first generating a PDF file and then printing from the file. If you can't open the file, check the pop-up blocker or first save the file locally and then open it. If you are on a public computer, be sure to delete the PDF file if you saved it to the desktop.

## Print a Student Profile

When printing a profile, you can specify which data to include.

To print an individual student profile:

1. Open a student profile and click **Create PDF**
2. Select the parts of the profile you wish to include
3. Click **Create PDF**
4. Print or save the file

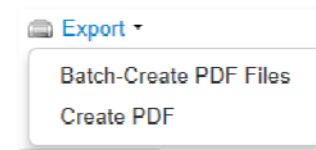


## Batch Print Student Profiles for a Class

To print multiple student profiles, such as for parent-teacher night, select the students, select the sections of the profile you want to print, and then print.

To print multiple student profiles:

1. From the Classrooms menu, click **Student Performance**
2. Select a class from the Section Chooser
3. Click the Student List tab
4. Click **Export**
5. Select **Batch-Create PDF Files**



6. On the "Batch Print – Student Profiles" page, review the student set, then scroll to the bottom and click **Next Step: Select Data to Print**
7. Select the check boxes for the sections of the Student Profile to include, then scroll down and click **Next Step: Configure Output and Print**
8. Click **Print Batch to PDF**

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9. Print or save the file

## Batch Print Student Profiles for a Student Set

In the School & District Data module, administrators can batch print Student Profiles for any set of students.

In a report, whenever you click a cell that represents a group of students, the next page will list the students you have permission to view. The link to batch print profiles is in the Advanced tab. The same option is available when you click **Build** on a published student set in the report bank.

Note: Only students you have permission to view are displayed.

Student 1 - 50 of 61    < Prev. 50    Next 50 >

<a href="#">Abaye, Franie</a>
<a href="#">Adkinson, Adrian</a>
<a href="#">Albright, Michael</a>
<a href="#">Allnoor, Tyra</a>
<a href="#">Ambler, Hanna</a>
<a href="#">Andreani, Chaun</a>
<a href="#">Andreani, Jacobi</a>
<a href="#">Aspory, Hein Ying</a>
<a href="#">Baharudin, Ibn-Abdullah</a>

→ Create a report with this Student Set  
Select a report below.

Recommended    **Advanced**

[Build a Custom Report](#)

[Build an Analysis Spreadsheet](#)  
Select data columns for viewing your Student Set in a spreadsheet format. Only the first 500 students are available for online reporting. Export to Excel to analyze all students in the set.

[Batch Print Student Profiles](#)  
Use your Student Set to print multiple Student Profiles. (Not recommended for Student Sets larger than 250 students).