

Viewing and Printing Student Profiles Quick Reference Card

Viewing and Printing Student Profiles

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

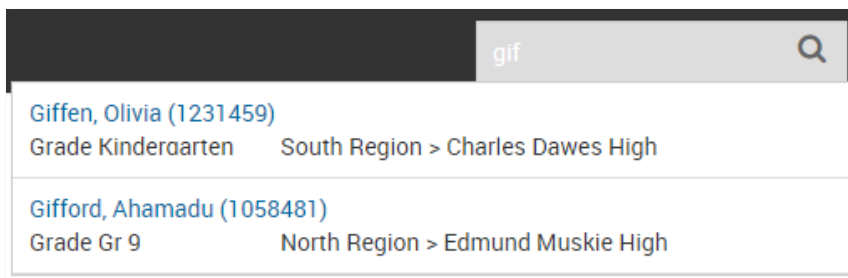
Wherever you see a student's name in blue, click the name to access that student's profile. When clicking a student name from within a spreadsheet, the student profile opens in a new window so you can investigate the student you are viewing, close the new tab, and then continue with the report having all the filtering and sorting you set kept intact.

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.

Search for a Student Profile

Access the profile of a currently-enrolled student by searching for them 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



gif

Giffen, Olivia (1231459)
Grade Kinderaarten South Region > Charles Dawes High
Gifford, Ahamadu (1058481)
Grade Gr 9 North Region > Edmund Muskie High

Print a Student Profile

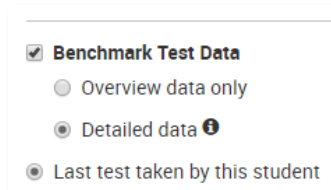
When printing a profile, you can specify which data to include.

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



<input checked="" type="checkbox"/> Benchmark Test Data
<input type="radio"/> Overview data only
<input checked="" type="radio"/> Detailed data ⓘ
<input type="radio"/> Last test taken by this student

3. Click **Create PDF**
4. Print or save the file

View and Print Profiles for Students in a Class

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:

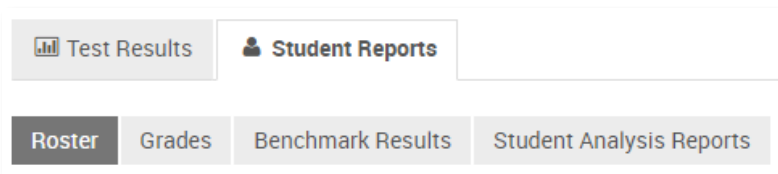
1. In the blue navigation sidebar, click **Reporting**
2. From the Section Chooser menu, select a class (or all sections of the same course, if applicable)



Daniela Old: 4705 - Pre Algebra 7 Honors- All Sections ▾

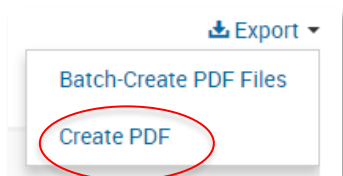
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3. In the **Student Reports** tab, you can change the default roster view to report card grades or recent benchmark and classroom category assessment results



Print a List of Students in the Class

Navigate to the Student Reports tab as described above, and then in the Export menu, select **Create PDF**.



Batch Print a Profile for Each Student in a Class

To save paper, you can specify what parts of the student profile to include.

To batch print.

1. Navigate to the Student Reports tab as described above
2. In the Export menu, select **Batch-Create PDF**
3. On the “Batch Print – Student Profiles” page scroll to the bottom and click **Next Step: Select Data to Print**
4. Select the check boxes for the sections of the Student Profile to include

5. Scroll down and click **Next Step: Configure Output and Print**
6. Optionally, click **Preview Batch Print Order** to see one representative student to check that you selected all the desired data elements and then close the window
7. Click **Print Batch to PDF**
8. Print or save the file

Batch Print Student Profiles for a Student Set

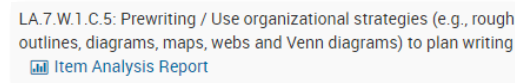
Administrators can batch print Student Profiles for any set of students they have access to view. In a report, whenever you click a cell that represents a group of students, the next page will list the students you have permission to view. The link to batch print profiles is in the **Advanced** tab.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

A screenshot of the 'Batch Print Student Profiles' interface. At the top, there is a note: 'Note: Only students you have permission to view are displayed.' Below this, there is a list of student names: ACEVEDO, JAROD; AGUERO, TYREE; AGUILAR, GEOFFREY*LE; AGUILAR, WILLIAM; AGUIRRE, ANDREW; AGUIRRE, JAVIER; AL, DANIEL; ALOTAIBI, ROBIN; ALSHARIF, LEONARDO; and ALVAREZ, ALFREDO. To the right of the list, there are navigation buttons: '< Prev. 50' and 'Next 50 >'. On the far right, there is a sidebar with a heading 'Create a report with this Student Set' and a sub-heading 'Select a report below.'. Under this, there are two tabs: 'My Reports' and 'Advanced'. The 'Advanced' tab is circled in red. Below the tabs, there is a section titled 'Build a Custom Report' with a link 'Build an Analysis Spreadsheet'. Below that, there is a section titled 'Batch Print Student Profiles' which is circled in red. The text below this section reads: 'Use your Student Set to print multiple Student Profiles. (Not recommended for Student Sets larger than 250 students).'

Components of the Student Profile

Your tabs, their order and the available data in each may vary.

Tab	Description
Student Overview	Includes demographic information, attendance, current report card grades, strengths and weaknesses on the most recent assessment in each core subject.
Standardized Test	Provides an overview of loaded external assessments. Click Details to view all data available for a specific test. To view prior test years, click Show Filters and select a year. The Distribution Chart link goes to a chart useful for comparing this student to his or her peers. It reflects the score distribution of all students who tested at the same time at the same school, not necessarily the student's current school.
Enrollment & Academic Record	Provides enrollment and attendance information, including the student's academic record by course for current and previous academic years. Click on a class to view the grade distribution.
Programs	Lists the programs in which the student is enrolled for the current and previous years. May not include all programs applicable to the student.
Disciplinary Incidents	Provides a listing of a student's infractions and responses during the current or previous academic years.

Learning Plan & Teacher Notes	Lists any student groups in which you have placed the student. Nobody else can see your assignments. The page may include an area to make academically-related comments concerning the student; all users with access to this tab of the profile can see these, as well as any file attachments.
Benchmark Tests/ Classroom Tests **Enhanced in Schoolnet v20.0**	In both tabs, which are split out by test category, view student performance by test or standard. Click Show Filters to view prior school years. When viewing by standard , you can choose to view all standards or primary standards only, if applicable. Click a standard to see longitudinal progress by skill/subskill. In the skill view, assessed skills have a link to an item analysis for the student  When viewing by test, click a test name to view at the item level. Click View to see item content, if enabled.
TestNav PNP	View accommodations granted to the student for online tests in TestNav. Users who are permissioned to do so can modify these settings. See also: <i>Assessment Accommodations with TestNav Quick Reference Card.</i>