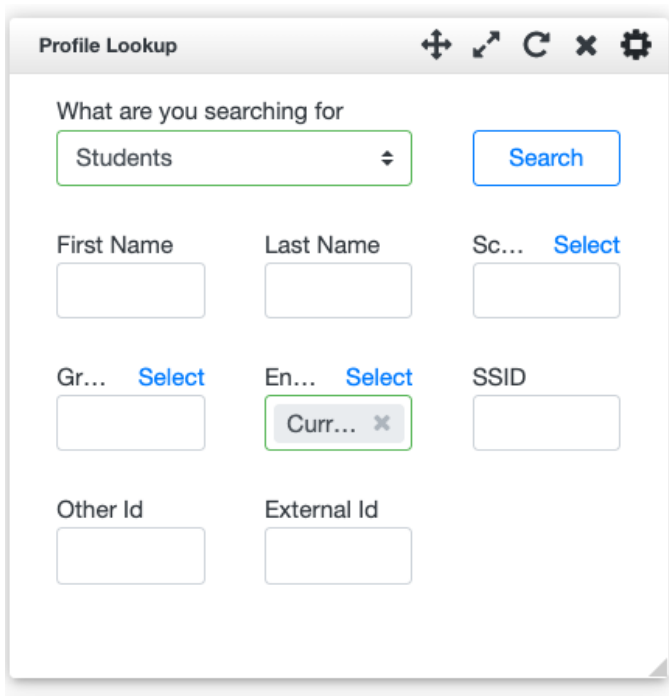


## QUICK PROFILE, PROFILE LOOK-UP, AND SPOTLIGHT V2

A quick profile popover appears when you click on a person's name (e.g., student, teacher) or the name of an entity (e.g., school, class, activity). You can also access it by clicking the **magnifying glass** icon next to the name. The quick profile includes details such as pictures, contact information, roles and responsibilities, and other relevant information about the entity.

Located on your Homeroom Dashboard, the **Profile Lookup** container lets you quickly find and view profiles for various entities.



The screenshot shows a 'Profile Lookup' window with a search bar set to 'Students' and a 'Search' button. Below are several input fields: 'First Name', 'Last Name', 'Sc...' (with a 'Select' dropdown), 'Gr...' (with a 'Select' dropdown), 'En...' (with a 'Select' dropdown and a 'Curr...' tag), 'SSID', 'Other Id', and 'External Id'.

When you click on any spotlight icon, a new tab displays specific widgets based on the entity type you clicked.

- **District:** District Administrator
- **School:** School Administrator, High School, Middle School, Elementary School
- **Teacher:** High School, Middle School, Elementary School
- **Specialist (Attendance, Counselor):** High School, Middle School, Elementary School
- **Class:** High School, Middle School, Elementary School
- **Student Group:** High School, Middle School, Elementary School
- **Program:** Specific Program Details
- **Activity:** High School, Middle School, Elementary School
- **Employee:** Details related to employees
- **Guardian:** Family Connections
- **Student:** Individual Student Profiles. **Helpful Resource:** [Homeroom Dashboards Student Spotlight V2](#)

## SPOTLIGHT PRINT

1. Click the **Print All** button in the upper-right corner of the tab.
2. Configure print data preferences based on the available printing widgets.

Helpful Resource: [Homeroom Dashboards Student Spotlight V2](#)