



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.

<input type="checkbox"/>	Name	Pupil #	Family Courier	EnrType	EnrStatus
<input checked="" type="checkbox"/>			Yes		Active
<input type="checkbox"/>					Active
<input type="checkbox"/>					Active
<input type="checkbox"/>			No		Active
<input checked="" type="checkbox"/>			Yes		Active
<input type="checkbox"/>					Active No Primary
<input type="checkbox"/>			No		Active
<input type="checkbox"/>			Yes		Active
<input checked="" type="checkbox"/>			No		Active

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

4. Click **Options**, then **Snapshots**, then . Complete the pop up as shown

Name: 1. Name the snapshot - be descriptive

Owner: Epp, Bradley

Save as filter:

Move to top of my list:

Records to Include:

Current List

Snapshot Combination

Grade 8 & 9: Grade 8 & 9

Union: Union

Grade 8 & 9: Grade 8 & 9

Buttons: Save, Cancel

3. Click Save

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:

Current List

Snapshot Combination

Grade 8 & 9: Grade 8 & 9

Union: Union

Grade 8 & 9: Grade 8 & 9

Buttons: Save, 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.