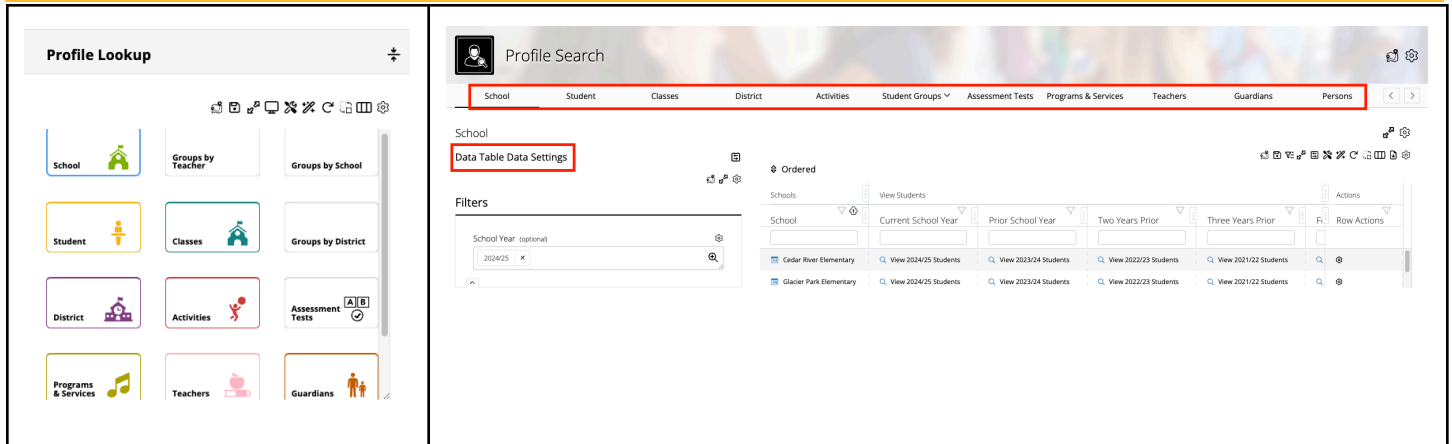


## Profile Lookup, Quick Search, Spotlight Connect

### Profile Lookup

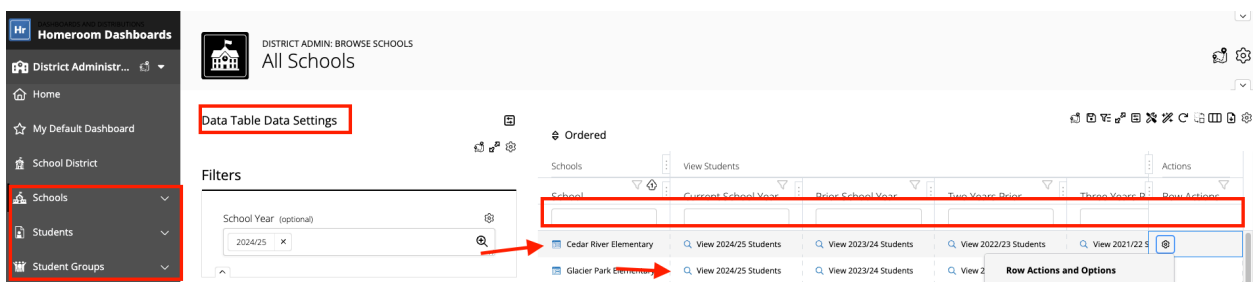
Here, you will learn how to search for an entity or name. The profile lookup will display a data table of information and provide a method to open a new dashboard or spotlight for your chosen name or entity. Quick profiles can be triggered by clicking on an entity name (icon) or the magnifying glass icon. The visibility scope depends on the user's role and varies across districts.

1. Start in the **Profile Lookup container** on the Homeroom Dashboard.
2. Click one of the following card choices. You will see a popover Profile Search data table.
3. Filter by clicking on the **Data Table Data Settings** to the left. Click the field, choose the **checkbox** to the left, and click **Accept**.
4. Additional profile search options are available by clicking on the tabs at the top of the page.
  - **School:** This section displays each school within the district. From here, you can launch a School Dashboard and view a school's student list from the current and previous years—filter by School Year.
  - **Student:** This will enable you to locate a student and access the Student Dashboard. You can filter by Enrollment School Year, Schools, Grade Levels, and Names and Identities.
  - **Classes:** This will show class details and schedules. From here, you can launch a Class Dashboard. You can filter by School Year and/or Schools.
  - **District:** This allows you to view and launch the district dashboard.
  - **Activities:** This will show activity details and schedules. You can launch an Activity Dashboard and filter by School Year and School(s).
  - **Student Groups:** This feature allows you to find students organized by student group. From here, you can launch a Student Group Dashboard. Choose from any of the following groups:
    - Groups by Teacher: This will allow you to filter by School Year and Teacher.
    - Groups by School: This will allow you to filter by School Year and School.
    - Groups by District: This will allow you to filter by School Year.
  - **All Assessment Tests:** This feature allows you to search for assessments by name, type, category, and school-year score counts. You can launch the View Assessment Dashboard to view Scores, Strands, and Subgroups.
  - **Programs & Services:** This feature allows you to view the currently enrolled students in a program. From here, you can launch a Program Dashboard.
  - **Teachers:** This will show teachers, their school(s), grade level, and students. You can launch a School or Teacher Dashboard or view the students by teacher in the current and previous school years. You can filter by School Year and/or School(s).
  - **Guardians:** This will allow you to search for a guardian by First or Last Name. From here, you can launch a Guardian Dashboard.
  - **Persons:** This feature allows you to search for a person by first and last name, Email Address, and Person Role(s). This is available for the District Administrator role only.



## Quick Search Left Navigation

1. Click **Schools** in the left navigation menu to search by School, Teacher, Class, Activity, Behavior (Attendance, Incidents, Referrals), Plans (504, Ale, HiCap, Health, Student of Concern, Student Language), or Programs.
2. Click **Students** in the left navigation to search by My Students, Student Search, Students by School, Students by Teacher, Guardians, or Demographics.
3. Click **Student Group** to search for Student Groups you have created or System-Created Student Groups by Teacher, School, or District.
4. You can filter by clicking on the **Data Table Data Settings** to the left. Click the field, choose the **checkbox** to the left, and click **Accept**.
5. Launch a spotlight or student list by clicking the icon next to the name.



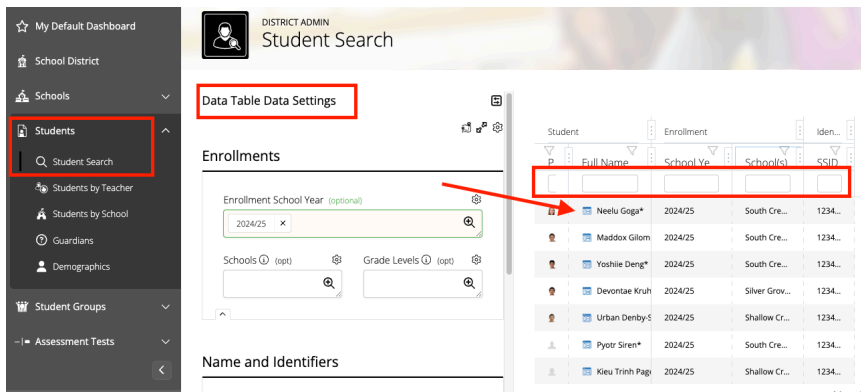
## Find and Spotlight One Student

Here, you will learn how to search for a student. The visibility scope depends on the user's role and varies across districts.

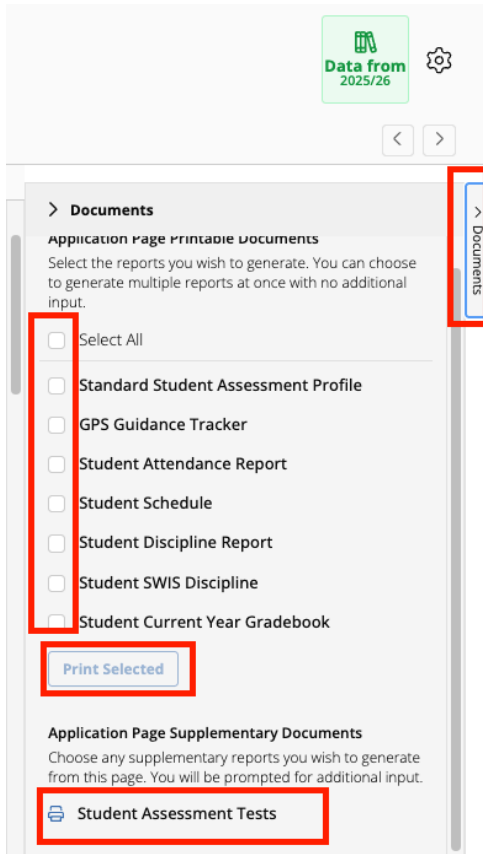
1. Start in the left navigation under **Students** and choose **Student Search**. **NOTE:** You may also search by Teacher, School, Guardians, Demographics, or Student Group similarly.
2. You will see a data table of all students. If desired, filter by the **Data Table Data Settings** to the left or

use the **column filters** to search.

3. Click the **icon** next to the student of your choice.



4. You will now see the **Student Dashboard**.
5. By default, the data displayed is for the current school year; users can customize their view of the data using the **Edit Page Data Settings**. Click in the **School Years (Student Data)** field. Click the **checkbox** for the school year, click **Accept**, and then **View Dashboard**.
6. Click the **arrow** in the **Document Tray** to the far right to open/close the **Application Page Printable Documents**.
  - Select the reports you wish to generate by clicking the **checkbox**, then click the **Print Selected button**. You can choose to generate multiple reports at once with no additional input.
    - **Student Assessment Profile**
    - **GPS Guidance Tracker**
    - **Student Attendance Report**
    - **Student Schedule**
    - **Student Discipline Report**
    - **Student SWIS Discipline**
  - Click the **Student Assessment Tests button** under the **Application Page Supplementary Documents**.
    - Select the **magnifying glass** in the **School Year(s)** field, click the **checkbox** to the left, and click **Accept**.
    - Select the Scope(s), Families, and Subject Area(s) fields similarly.
    - Click **Save**.
    - A Download will be generated.



7. The **Profile container** contains information about the student, including their name, picture, current grade, school, personal details, contact information, family information, and more.
8. Across the top of the page are various tabs that allow you to navigate the multiple containers.
  - The **Assessment tab** will show all the student's assessments.
  - The **Demographics tab** will show additional student services.
  - The **Behaviors tab** will show containers for attendance, student referrals (SWIS), and student discipline (SIS).
  - The **Grades and Credits tab** will show gradebook and assignment data.
  - The **Student Plans tab** will show the student plans and interventions.
  - The **CTE tab** will show the CTE student profile.
  - The **Miscellaneous tab** will show information about schedules, observations, accomplishments, graduation, health, custom attributes, documents, enrollments, activities, categories, and ALE.
  - In our applications, clicking on a student's name accompanied by a dashboard icon or a magnifying glass will take you to that student's dashboard.

