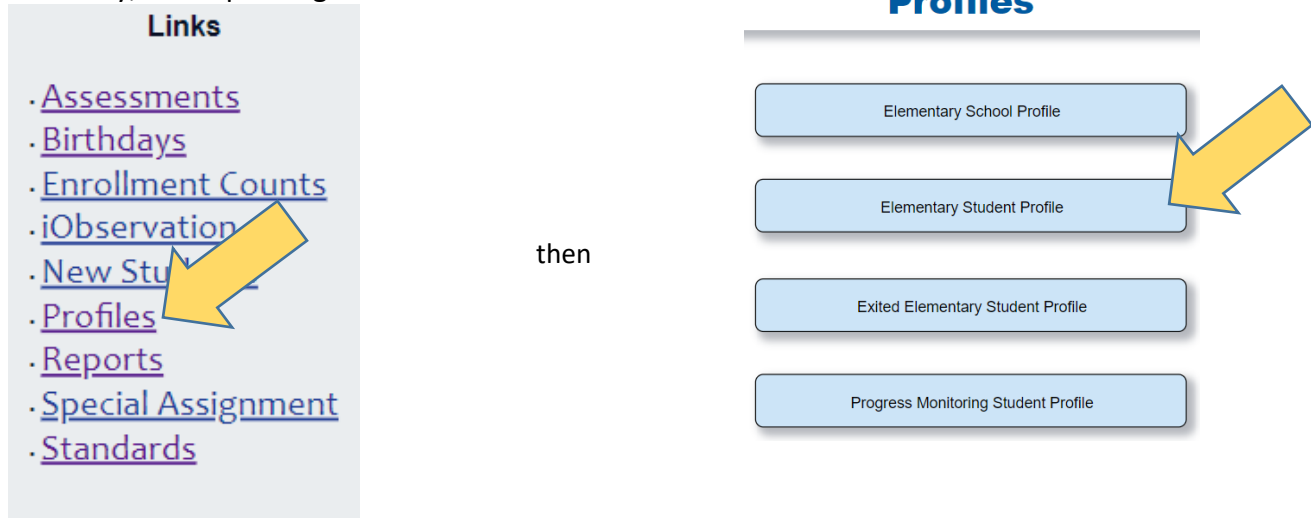


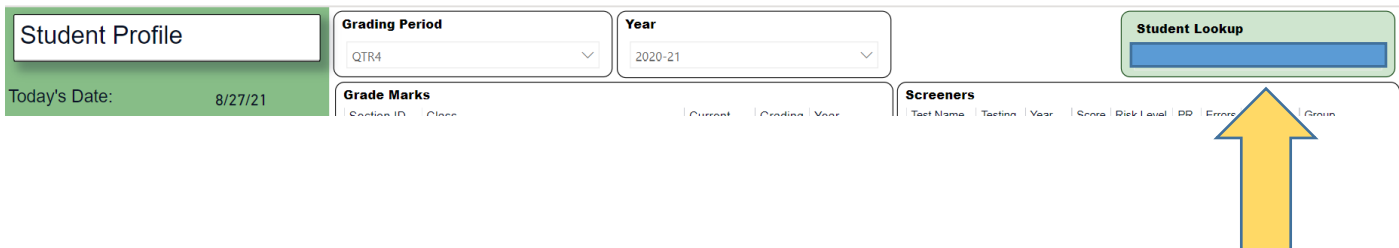
Power BI: Student Profile

Student Profiles have been a popular report. Profiles can be accessed from the links on the left side of the Main Page of each Leveled Dashboards. Links are in alphabetical order.

The Profile link links to a landing page of different types of profile reports. Select Student Profile. Currently, batch printing is not available.



Once at the Student Profile, select the student's name/ID in the upper right corner at Student Lookup. Or type a student's name or ID. There are several filters to narrow the data produced on the profile.



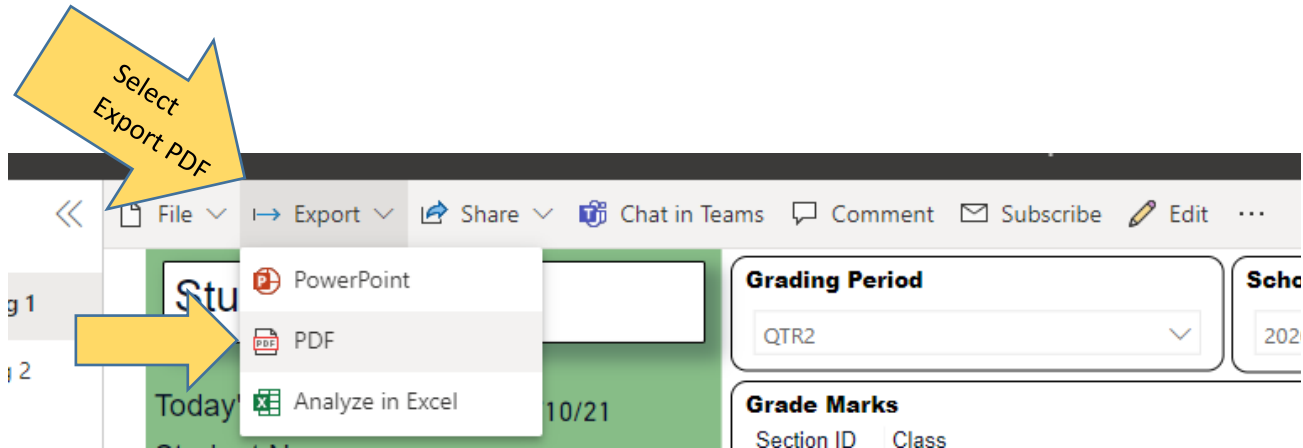
Verify the correct student by name and ID number.

Check filters on both pages prior to exporting/printing.

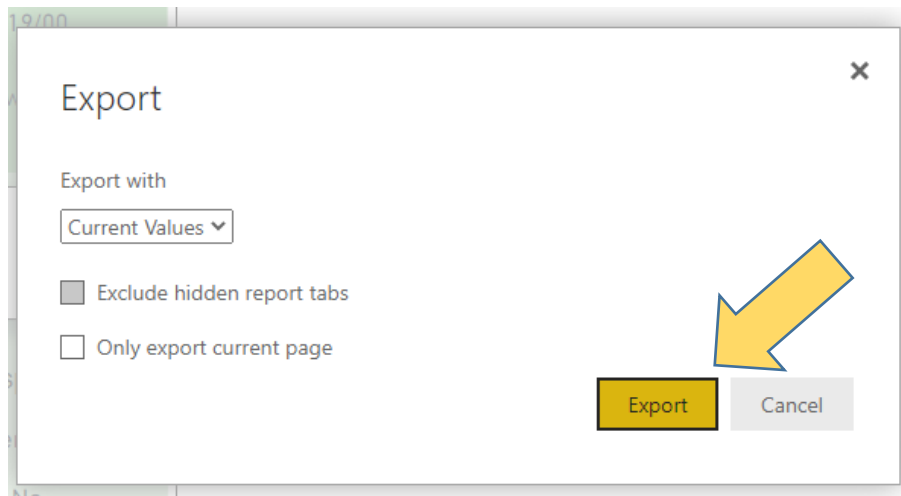
See how to export the Student Profile to a PDF document on the next page.

Power BI: Exporting the Student Profile PDF

The Student Profiles offer some flexibility to users, so be sure to select the filter(s) for the data sets needed. When a student is exiting the school, it is recommended to select the most recent data. Select “Export” in the menu ribbon above the Profile, the PDF in the dropdown menu.



Once PDF is selected, this box will appear. Select Export.



To include both pages of the Student Profile, simply click Export. The PDF report will generate and show up in the lower left-hand corner of the screen.

If only 1 page is needed, click “Only export current page”, then select Export.

Clerical Staff (exiting procedure) - Save the PDF and rename it before attaching it in Synergy when completing the Exit process.