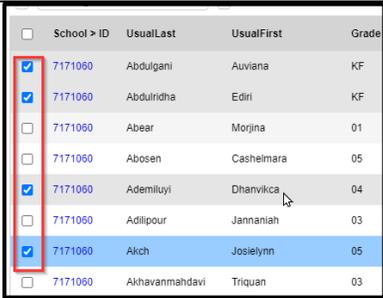
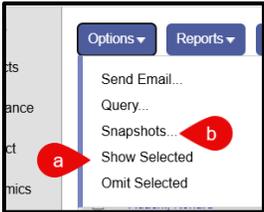
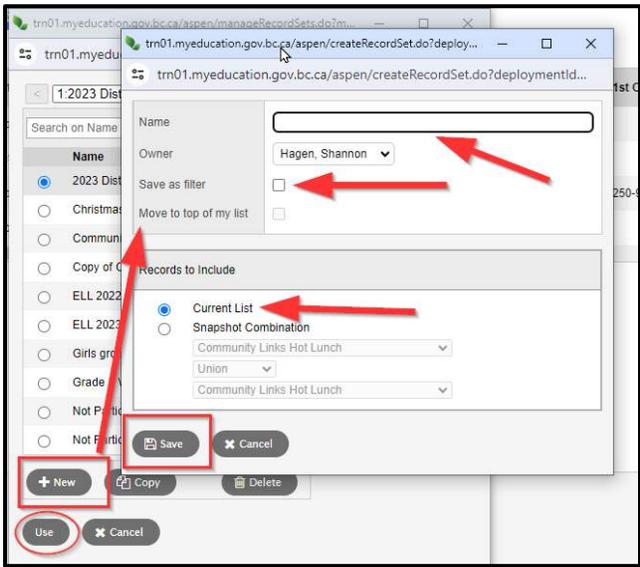


Creating a Snapshot from a Selected Group of Students

Select a group of students from Student Top Tab to create a “Snapshot” to be saved for continual use.

<p>2</p> <p>Click on “Student” top tab.</p> <p>Use the check box beside the student’s name to select them.</p> <p>Click on the box for all the students you’d like to email.</p>	 <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>School > ID</th> <th>UsualLast</th> <th>UsualFirst</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>7171060</td> <td>Abdulgani</td> <td>Auviana</td> <td>KF</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>7171060</td> <td>Abdulridha</td> <td>Ediri</td> <td>KF</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7171060</td> <td>Abear</td> <td>Morjina</td> <td>01</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7171060</td> <td>Abosen</td> <td>Cashelmara</td> <td>05</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>7171060</td> <td>Ademiluyi</td> <td>Dhanvikca</td> <td>04</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7171060</td> <td>Adilipour</td> <td>Jannaniah</td> <td>03</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>7171060</td> <td>Akch</td> <td>Josielynn</td> <td>05</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7171060</td> <td>Akhavanmahdavi</td> <td>Triquan</td> <td>03</td> </tr> </tbody> </table>	<input type="checkbox"/>	School > ID	UsualLast	UsualFirst	Grade	<input checked="" type="checkbox"/>	7171060	Abdulgani	Auviana	KF	<input checked="" type="checkbox"/>	7171060	Abdulridha	Ediri	KF	<input type="checkbox"/>	7171060	Abear	Morjina	01	<input type="checkbox"/>	7171060	Abosen	Cashelmara	05	<input checked="" type="checkbox"/>	7171060	Ademiluyi	Dhanvikca	04	<input type="checkbox"/>	7171060	Adilipour	Jannaniah	03	<input checked="" type="checkbox"/>	7171060	Akch	Josielynn	05	<input type="checkbox"/>	7171060	Akhavanmahdavi	Triquan	03
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<p>3</p> <p>Click on “Options drop-down” -> Show Selected. This will display just the students you have selected.</p> <p>Go back to “Options drop-down-> Snapshots . . .”.</p>																																														
<p>4</p> <p>Click on “New”.</p> <p>Fill in required information.</p> <p><i>If you’d like to save it as a filter, check the box beside this option.</i></p> <p>Click “Save”. (Add a date so you know when the snapshot has been created.)</p> <p>To use this snapshot in the future, “Options -> Snapshots -> “Use” OR select it from the dropdown list when using the Filter icon.</p>																																														

NOTE: Snapshots are not dynamic (not automatically kept up to date). Since they can only be updated from the “School View” it’s a good idea to put a date beside the Snapshot name so you know when it’s been created.