![SchoolData.net logo]

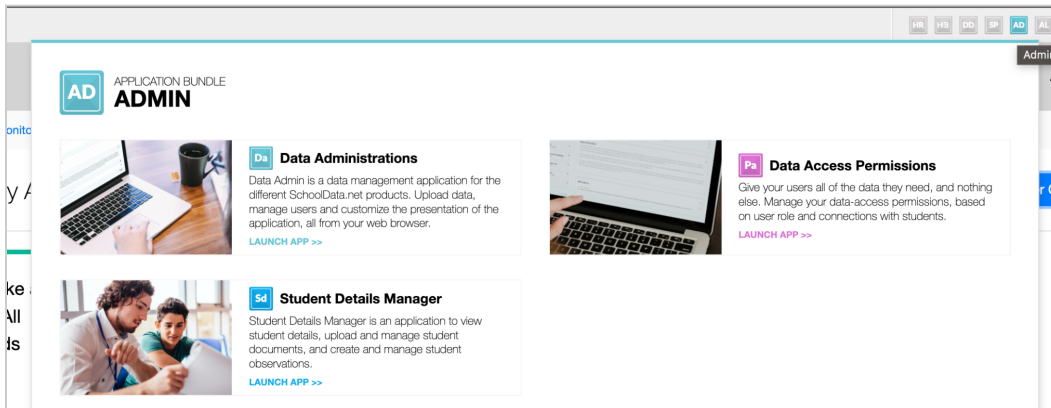# UPLOADING STUDENT DOCUMENTS - STUDENT DETAILS MANAGER

Log into SchoolData.net: https://[districtname].schooldata.net/v2/student-details-manager

Go to the Application Bundle Bar, Find the **Admin (AD) Bundle**, and hover over it. Next, locate the **Student Details Manager (Sd)** and click **Launch** App.


Quick Links

|	
[Upload Single Student Documents](#)	[Preparing the Files for Uploading](#)
[Mass Uploading Student Documents](#)	[Removing Uploaded Documents](#)

Upload Single Student Documents (back to Quick Links)

The documents uploaded here will be displayed in the **Student Documents Container** for a single student. It may be accessed in two ways.

1. In **Student Spotlight**, scroll down to the **Student Documents Container**. Click on the **Add Document** icon. This will take you to the **Student Details Manager** student's page to upload documents.
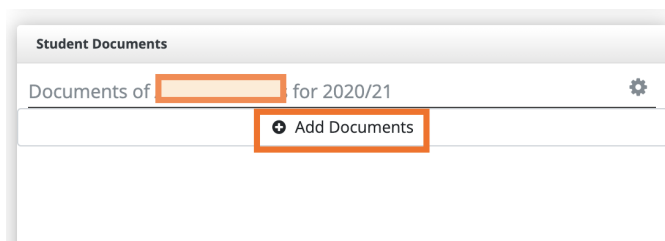
2. Click Documents in the left navigation menu of **Student Details Manager,** then choose **Upload Document**.
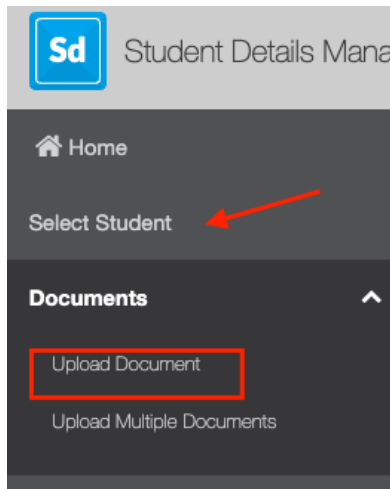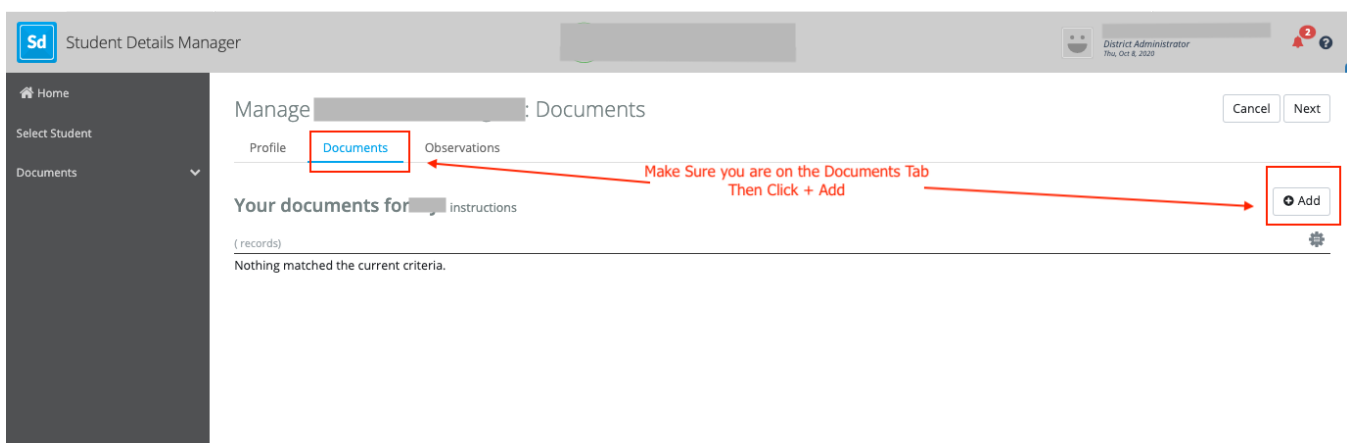

Find the student and click on the **checkmark** to the student's left. You can also do this by clicking **Select Student** in the left navigation menu.

Once on the **Student Documents** page, go to the **Add** icon.

A window will appear. Click on **Upload File**.

Choose your file by clicking **Browse.**

Once you've found the document you want to load, click on it and select **ok**. You will see it displayed, ready to load. Click **Start** to start loading.

Once your document has loaded, you will see it in the window. From here, you can change the **document name**. You can also add a **description** of the file.

The document will be found in the **Student Details Documents Table** and the **Student Spotlight Student Documents Widget Container**.

If you need to **delete, edit,** or **download** the document, go to the **Row Actions & Options** button to remove the file.

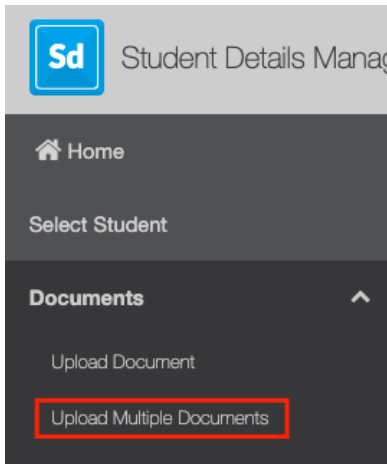# Mass Uploading Student Documents (back to Quick Links)

Documents can be loaded in mass onto the **Student Spotlight>Student Documents Container.** Start in **Documents** in the left navigation menu of the **Student Details Manager** application, and choose **Upload Multiple Documents.**

Preparing the Files for Uploading (back to Quick Links)

Files to be uploaded this way need to be named in a particular way:

- The file name cannot have any spaces or use an underscore character to separate words.
- The last word in the file name must be the Student ID selected, separated from any text by an underscore.

Once the files are named, combine all the files into **One (1) ZIP file.** (Some reports from the SchoolDat.net Reports application might generate files for you in this manner, saving you lots of time.)

When the Zip File is ready, follow the steps on the screen.

Step 1 - Enter the **Student Document Label** or the name you want to display for the document.

Use this form to upload Multiple Student Documents. Include all the files you want to upload in a single ZIP archive.

1. Use the form to the left to define a Label to be used for each Student Document.
2. Use the form to the right to upload a ZIP archive that contains the files you want uploaded.

1. Enter Student Document Label

Student Document Label *

Step 2 - Select your **Identifier Type** (Student ID Type - SSID or Other ID).

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2. Upload ZIP archive

It is **important** that the files inside your ZIP are named based on the following rules:

1. Filenames are underscore delimited.
2. The last word in the filename is the ssid of the student that the document should be associated with.

Correct example: Individual_Health_Plan_Report_1234567.pdf

Correct example: Some_Document_Name_7654321

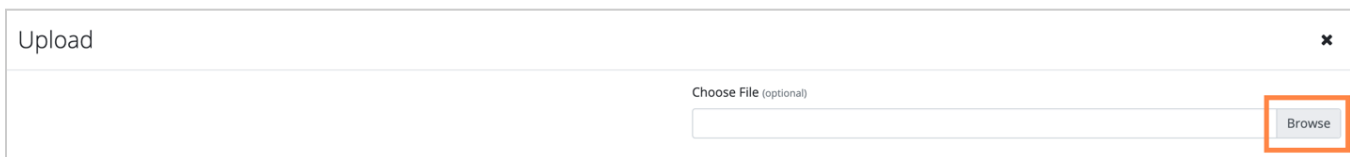**Max Filesize:** 50MB

Identifier Type
- ◉ SSID
- ◯ Other ID

Click here to begin Uploading Multiple Documents

Once the identifier is selected, click the **Click here to begin Uploading Multiple Documents** button.

Choose the **ZIP File** by clicking the **Browse** button.

Upload	✖
	Choose File (optional)
	[ ] Browse

Locate the ZIP file from your computer files and click **OK** to select.

On the screen, you will see your file selected. Click **Start** to begin loading. Depending on the size of your zip, this could take a few minutes.

Choose File (optional)

| Example_Mass_Upload.zip | Browse |

	Size	Progress	Actions
	97844 B		Start Cancel

If any files can't be uploaded, an email will be sent to you. A sample might look like this:

Multiple Uploaded Files Results ▶ Inbox ✕

SchoolData.net <email@schooldata.net>
to me ▾

Some of your files were not successfully uploaded. The following is the list of files that failed:

- Bundled Report Files (79)/Combined Reports.pdf

Each student file in the ZIP will be displayed on their **Student Spotlight's Student Documents Container** for the current year.

Student Documents - Current Year

Documents of Clea Beuntemeier* for 2022/23   ⚙

⊕ Add Documents

CAREER PLANNER SUMMARY

File	Bundled Report Files (79)/CareerPlanStudentSummaryfor_3667274451.pdf
Description	This document was uploaded via a multiple file upload process
Author	
Date	01/20/2023

Removing Uploaded Documents (back to Quick Links)
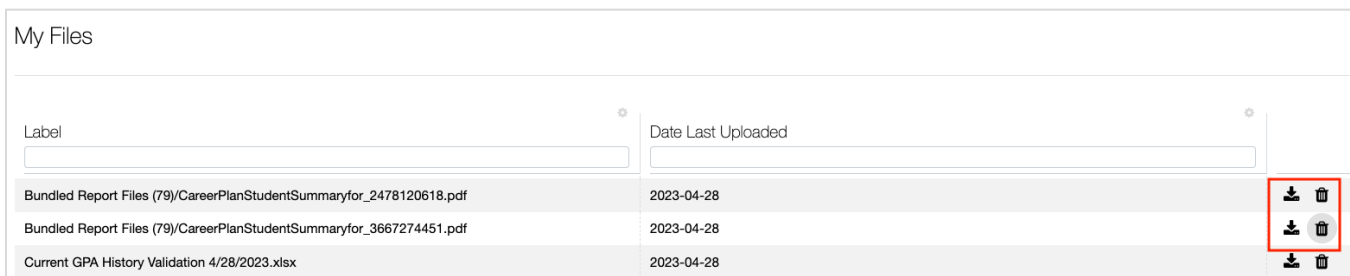
There are two ways to remove files after they have been uploaded.

Option 1 Files can be deleted from the user's Files page on the SchoolData.net main pages.

Go to https://[districtname].schooldata.net/v2 and click **Files** in the left navigation menu.
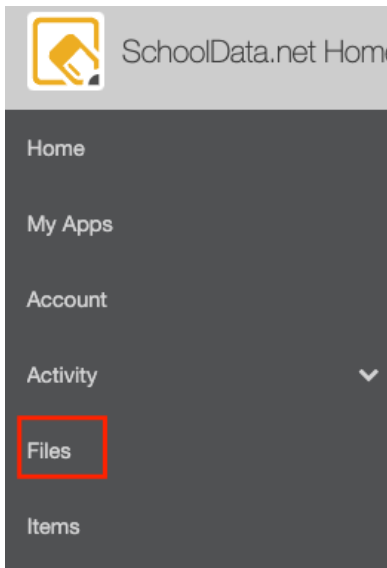
Next, locate your uploaded files and click the trashcan icon on each.

Option 2 For specific student files to delete, you can also locate them in the **Student Details Manager** application.

Start in **Select Student** in the left navigation menu of the **Student Details Manager** application.
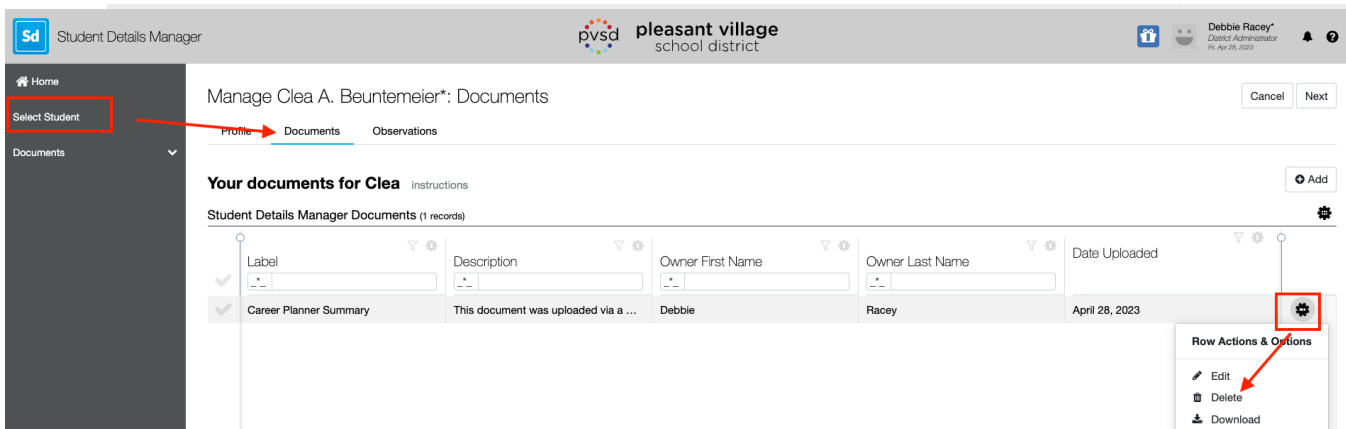
Find the student and click on the **checkmark** to the student's left.

Navigate to the **Documents** tab and go to the **Row Actions & Options** button to remove the file.

If all files need to be deleted and there are too many to delete manually, reach out to the Help Desk for assistance: support@schooldata.net