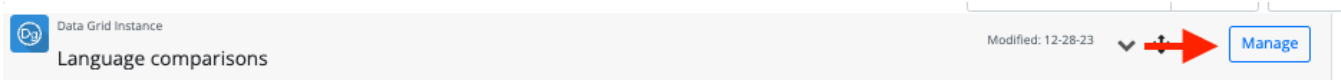


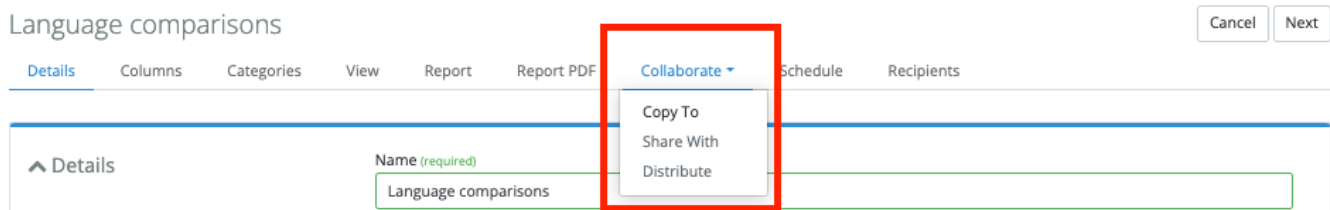
Using Student Data Grids (V2)

Copy to Selected Users

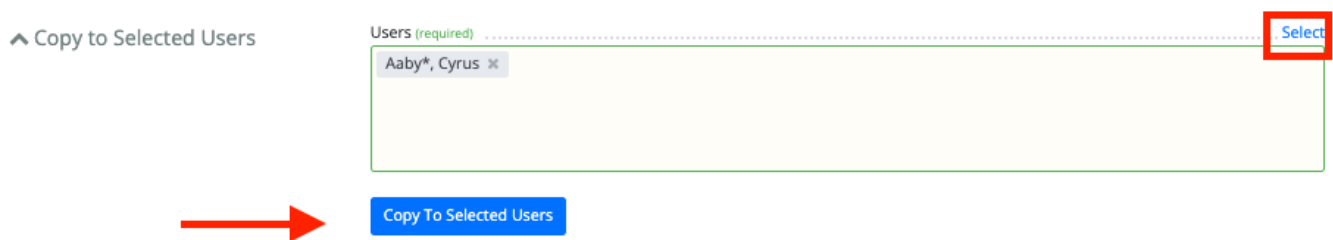
1. Navigate to **My Student Data Grids** in the left navigation menu and select the data grid you want to copy.
2. Click the **Manage** button.



3. Click the **Collaborate** tab and choose **Copy To**.



4. Click **Select** at the far right.
5. Click the **checkmark** to the left of one or more chosen Application Users, then click **Apply**.
6. Click **Copy to Selected Users**.



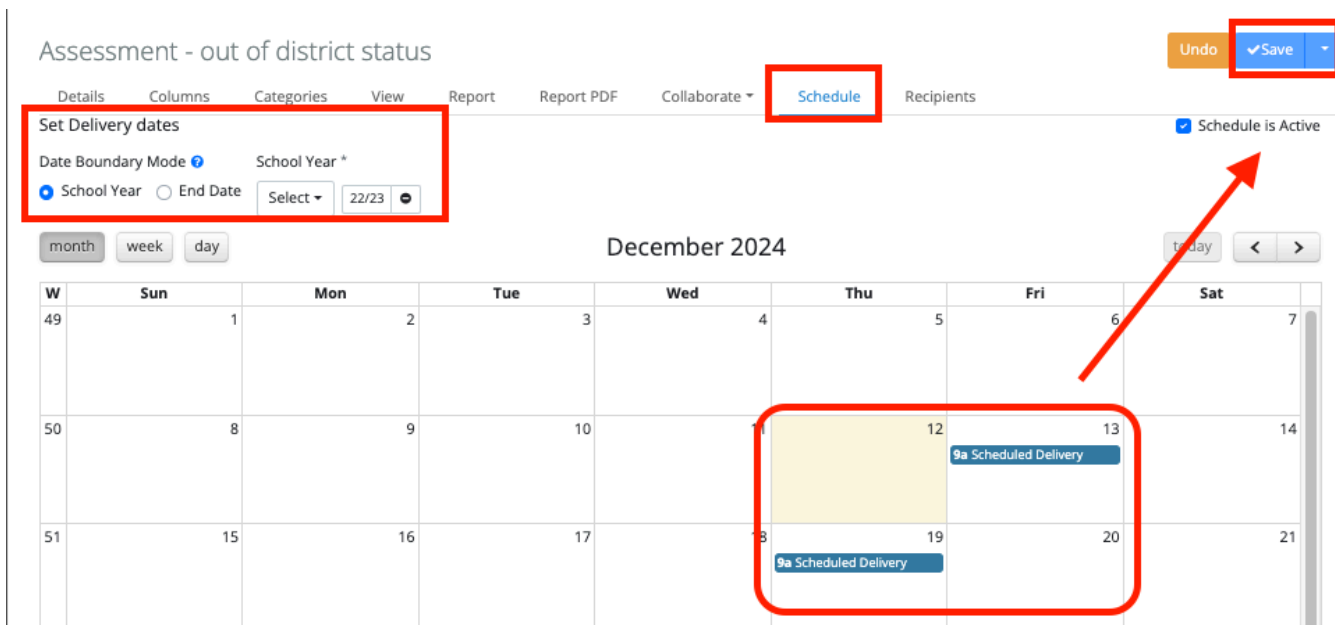
7. A copy of the chart will appear in the **My Student Data Grids of the selected users**. NOTE: The recipient may not edit a copied chart.

Share/Distribute to Selected Users

Schedule Tab

1. Navigate to **My Student Data Grids** in the left navigation menu and select the data grid you want to share or distribute.
2. Click the **Manage** button.

3. Click the **Schedule** tab.
4. Confirm you are in the correct school year. This is especially important if you have cloned or copied the student data grid. Click the **radio button** to select the **school year** or **end date** in the top left if needed.
5. Select the **date** from the **calendar**.
6. Select the **time** from the dropdown menu in the new window.
7. Ensure the **checkbox** is checked for 'Schedule is Active' in the top right corner.
8. Click Save.
9. Contact support@schooldata.net if you would like to set up advanced scheduling (e.g., weekly) or if you have any questions.



Assessment - out of district status

Details Columns Categories View Report Report PDF Collaborate **Schedule** Recipients

Undo **Save**

Set Delivery dates

Date Boundary Mode School Year End Date School Year * Select 22/23

Schedule is Active

month week day December 2024 today < >

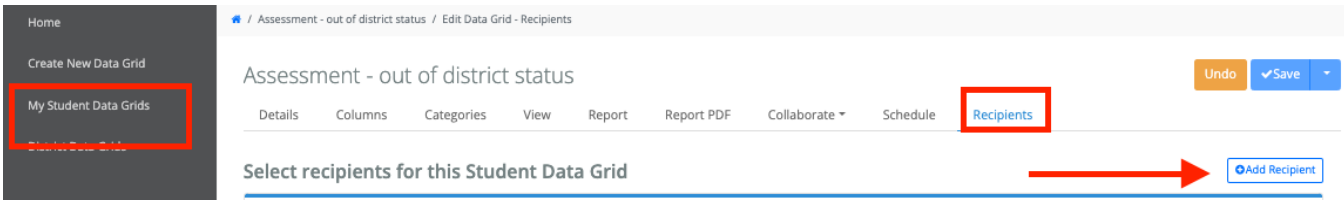
W	Sun	Mon	Tue	Wed	Thu	Fri	Sat
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21

Recipients Tab

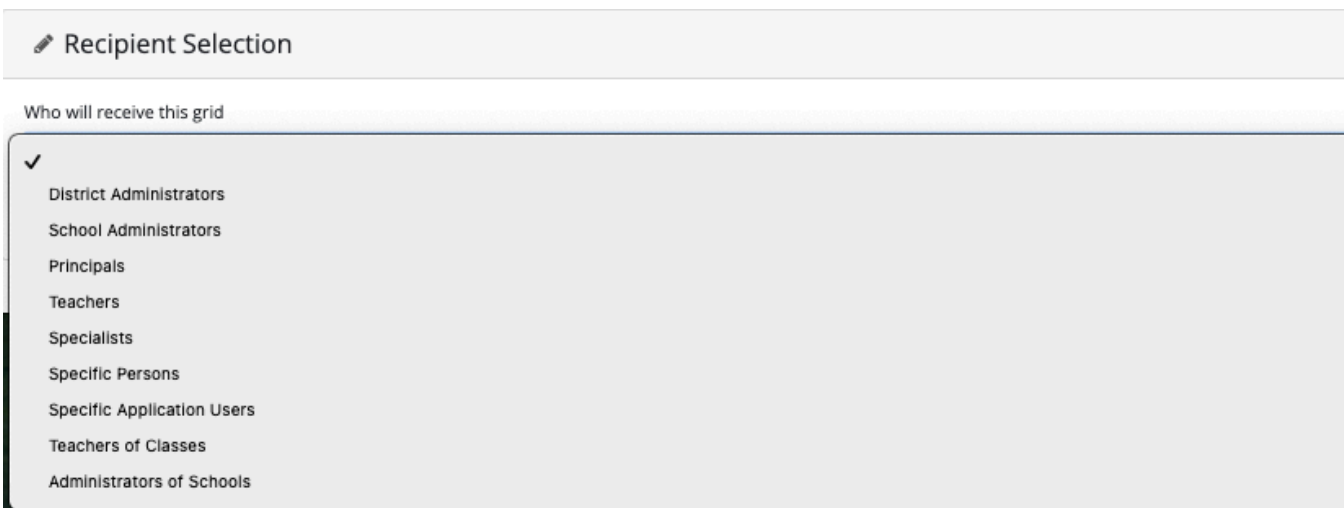
Used to send the data grid to one or more recipients using a specific student group for each recipient set. The recipients will only receive data for those students they are authorized to view. For example, teachers would only be able to see their students.

1. Navigate to **My Student Data Grids** in the left navigation menu and select the data grid you want to share or distribute.
2. Click the **Manage** button.
3. Click the **Recipients** tab.

4. Click **Add Recipient**.



5. Scroll to the bottom of the page to Recipient Selection and select the subset of recipients of interest from the dropdown menu. Depending on the subset selected, further options will appear. Configure the options as desired.



6. Click **Save**.

7. Click "**Run Now**" in the top right corner to execute the grid and send the spreadsheet to the recipients.

8. If you wish to see how the recipient selections will work before sending them to users, click the **down arrow** next to the **Run Now** button and select **Run Validation Now**. This will create separate spreadsheets that each recipient will receive and send to you in a compressed (ZIP) file, which can then be opened and reviewed.

