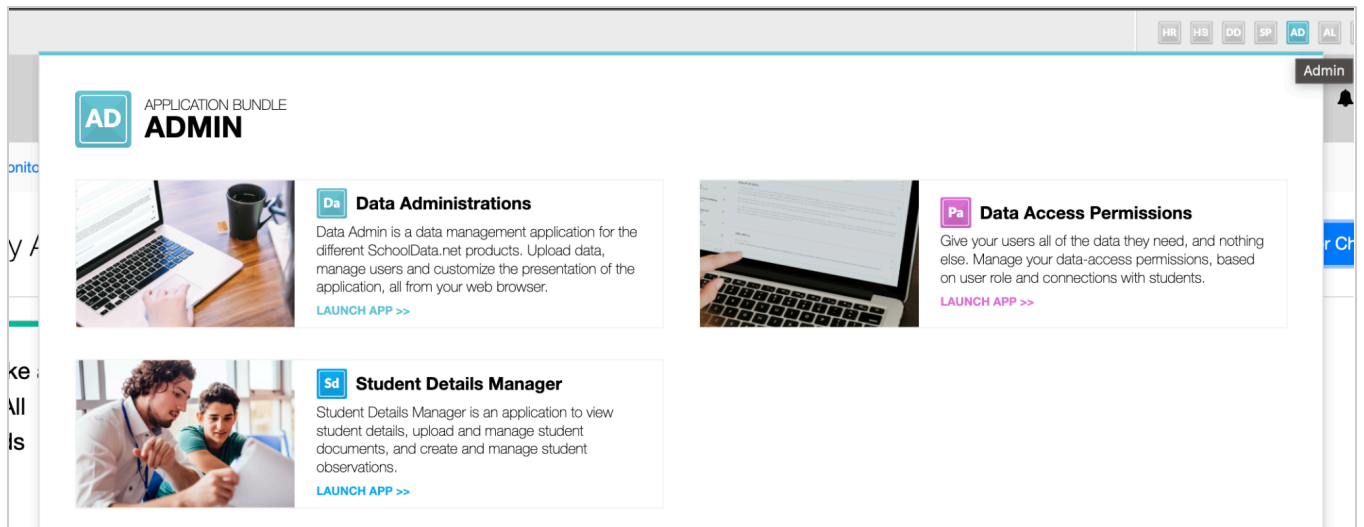


UPLOADING STUDENT DOCUMENTS - STUDENT DETAILS MANAGER V2

Here, you will learn to manage student documents.

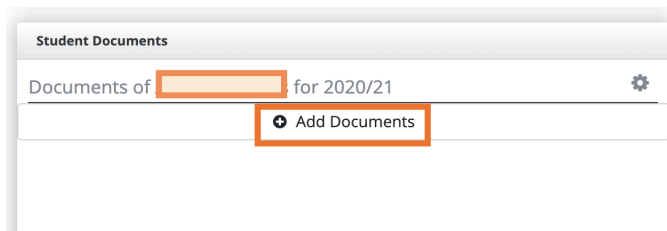
1. Log into SchoolData.net: [https://\[districtname\].schooldata.net/v2/student-details-manager](https://[districtname].schooldata.net/v2/student-details-manager)
2. Go to the Application Bundle Bar, find the **Admin (AD) Bundle**, and hover over it. Next, locate the **Student Details Manager** and click **Launch App**.



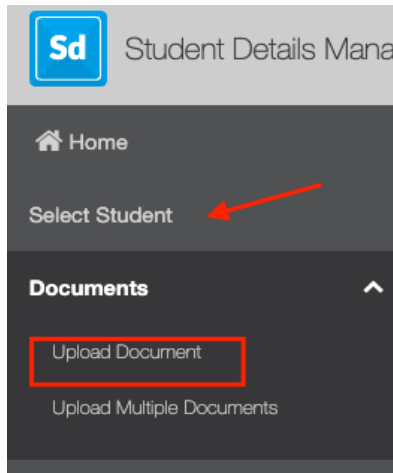
Upload Single Student Documents

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**.



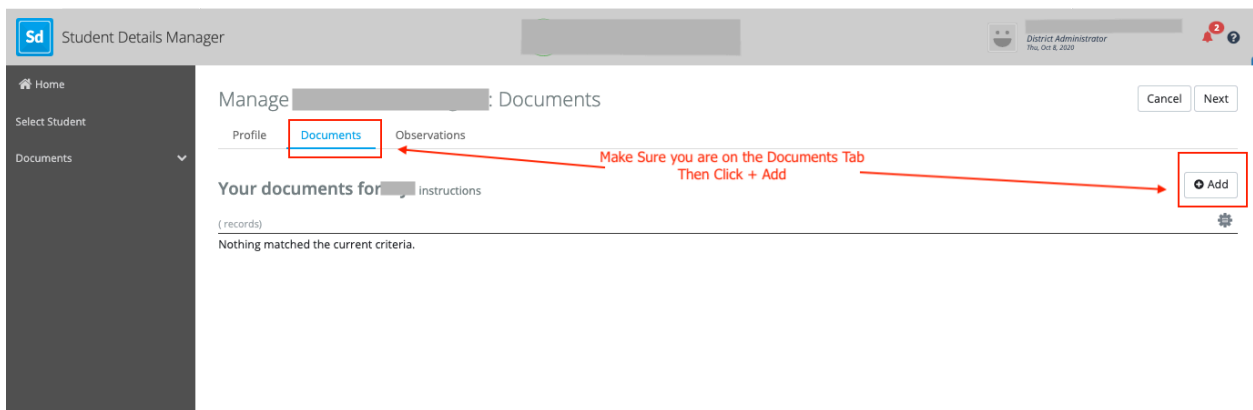
- Find the student and click the **checkmark** to the left of their name. You can also complete this step by clicking **"Select Student"** in the left navigation menu.

Find Student

Students (9420 records) Filtered

	First Name	Last Name	Ssid	Grade Level	School
☒	...	...	...	...	Tal

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



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

Manage Document for [redacted] x

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)
Browse

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

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

Manage Document for
Ok
✕

Document (optional) Change File

Document Name (required)

Description (optional)

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

Profile
Documents
Observations

Your documents for instructions

(1 records)

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

Student Documents Widget

Student Documen...

Student Documen...

Documents of [redacted] for 2020/21

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

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

(1 records)

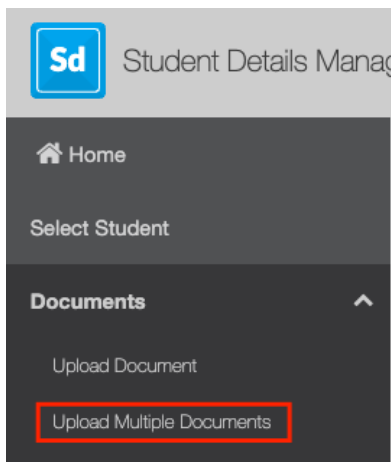
Label	Description	Owner First Name	Owner Last Name	Date Uploaded
Upload this Document	Add an optional Description here	[redacted]	[redacted]	October 8, 2020

Row Actions & Options

- Download
- Edit
- Delete

Mass Uploading Student Documents

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



Preparing the Files for Uploading

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 selected Student ID, 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.

1. 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 *

2. 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](#)

3. Once the identifier is selected, click the **Click here to begin Uploading Multiple Documents** button.
4. Choose the **ZIP File** by clicking the **Browse** button.

Upload
×

Choose File (optional)
Browse

5. Locate the ZIP file on your computer and click **OK** to select it.
6. 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)
Browse

	Size	Progress	Actions
	97844 B		Start Cancel

7. 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

8. 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

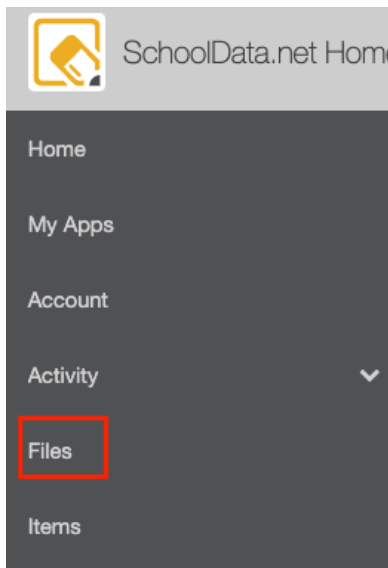
File..... [Bundled Report Files \(79\)/CareerPlanStudentSummaryfor_3667274451.pdf](#)
Description..... This document was uploaded via a multiple file upload process
Author.....
Date..... 01/20/2023

Removing Uploaded Documents

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.

1. Go to [https://\[districtname\].schooldata.net/v2](https://[districtname].schooldata.net/v2) and click **Files** in the left navigation menu.



2. Next, locate your uploaded files and click the trash can icon for each one.

My Files		
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.

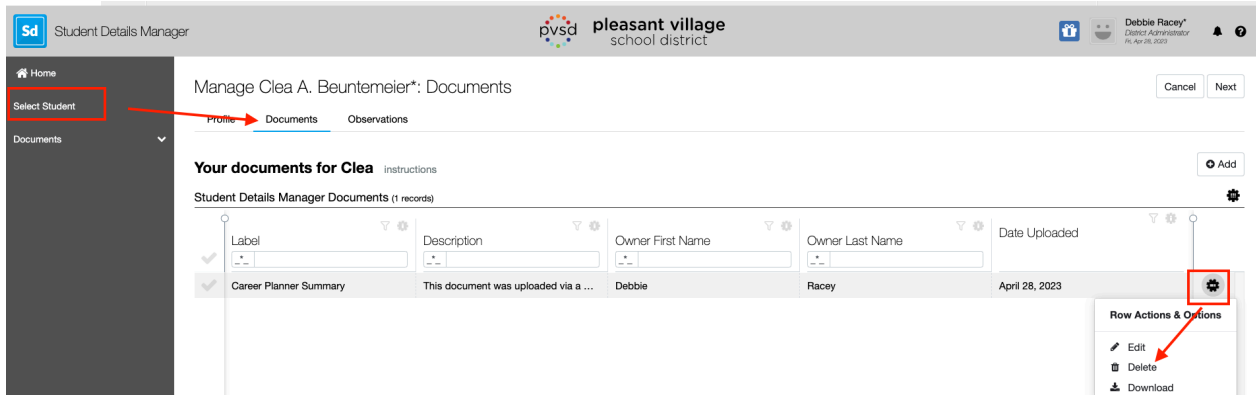
1. Start in **Select Student** in the left navigation menu of the **Student Details Manager** application.
2. Find the student and click the **checkmark** to the left of their name.

Find Student

Students (9420 records) Filtered

	First Name	Last Name	Ssid	Grade Level	School
					

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



Student Details Manager

Manage Clea A. Beunteimeier*: Documents

Profile Documents Observations

Your documents for Clea Instructions Add

Student Details Manager Documents (1 records)

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

Row Actions & Options

- Edit
- Delete
- Download

4. 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