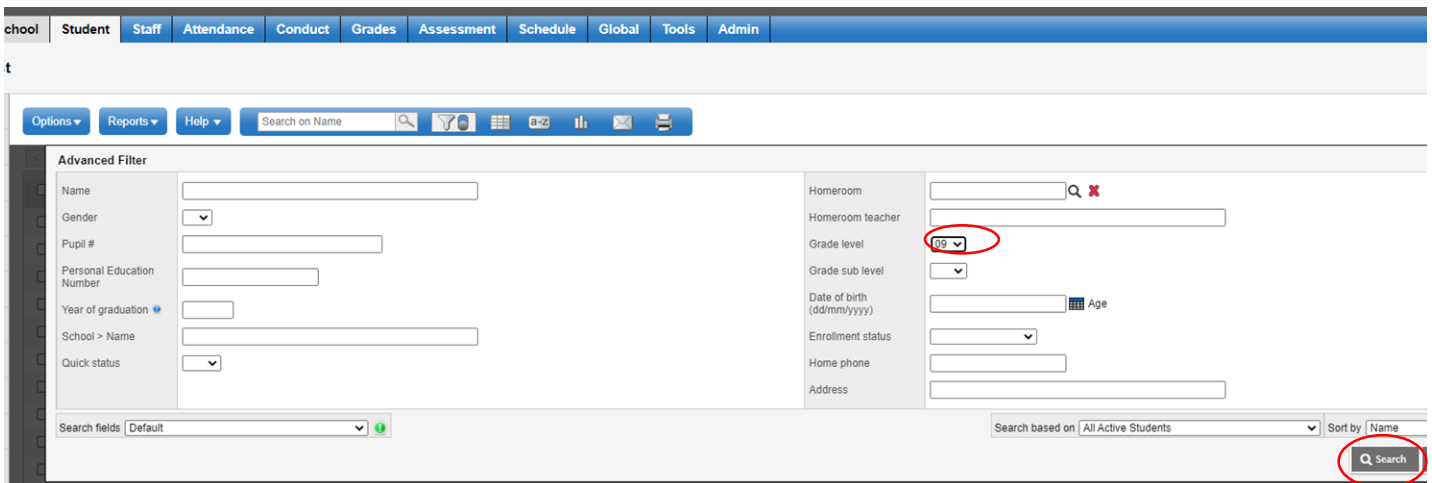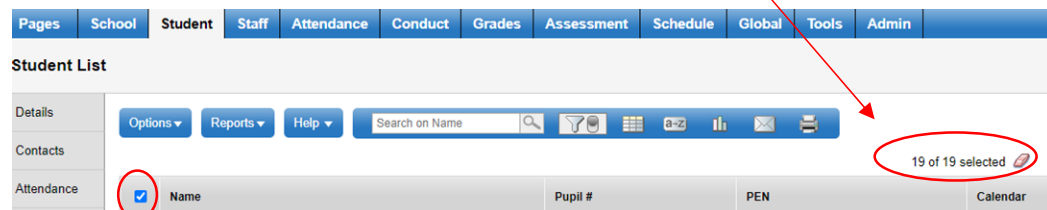# Creating Snapshots

1. The first step is to select the students that you are wanting to group together in a snapshot. There are different ways of doing this.
   a. Go to the Student Top Tab and select the students by checking the box beside each name that you are wanting to group together in a snapshot
   b. If you are looking at creating homeroom groups, you can use the Advanced filter to select by grade and/or homeroom.

      i. Student Top Tab > Advanced Filter Icon > Select grade, SEARCH *(you can also select the homeroom if you are creating snapshots for report cards).*

You will be presented with a list of students.
Select the students by clicking the box by their name (or select the whole page by clicking the box at the top, beside Name). *Make sure you have selected all the records.*

2. After selecting the students by either a. or b. method above:

a. Options Show Selected
    a. Options > Snapshot.
    b. In the pop-up window, click the New button.
    c. Give the snapshot a name that defines the student group such as DIV01 Savery (division and teacher name). You can give other users in your school access to the snapshots you have created by selecting the school as the Owner. Do not click 'save as a filter' or 'move to the top of my list'.


    d. Click Save.

Adding a Snapshot to a Student

Snapshots are static lists and will not update automatically when a new student meets the criteria the snapshot was based on. When new students are added to the division, they will have to be added manually.

1. Student Top Tab > Select the Student you wish to add
2. Click the snapshots side tab
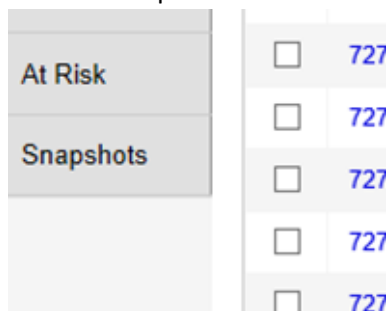
3. In the options menu select Add.
4. Select the snapshot from the list.
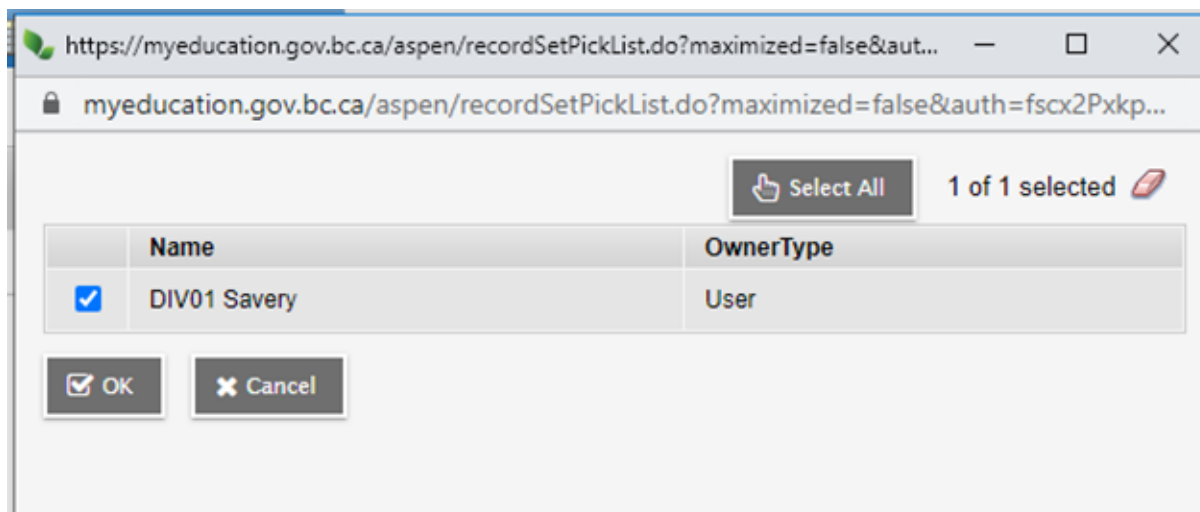
5. Click OK.

Removing a Snapshot from a Student

1. Student Top Tab>In the Options menu, select Snapshots.
2. Select the snapshot to be modified. Click Use. The list of students in the snapshot will appear.
3. Check the box beside the student to be removed from the snapshot.
4. Click the snapshots side tab.
5. Select the snapshot you want the student deleted from.
6. In the Options menu, select Delete.
7. Click OK.