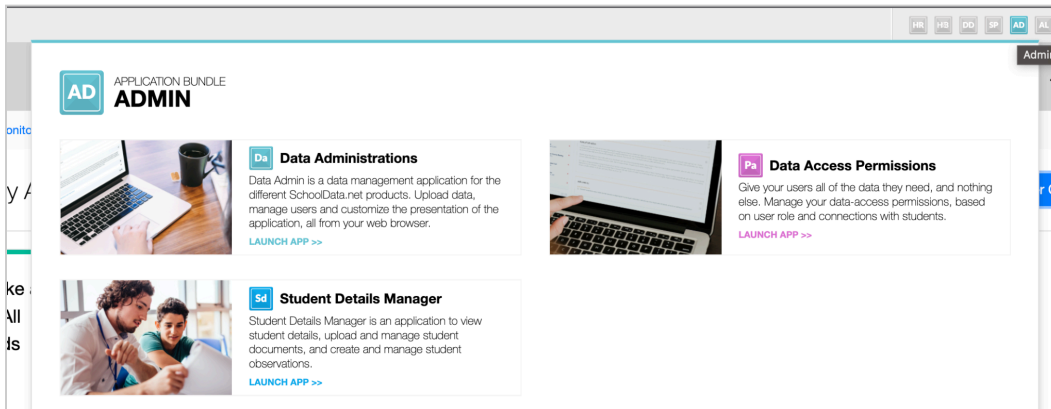


Uploading Student Observations - Student Details Manager V2

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** and click **Launch App**.

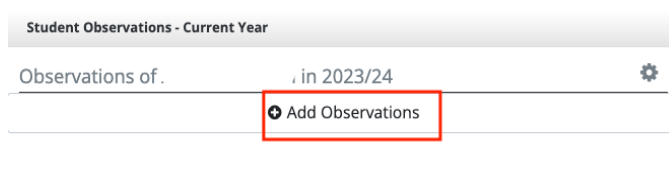


Upload Student Observations

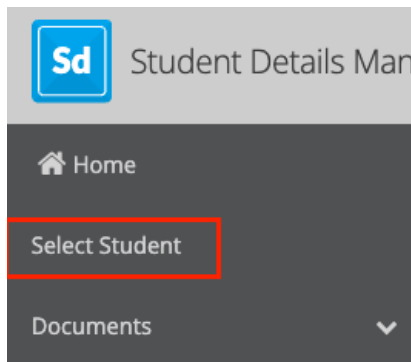
Observations may be accessed in two ways.

1. The observations uploaded will be displayed in the **Student Observations Container** for a single student. In **Student Spotlight**, scroll down to the **Student Observations Container**.

Click on the **Add Observations** icon. This will take you to the **Student Details Manager** student's page to add observations. Click on the **Action Gear** in the right-hand corner to access **Data Settings: Manage Observations** and **Download as a report**.

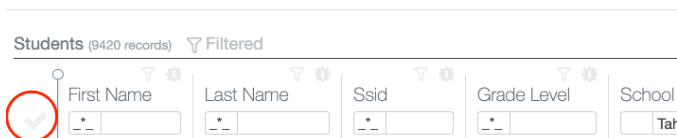


2. Observation information is stored in the **Student Details Manager**. Click **Select Students** in the left navigation menu of **Student Details Manager**.

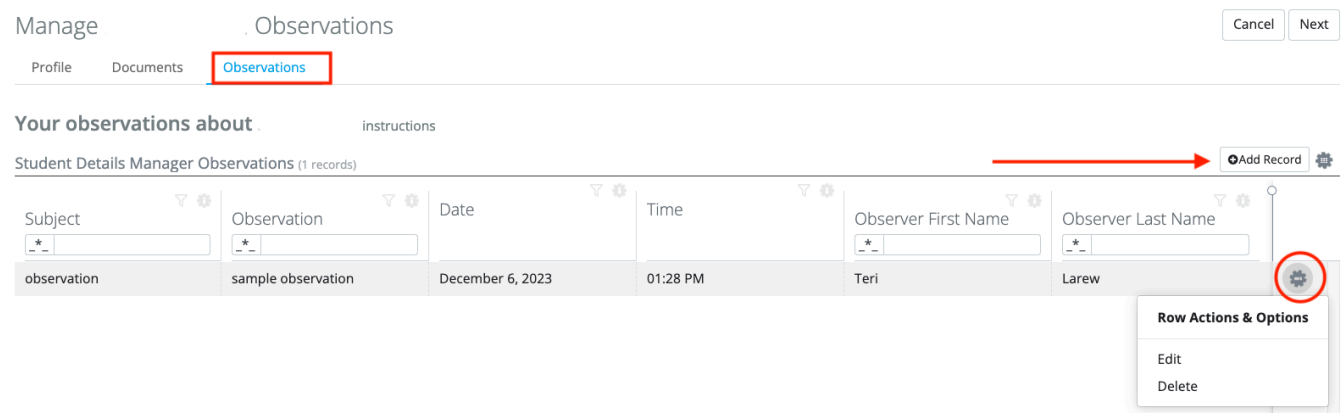


Find the student and click on the **checkmark** to the left of the student.

Find Student



Once on the **Student Documents** page, click the **Observations** tab and select the **Add Record** icon.



A window will appear. Fill in the **Subject** and **Observation** details, then click **Add**.

Add Observation

Student Observation

Subject (optional)

Observation (required)

The observation will be found in the **Student Details Manager Observations Table** and the **Student Spotlight Student Observations Widget Container**.

Student Details Manager Observations (1 records) Add Record

Subject	Observation	Date	Time	Observer First Name	Observer Last Name	
Observation 9/1/2023	Sample notes	December 6, 2023	01:38 PM	Teri	Larew	

Student Observations - Current Year

Observations of . in 2023/24

SAMPLE

Sample Observation

Observer: Teri Larew

Date: December 6, 2023

To delete, edit, or download the observation, click the **Row Actions & Options** button to remove the file.

Manage . Observations Cancel Next

Profile Documents Observations

Your observations about . instructions

Student Details Manager Observations (1 records) Add Record

Subject	Observation	Date	Time	Observer First Name	Observer Last Name	
observation	sample observation	December 6, 2023	01:28 PM	Teri	Larew	

Row Actions & Options

Edit

Delete