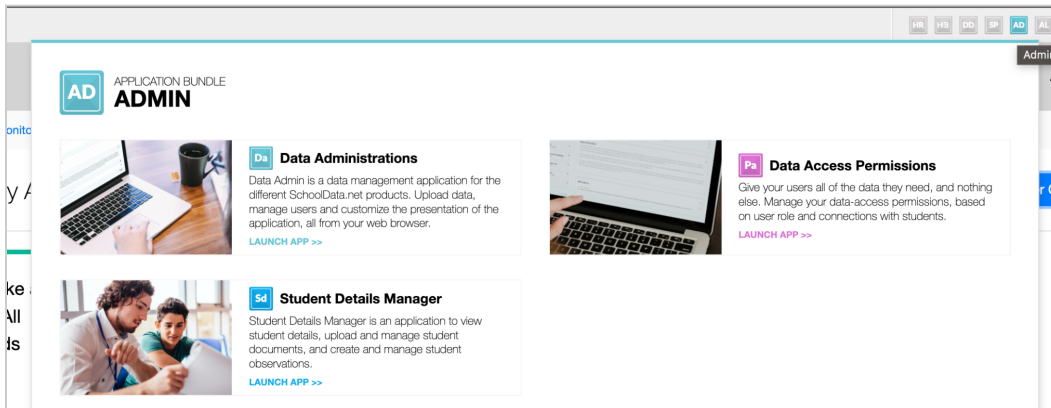


UPLOADING STUDENT DOCUMENTS - STUDENT DETAILS MANAGER

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



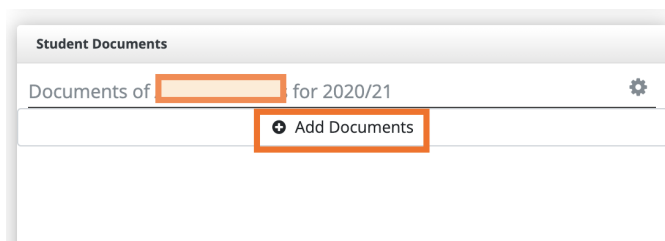
Quick Links

Upload Single Student Documents	Preparing the Files for Uploading
Mass Uploading Student Documents	Removing Uploaded Documents

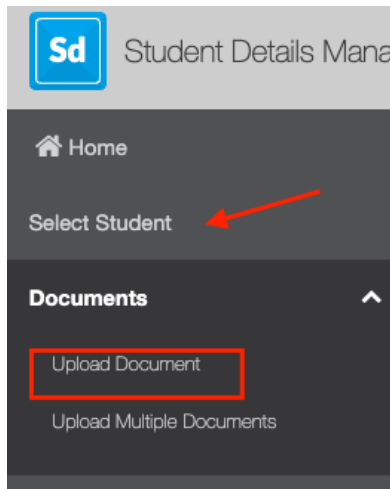
Upload Single Student Documents (back to [Quick Links](#))

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.



- Click Documents in the left navigation menu of **Student Details Manager**, then choose **Upload Document**.



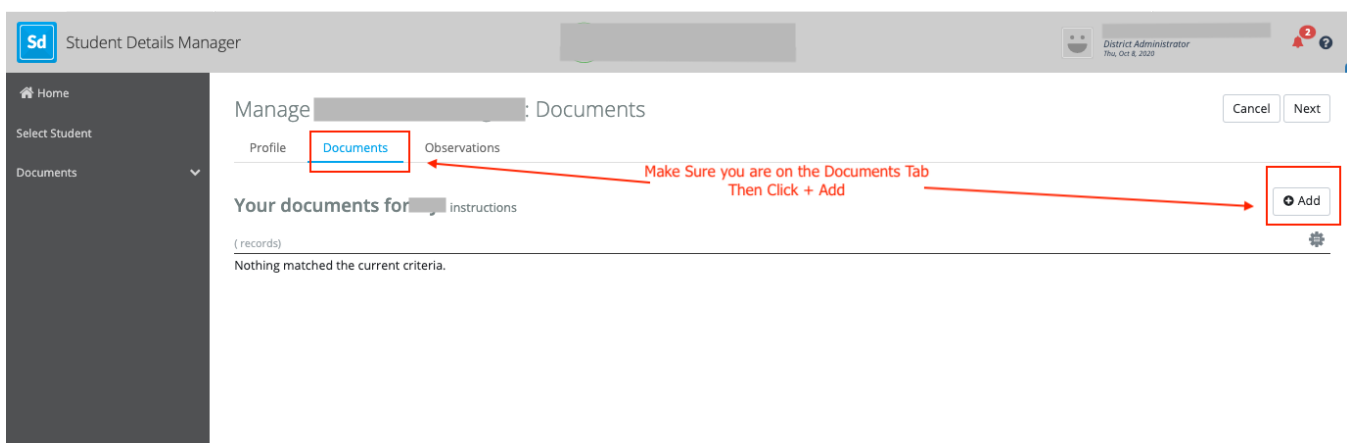
Find the student and click on the **checkmark** to the student's left. You can also do this by clicking **Select Student** in the left navigation menu.

Find Student

Students (9420 records) Filtered

<input checked="" type="checkbox"/>	First Name	Last Name	Ssid	Grade Level	School
<input type="checkbox"/>	-	-	-	-	Tar

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



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

Manage Document for [redacted] ✕

Document (optional) Upload File

Document Name (required)

Description (optional)

Choose your file by clicking **Browse**.

Upload ✕

Choose File (optional)

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.

Upload ✕

Choose File (optional)

Example Document 1.pdf Browse

Name	Size	Progress	Actions
Example Document 1.pdf	50563 B		Start Cancel

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.

Manage Document for [redacted] ✓ Ok ✕

Document (optional) Change File

Screen Shot 2020-10-08 at 4.38.55 PM.png ✕

Document Name (required)

Upload this Document

Description (optional)

Add an optional Description here

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

Profile **Documents** Observations

Your documents for [redacted] instructions

(1 records)

Label	Description	Owner First Name	Owner Last Name	Date Uploaded
Upload this Document	Add an optional Description here	[redacted]	[redacted]	October 8, 2020

Student Documents Widget

Student Documen... Student Documen... [dropdown]

Documents of [redacted] for 2020/21 [gear icon]

UPLOAD THIS DOCUMENT

File..... [Screen Shot 2020-10-08 at 4.38.55 PM.png](#)

Description..... Add an optional Description here

Author..... [redacted]




Date..... 10/08/2020

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

(1 records)

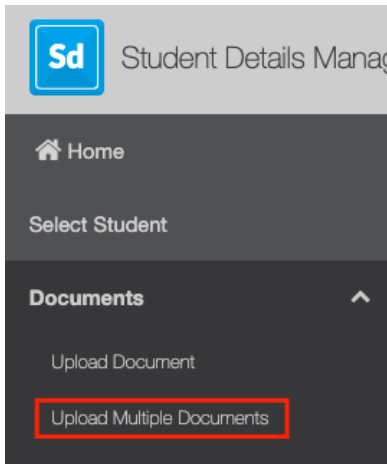
Label	Description	Owner First Name	Owner Last Name	Date Uploaded
Upload this Document	Add an optional Description here	[redacted]	[redacted]	October 8, 2020

Row Actions & Options

-  Download
-  Edit
-  Delete

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).

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

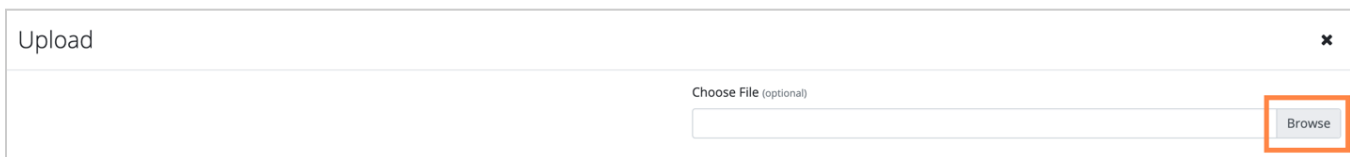
SSID

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.



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)

	Size	Progress	Actions
	97844 B	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>	<input type="button" value="Start"/> <input type="button" value="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 x

 **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 Beunteimeier* for 2022/23 ⚙

CAREER PLANNER SUMMARY

File..... [Bundled Report Files \(79\)/CareerPlanStudentSummaryfor_3667274451.pdf](#)

Description..... This document was uploaded via a multiple file upload process

Author.....

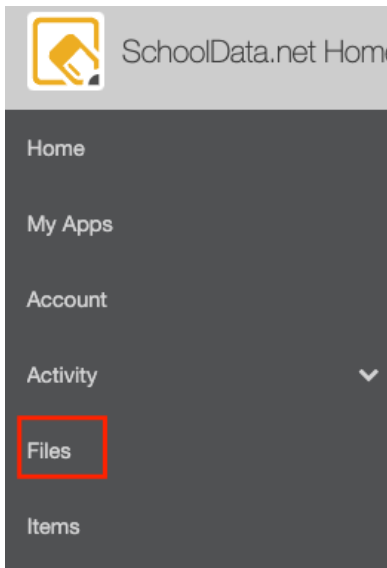
Date..... 01/20/2023

Removing Uploaded Documents (back to [Quick Links](#))

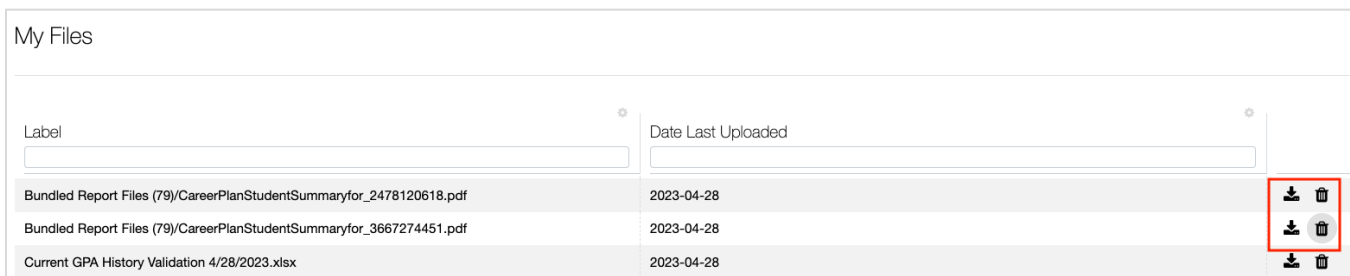
There are two ways to remove files after they have been uploaded.







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](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.



Label	Date Last Uploaded	
Bundled Report Files (79)/CareerPlanStudentSummaryfor_2478120618.pdf	2023-04-28	 
Bundled Report Files (79)/CareerPlanStudentSummaryfor_3667274451.pdf	2023-04-28	 
Current GPA History Validation 4/28/2023.xlsx	2023-04-28	 

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.

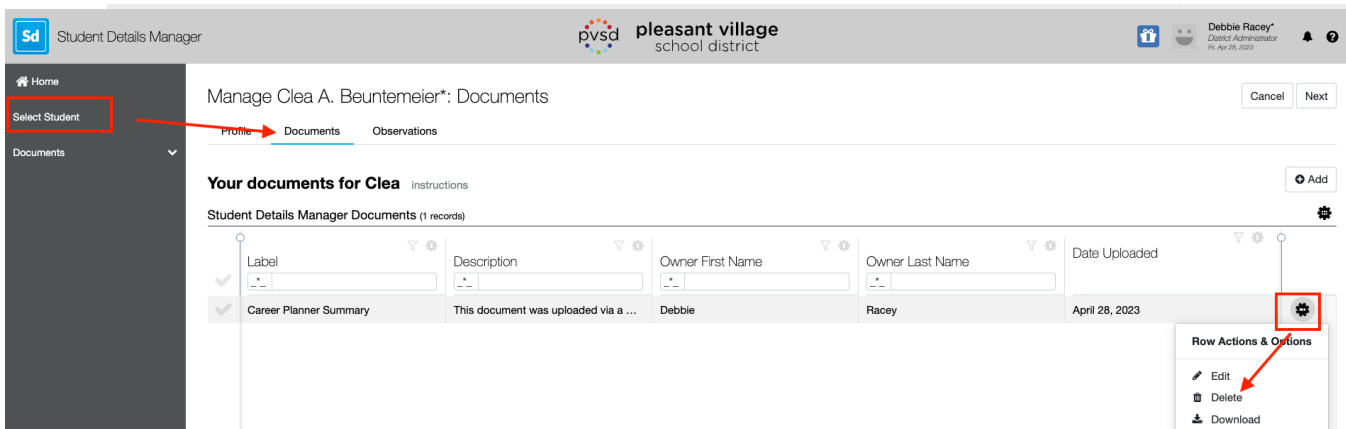
Find the student and click on the **checkmark** to the student's left.

Find Student

Students (9420 records) Filtered

	First Name	Last Name	Ssid	Grade Level	School
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



The screenshot shows the 'Student Details Manager' interface for 'pleasant village school district'. The user is logged in as 'Debbie Racey'. The main content area is titled 'Manage Clea A. Beunteimeier*: Documents'. The 'Documents' tab is active, showing a table of documents for Clea A. Beunteimeier. The table has columns for Label, Description, Owner First Name, Owner Last Name, and Date Uploaded. A single document is listed: 'Career Planner Summary' with a description 'This document was uploaded via a ...', owner 'Debbie Racey', and date 'April 28, 2023'. A 'Row Actions & Options' menu is open for this document, showing 'Edit', 'Delete', and 'Download' options. The 'Delete' option is highlighted with a red arrow. The sidebar on the left has 'Select Student' highlighted with a red box and an arrow pointing to the 'Documents' tab.

Label	Description	Owner First Name	Owner Last Name	Date Uploaded
Career Planner Summary	This document was uploaded via a ...	Debbie	Racey	April 28, 2023

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