

User Guide: Student Profile Print Friendly

Running the Report

There are two ways to filter to the students you want.

1. Report Filters

Use this if you have specific Student IDs

User	<input type="text"/>
List of Student IDs (optional)	<input type="text" value="All"/>
Student Checkboxes	<input type="text"/>
Show Behavior Data	<input type="text" value="Yes"/>

2. Power BI Filters

Use this if you don't have Student IDs

School	<input type="text" value="All"/>
Teacher	<input type="text" value="All"/>
Course	<input type="text" value="All"/>
Grade	<input type="text" value="All"/>
Behavior Data	<input type="text" value="Yes"/>
Student Lookup	<input type="text" value="All"/>

1. **Report Filters** (on the right side of the page at the top of the green box)
 - a. Copy and paste (or type) a list of IDs into the optional box. Make sure there are no blank lines at the end (the cursor is on the line with the last ID).

List of Student IDs (optional)	<input type="text" value="All"/>
Student Checkboxes	<input type="text" value="123456
234567
456789"/>

- b. Use the Student Checkboxes dropdown. If you entered a list of IDs in the optional box, click "Select All" in the Student Checkboxes dropdown.

Student Checkboxes	<input type="text" value="Required"/>
	<input type="checkbox"/> Select All

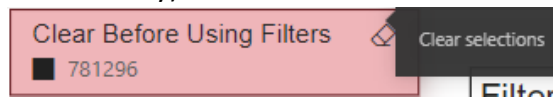
- c. Click View Report.

- d. Export to PDF using the Export button inside the green box.

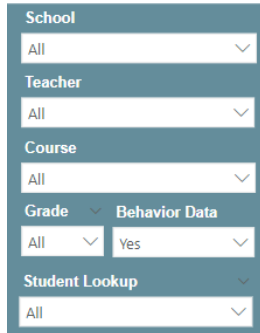
Export	<input type="text" value="PDF (.pdf)"/>
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2. **Power BI Filters** (on the left side of the page)

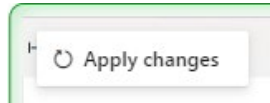
- a. Clear the default ID (the default ID keeps the report from running all students immediately).



- b. Use the filters.



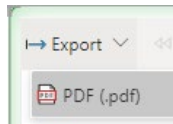
- c. Click "Apply Changes" at the top left of the green box.



- d. Use the yellow reset before closing the page to reset the default ID. This is on the right of the toolbar at the top.

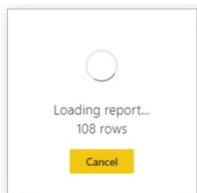


- e. Export to PDF using the Export button inside the green box.



Tips and Information

1. It takes around 11 minutes to run 800 students.
2. Each student report should fit on two pages (one page, front and back).
3. Click "Cancel" if you need to stop the report.



4. The report shows one student at a time. You can use the arrows at the top to navigate between students, but it is faster to export to pdf to see all students.

