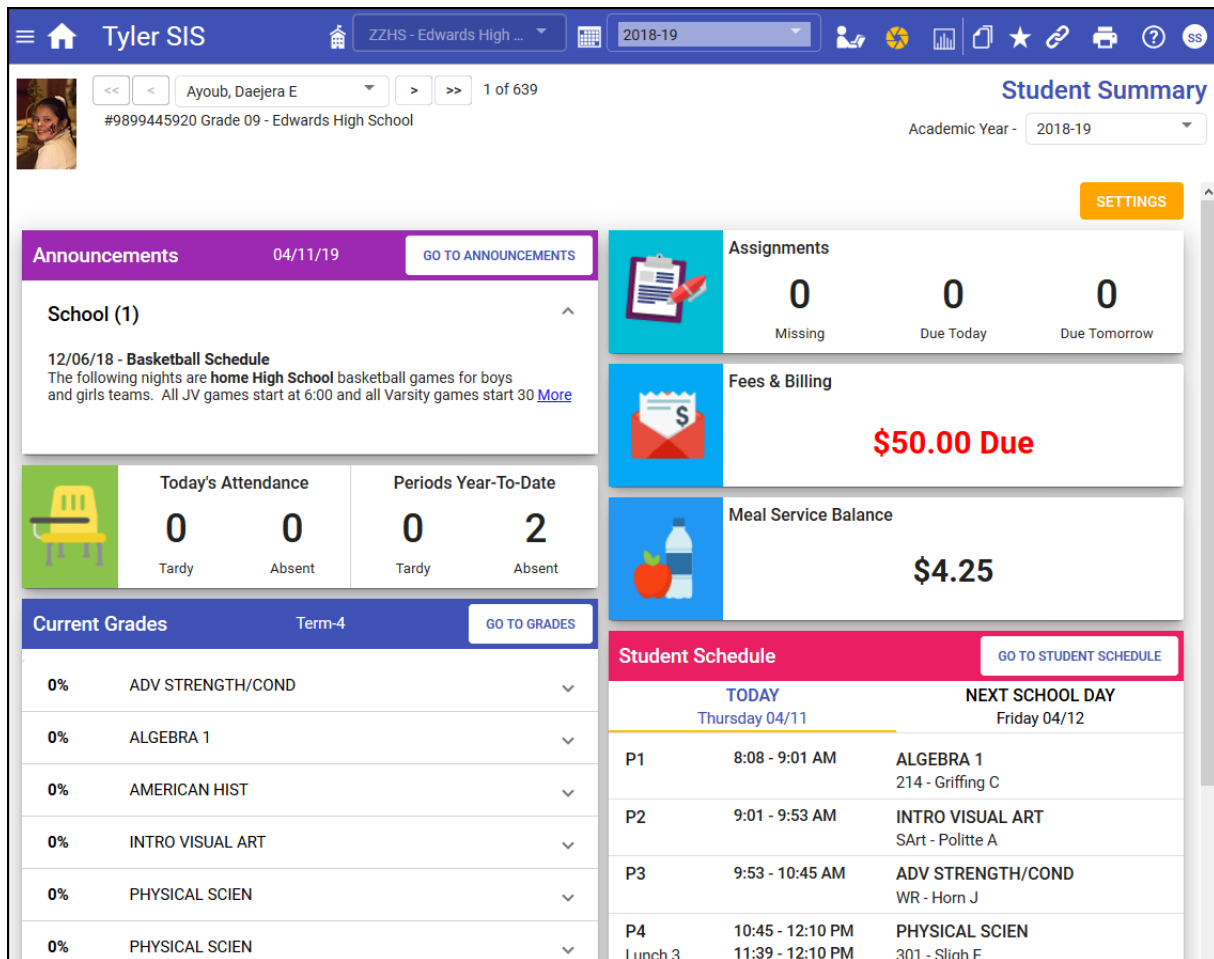# Student Summary

Path: Click the Student icon **in the top bar search for and select a student**

Or click Student Summary on the left side of the Classroom Summary page.

> **NOTE**: Selecting **Menu > Student Information** takes you to the same student detail screens as selecting any of the cards on the **Student Summary** screen.

Overview

Student Summary is a portal to information for a specific student, such as Attendance, Grades, Assignments, Fees & Billing, Meal Service Balance, and Student Schedule.

User Permissions

There are no special permissions for this function. These functions are available for all staff with a teacher role.

Selecting a Student

> **NOTE**: The **Preferences > General > Student Search > Pre-populate Student Search Grid…** option determines if the grid defaults to blank or displays all the students you have permission to access. Starting out with a blank screen speeds the rendering of the screen.

Search for and select the desired student. You may click **Recent Students** to access any student(s) accessed by searching during this login session. For more information on this topic see *Student Search* in the SIS K-12 documentation.

Selecting a Different Student

Click the **Student** icon in the top bar to access **Student Search** or the navigation bar at the top of the page can be used to scroll through the students returned by the most recent student search. Either use the arrows to move thru the students or click the down arrow to the right of the student name to access a list of the available students.

Selecting Cards

Click **Settings** at top right to select which student data cards to show on the **Student Summary** page. These settings are specific to you and are the default set of cards shown for each student viewed. Click **Help** to review options for arranging the options

Some cards only have Off/Detailed. This is usually because those cards have **GO TO** buttons that access the data in screens.

1. Click the radio button to display a summary/detailed view or turn **Off**.

2. Click and drag the double-column of dots on the left to change the order of the cards.

3. Click Save to save your selections or Cancel to exit without saving.

View Detail Information

On the **Student Summary** page, click any card to view student data for that area. Some cards include a **GO TO** button to open the full view of that student area. For more information on this topic see *Student 360 Navigation Guide* in the SIS K-12 documentation.

To view a different student data area, you may also click the **Menu** icon in the top bar, choose **Student Information,** then select the area you wish to view.

Exit the Student Summary

Click **Home** in the top bar to return to **Classroom Summary**.