

## How to make a Snapshot of Students

- 1. Click the Student Top Tab
- 2. Select students by clicking on the check box on the left hand side of the screen.

Options	Help	ignation 🔍 🏹	a+z	њ 🖂 🖨		
< 1: Adams	✓ > 3 of 853 s		3 of 853 selec	selected 🥖 Primary Active Students		
Name		Pupil #	Family Cour	ier	EnrType	EnrStatus
			Yes			Active
						Active
						Active
			No			Active
			Yes			Active
						Active No Primary
			No			Active
			Yes			Active
			No			Active

3. When finished selecting students, click **Options**, then **Show Selected** 

4. Click Op	tions, then Snapshots, then	. Complete the pop up as shown	
Name Owner Save as filter Move to top of my list	1. Name the snapshot - be descriptive         Epp. Bradley       2. Select your name for a user level snapshot (only you will see it) OR select the school name so that users in the school will see it	Name     Testing       Owner     Epp, Bradley       Save as filter     This add your snapshot to your filter list       Move to top of my list     Do not check this box	
Records to Include		Records to Include	
Current East Snapshot Co Grade 8 & S Union Grade 8 & S E Save	al 3. Click Save	Current List Snapshot Combination Grade 8 & 9 Union Grade 8 & 9 Carace Save K Cancel	

5. After saving, you can click **Use** or **Cancel** to go back to your student list.

Note: The snapshot will work as long as the student is active at your school. If a student in the snapshot leaves the school, then delete the snapshot and re-create it.