

Schoolnet: Viewing and Printing Student Profiles Quick Reference Card

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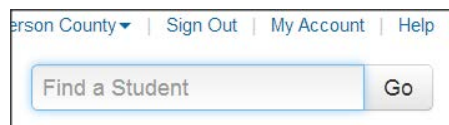
Audience Roles: Teacher, Leadership, Staff with Specialist

The student profile 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.

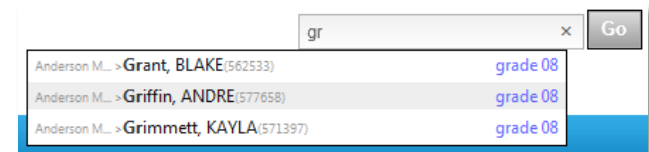
Wherever you see a student's name in blue in Schoolnet, click the name to access that student's profile.

Search for a Student Profile (only available to Leadership and Staff Specialist users)

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



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



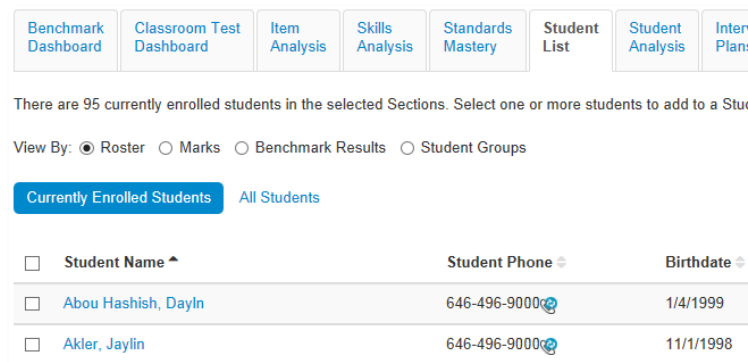
Note: To locate a student who is not currently enrolled, click **Go** without typing in a name and then click **Advanced Search**.

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 **Roster**, **Marks (grades)**, **Benchmark Results**, or **Student Groups**
 - 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** (see next section)
 - **Batch** print a profile for each student (see next section)



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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** (top right)
2. Select the parts of the profile you wish to include
3. Click **Create PDF**
4. Print or save the file



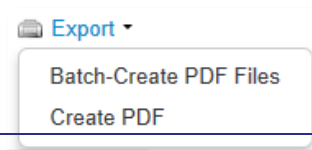
5. Select **Batch-Create PDF Files**
6. On the **Batch Print – Student Profiles** page, review the student set, then scroll to the bottom and click **Next Step: Select Data to Print**
7. Select the check boxes for the sections of the Student Profile you want to include, then scroll down and click **Next Step: Configure Output and Print**
8. Optional: Choose the **Print Order**
9. Click **Print Batch to PDF**
10. 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**



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Batch Print Student Profiles for a Student Set

In the School & District Data module, you 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 >

Abaye, Franie
Adkinson, Adrian
Albright, Michael
Alinoor, Tyra
Ambler, Hanna
Andreani, Chaun
Andreani, Jacobi
Aspery, Hsin Ying
Baharudin, Ibn-Abdullah

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).