



# School Portal

## Step-by-Step

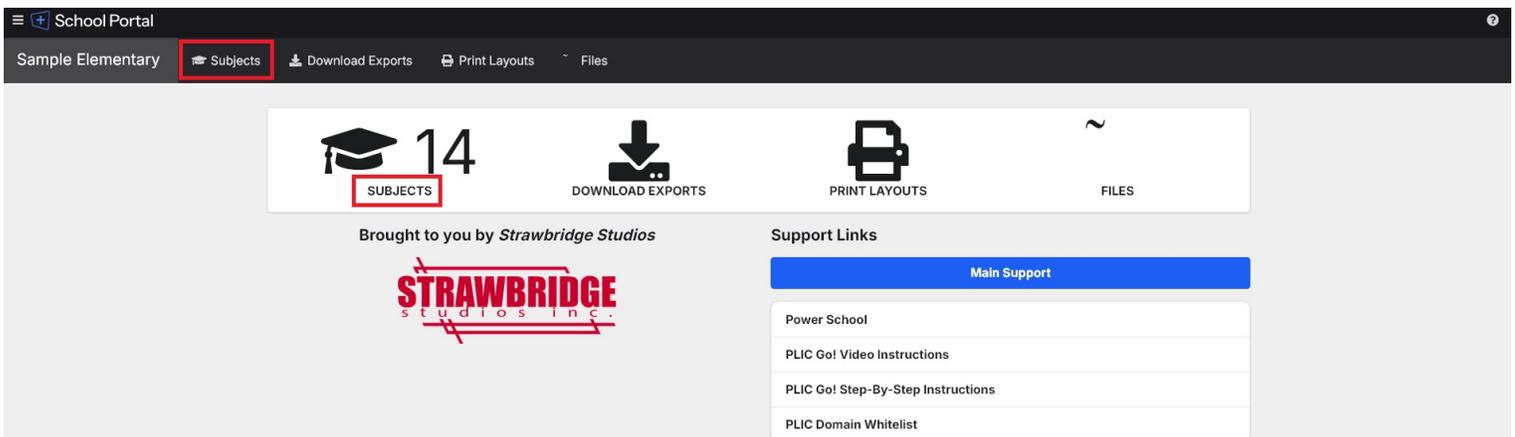
### Instructions

# Instructions for Using School Portal

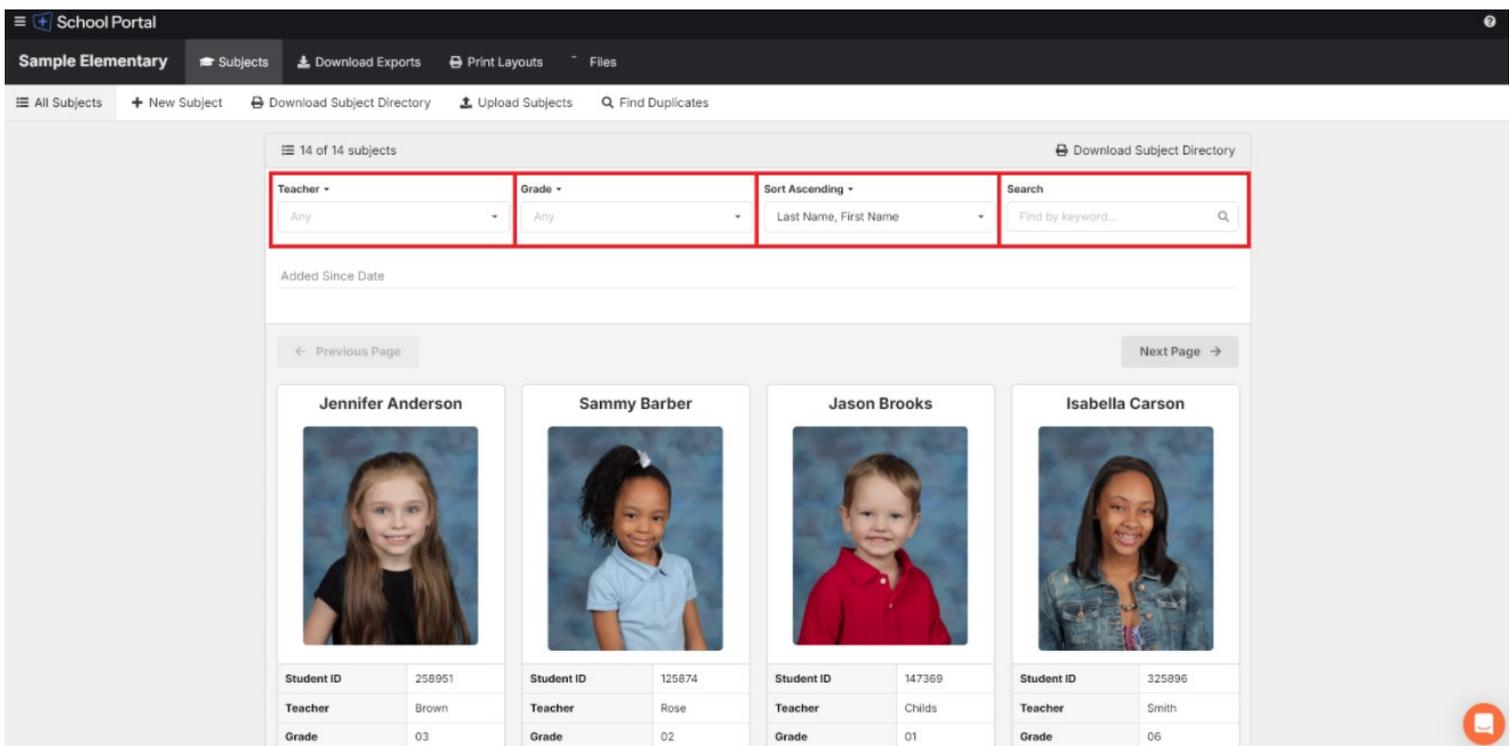


## How to Find a Subject

1. When you log in to School Portal, you will come to the main screen.
2. From the main screen, select Subjects. You can either choose Subjects from the top menu bar or in the middle of the screen.



3. You will arrive at the subject display screen. From here, you can filter your subjects by teacher or grade, change how the subjects are sorted or search for an individual subject.



# Instructions for Using School Portal



## Correcting Subject Data

1. If there is an error in the data, don't worry! Click on the subject you would like to fix.

Screenshot of the School Portal interface showing a list of subjects. The subject 'Sammy Barber' is highlighted with a red box. The interface includes a navigation bar with 'Sample Elementary', 'Subjects', 'Download Exports', 'Print Layouts', and 'Files'. Below the navigation bar, there are options for 'All Subjects', 'New Subject', 'Download Subject Directory', 'Upload Subjects', and 'Find Duplicates'. The main content area shows a list of 14 subjects with filters for Teacher, Grade, Sort, and Search. The subject 'Sammy Barber' is highlighted with a red box, and its profile information is visible below the list.

Teacher	Grade	Sort	Search
Any	Any	Last Name, First Name	Find by keyword...

Student ID	Teacher	Grade
258951	Brown	03
125874	Rose	02
147369	Childs	01
325896	Smith	06

2. You will arrive on the subject's profile page. Select Edit Data at the top of the subject's profile.

Screenshot of the subject's profile page for Sammy Barber. The 'Edit Data' button is highlighted with a red box. The profile page includes a navigation bar with 'Info', 'Edit Data', 'Upload Photos', and 'Print Layouts'. The main content area shows a large photo of the subject and a table of metadata.

Shoot #	431050
School #	131000
School Name	131000 Sample School
Sequence Number	
Packages	
Record Number	
Code	
Yearbook Pic	
Custom 9	
Custom 5	
Proof #	

3. Select the field of the data you would like to edit. Update the information. Click Save.

Screenshot of the subject's profile edit form. The 'First Name' field and the 'Save' button are highlighted with red boxes. The form includes fields for Grade, Last Name, Job Type, and a Save/Cancel button.

Grade	02	Last Name	Barber
First Name	Sammie	Job Type	Fall
Save		Cancel	

# Instructions for Using School Portal



## Adding a New Subject

1. From the main page, select Subjects.

2. Click **+ New Subject** under the Subjects menu.

3. Enter the data for the new subject you would like to add into the New Subject fields, then click Save.

<p><b>Grade</b></p> <input type="text" value="05"/>	<p><b>Last Name</b></p> <input type="text" value="Doe"/>
<p><b>First Name</b></p> <input type="text" value="Jane"/>	<p><b>Job Type</b></p> <input type="text"/>
<p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	

# Instructions for Using School Portal



## Adding a New Subject (continued)

4. Once you have added a new subject, you can upload an image for that subject by selecting **Upload them now?**

Jane Doe  
Sample Elementary

Info Edit Data Upload Photos Print Layouts

Subject has no photos **Upload them now?**

Shoot #	
School #	
School Name	
Sequence Number	
Packages	

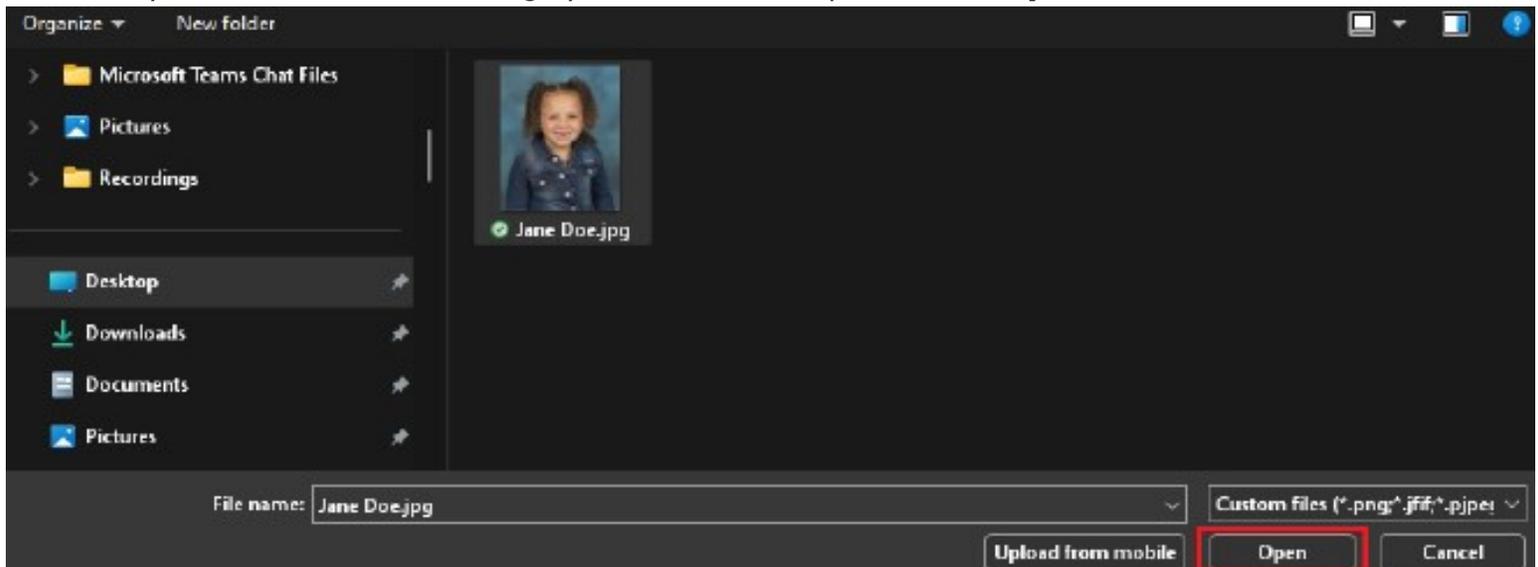
5. You will then need to find the image you would like to upload. Click **Select File to Upload.**

Grade: 05 Last Name: Doe

First Name: Jane Job Type:

**Save** Cancel

6. Once you find and select the image you would like to upload, click **Open.**

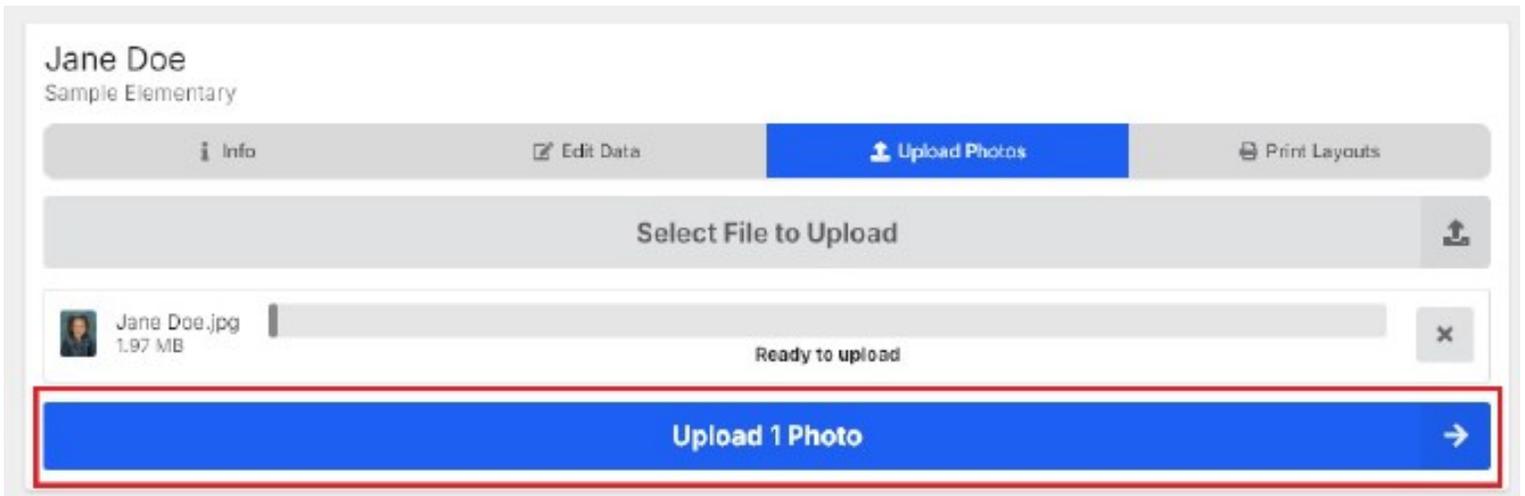


# Instructions for Using School Portal

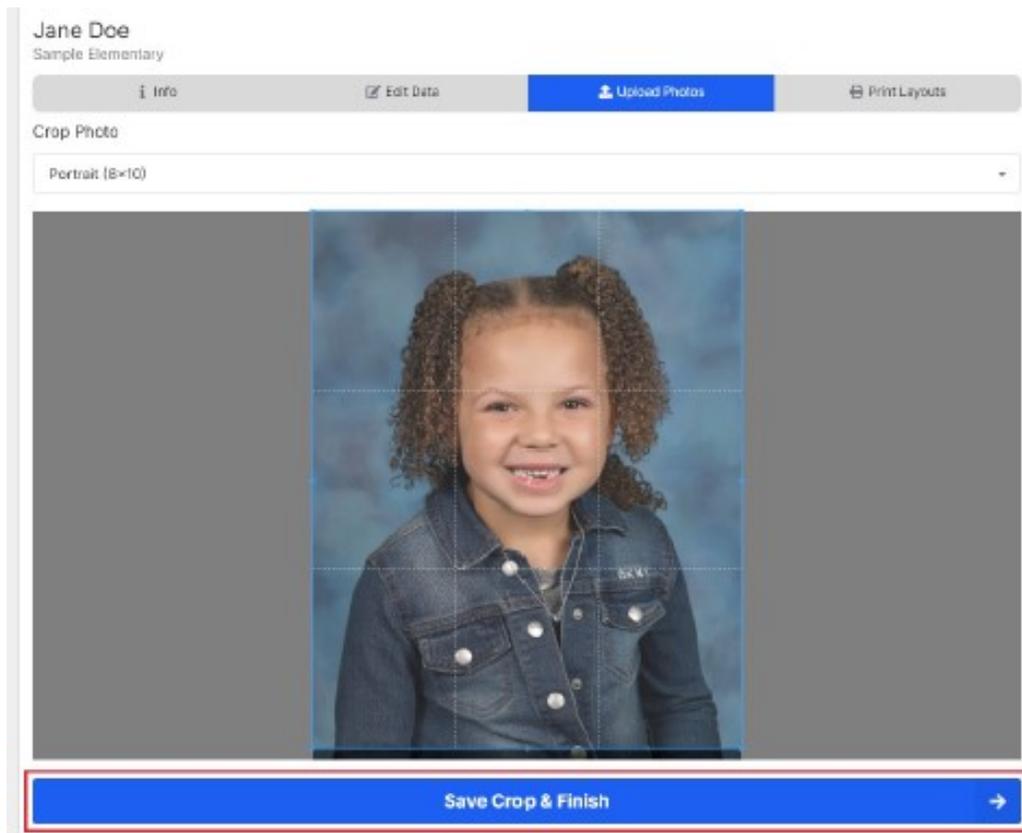


## Adding a New Subject (continued)

7. Select **Upload 1 Photo**.



8. Crop the photo with the cropping tool. Then click **Save Crop & Finish**.



# Instructions for Using School Portal



## Printing a Subject Directory

1. From the main page, select **Subjects**.

School Portal  
Sample Elementary

**Subjects** Download Exports Print Layouts Files

**14**  
SUBJECTS

DOWNLOAD EXPORTS PRINT LAYOUTS FILES

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studios inc.

Support Links

Main Support

Power School  
PLIC Go! Video Instructions  
PLIC Go! Step-By-Step Instructions  
PLIC Domain Whitelist

2. Select **Download Subject Directory**.

School Portal  
Sample Elementary

Subjects Download Exports Print Layouts Files

All Subjects + New Subject **Download Subject Directory** Upload Subjects Find Duplicates

14 of 14 subjects Download Subject Directory

Teacher - Grade - Sort Ascending - Search

Any Any Last Name, First Name Find by keyword...

Added Since Date

Previous Page Next Page

Jennifer Anderson Sammie Barber Jason Brooks Isabella Carson

3. Choose how you would like your Subject Directory to be sorted and click **Save**.

Group By \*

Teacher

**Save** Cancel

# Instructions for Using School Portal



## Printing a Subject Directory (continued)

4. Your Subject Directory will take a few moments to generate. Once it is ready, click **Download Now**.

Download Subject Directory



Your subject directory is ready for download.

DOWNLOAD NOW

5. Your Subject Directory will open automatically when the download is complete. You will now be ready to save and/or print your Subject Directory.

# Instructions for Using School Portal



## Printing Certificates

1. From the main page, select **Print Layouts**.

2. From the Print Layouts page, select **Certificates** from the drop-down menu.

3. Choose the certificate layout you would like to print. Click **Select Layout**.

# Instructions for Using School Portal

## Printing Certificates (continued)

4. Preview the certificate and then click **Continue**.

Sample Elementary | Subjects | Download Exports | Print Layouts | Files

All Layouts | Recent Prints | Edit Layouts

Print Layout A11355- A Honor Roll (White House) 5x7

1 Preview Layout

The A  
HONOR ROLL  
John Doe  
Butler

CONTINUE

5. Use the available filters to select the students receiving the certificate and click **Continue**.

2 Select Subjects

2 of 14 subjects

Teacher ▾ Any ▾ Grade ▾ 04 ▾ Sort Ascending ▾ Last Name, First Name ▾ Search Find by keyword... 🔍

Added Since Date

Select All (14) | Select Filter Results (2) | Select Page (2) | 2 selected

Exclude All (14) | Exclude Filter Results (2) | Exclude Page (2)

<b>Brynn O'Connell</b> ✓	<b>Brady Tomlinson</b> ✓
Student ID 456789	Student ID 456987
Teacher Steele	Teacher Steele
Grade 04	Grade 04

# Instructions for Using School Portal



## Printing Certificates (continued)

6. If applicable, check for duplicate subjects and click **Continue**.

3 Check for Duplicate Subjects

Fields to check for matches:

First Name × Last Name × Student ID × Add a field

No duplicates found.

**CONTINUE**

BACK

7. Preview the certificates to be sure all students are included. Click **Print (#) Subjects**.

4 Confirm and Print

Photo to Use

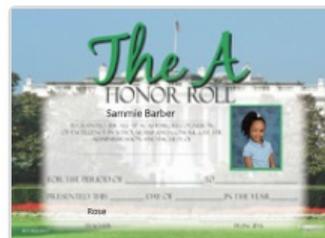
Default



Brynn O'Connell



Brady Tomlinson



Sammie Barber



Isabella Carson



Ryan Clark

**PRINT 5 SUBJECTS**

BACK

# Instructions for Using School Portal



## Printing Certificates (continued)

8. Your certificates will take a few moments to generate. Once they are ready, click **Download Now**.

Download Rendered Layout



Your layout render is ready for download.

DOWNLOAD NOW

9. Your certificates will open automatically when the download is complete. You will now be ready to save and/or print your certificates.

# Instructions for Using School Portal



## Printing ID Cards

1. From the main page, select **Print Layouts**.

2. From the Print Layouts page, be sure **Digital Services Single Print ID** is showing in the drop-down menu.

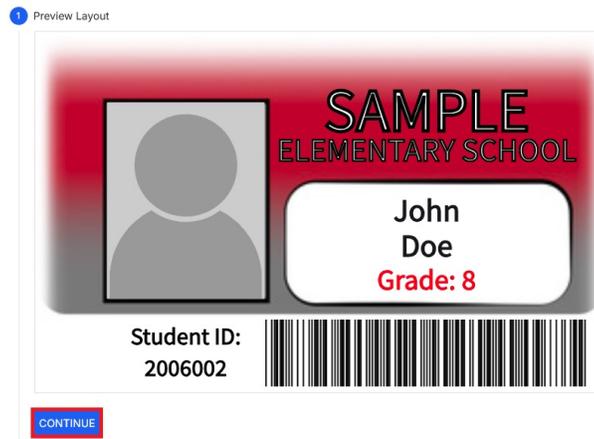
3. Choose the ID card you would like to print. Click **Select Layout**.

# Instructions for Using School Portal



## Printing ID Cards (continued)

4. Preview the ID card to be sure it is the one you want to print. Click **Continue**.



5. Select the subjects that will be receiving an ID card. Click **Continue**.

2 Select Subjects

14 of 14 subjects

Teacher - Grade - Images Sort Ascending - Search

Any Any Any Last Name, First Name Find by keyword...

Added Since Date

Select All (14) Select Filter Results (14) Select Page (12) **4 selected**

Exclude All (14) Exclude Filter Results (14) Exclude Page (12)

← Previous Page Next Page →

<p><b>Jennifer Anderson</b></p>  <p>Student ID: 258951 Teacher: Brown Grade: 03</p>	<p><b>Sammy Barber</b> ✓</p>  <p>Student ID: 125874 Teacher: Rose Grade: 02</p>	<p><b>Jason Brooks</b> ✓</p>  <p>Student ID: 147369 Teacher: Childs Grade: 01</p>	<p><b>Isabella Carson</b></p>  <p>Student ID: 325896 Teacher: Smith Grade: 06</p>
<p><b>Ryan Clark</b> ✓</p>  <p>Student ID: 851397 Teacher: Sanders Grade: 08</p>	<p><b>Roberta Collins</b></p>  <p>Student ID: 917328 Teacher: Jones Grade: 12</p>	<p><b>Clara Jones</b> ✓</p>  <p>Student ID: 369552 Teacher: Perez Grade: 10</p>	<p><b>Monica Jones</b></p>  <p>Student ID: 357159 Teacher: Rose Grade: 02</p>

# Instructions for Using School Portal



## Printing ID Cards (continued)

6. If applicable, check for any duplicate subjects and click **Continue**.

3 Check for Duplicate Subjects

Fields to check for matches:

No duplicates found.

**CONTINUE**    BACK

7. Preview the ID cards to ensure all subjects are included. Click **Print (#) Subjects**.

4 Confirm and Print

Photo to Use

Default

<p>Student ID: 851397</p> <p><b>Ryan Clark</b></p>	<p>Student ID: 369552</p> <p><b>Clara Jones</b></p>	<p>Student ID: 125814</p> <p><b>Sammy Barber</b></p>	<p>Student ID: 147369</p> <p><b>Jason Brooks</b></p>
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**PRINT 4 SUBJECTS**    BACK

8. Your ID Cards will take a few minutes to populate. Once they are ready, click **Download Now**.

**Download Rendered Layout**

Your layout render is ready for download.

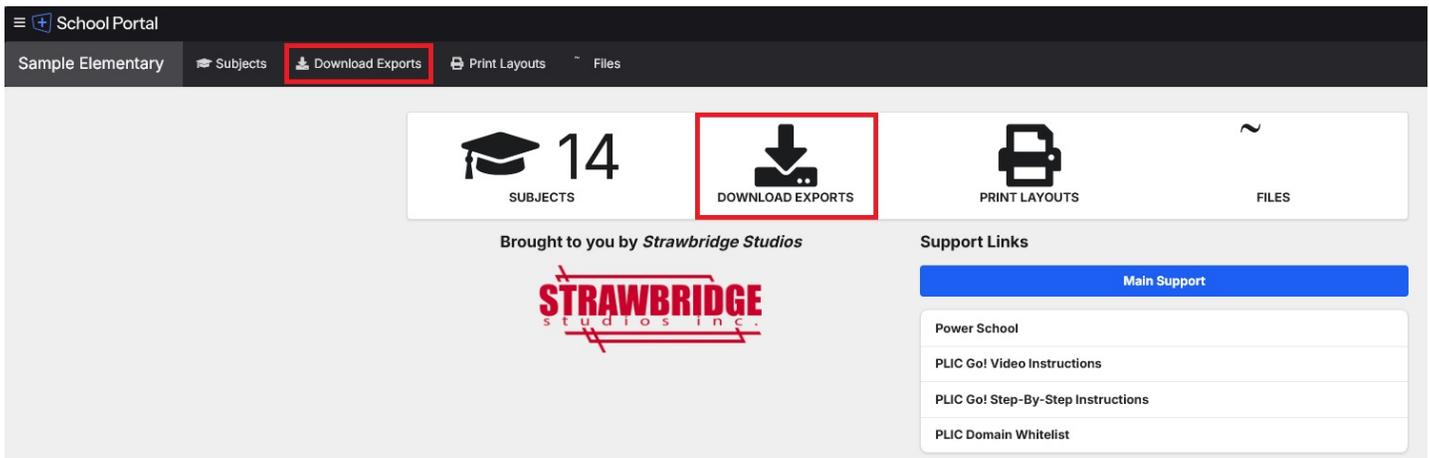
**DOWNLOAD NOW**

9. Your ID cards will open automatically when the download is complete. You will now be ready to save and/or print your ID cards.

# Instructions for Using School Portal

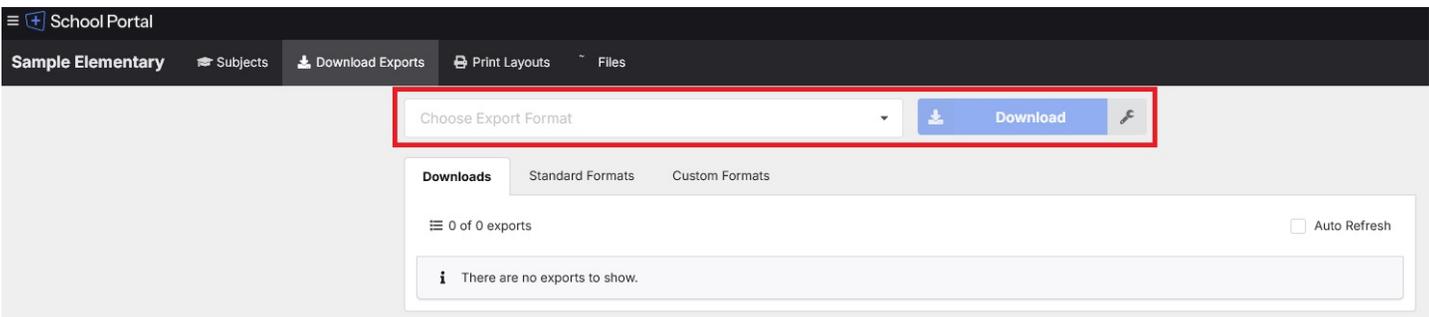
## Downloading an Export

1. From the main page, select **Download Exports**.



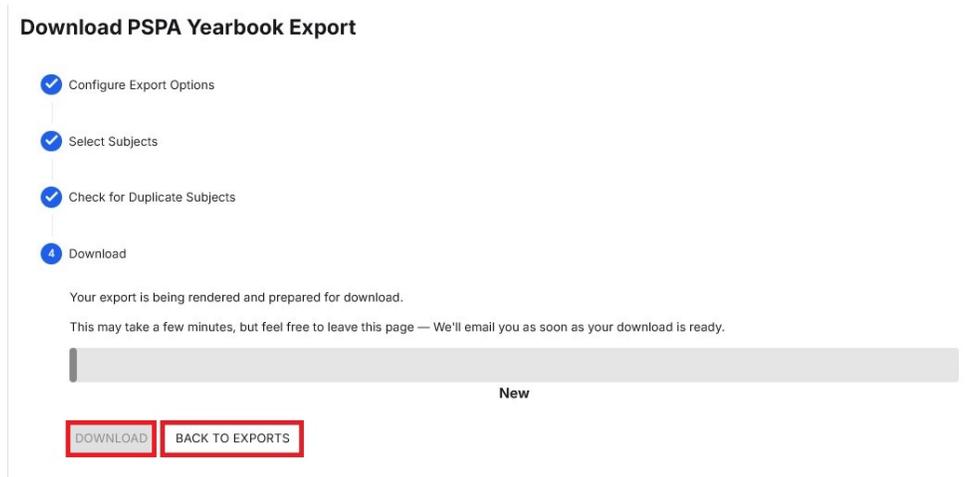
The screenshot shows the School Portal interface. At the top, there is a navigation bar with 'Sample Elementary', 'Subjects', 'Download Exports' (highlighted with a red box), 'Print Layouts', and 'Files'. Below the navigation bar, there are four main cards: 'SUBJECTS' with a graduation cap icon and the number '14', 'DOWNLOAD EXPORTS' with a download icon (highlighted with a red box), 'PRINT LAYOUTS' with a printer icon, and 'FILES' with a folder icon. Below these cards, there is a section for 'Brought to you by Strawbridge Studios' with the company logo. To the right, there is a 'Support Links' section with a 'Main Support' button and a list of links: 'Power School', 'PLIC Go! Video Instructions', 'PLIC Go! Step-By-Step Instructions', and 'PLIC Domain Whitelist'.

2. From the drop down menu at the top of the screen, identify which type of export you will need. Click **Download**.



The screenshot shows the 'Download Exports' page. At the top, there is a navigation bar with 'Sample Elementary', 'Subjects', 'Download Exports' (highlighted with a red box), 'Print Layouts', and 'Files'. Below the navigation bar, there is a 'Choose Export Format' dropdown menu (highlighted with a red box) and a 'Download' button (highlighted with a red box). Below the dropdown menu, there are tabs for 'Downloads', 'Standard Formats', and 'Custom Formats'. The 'Downloads' tab is selected. Below the tabs, there is a message: '0 of 0 exports' and 'Auto Refresh' checkbox. At the bottom, there is a message: 'There are no exports to show.'

3. Complete the Export Options and click **Download**. Once you click Download, click **Back to Exports**.



The screenshot shows the 'Download PSPA Yearbook Export' page. At the top, there is a title: 'Download PSPA Yearbook Export'. Below the title, there is a progress bar with four steps: 'Configure Export Options', 'Select Subjects', 'Check for Duplicate Subjects', and 'Download' (highlighted with a blue circle). Below the progress bar, there is a message: 'Your export is being rendered and prepared for download. This may take a few minutes, but feel free to leave this page — We'll email you as soon as your download is ready.' Below the message, there is a progress bar. At the bottom, there are two buttons: 'DOWNLOAD' and 'BACK TO EXPORTS' (both highlighted with red boxes).

# Instructions for Using School Portal

## Downloading an Export (continued)

4. Your download may take a few minutes. You will receive an email when the download is complete or you can check the status on the **Downloads** tab. Once it is complete, click the down arrow to access your download.

The screenshot shows the 'Downloads' tab selected. A table lists the export details:

Chosen Format	Subjects	Date Exported	Status
PSPA Yearbook	14	Apr 18, 2025 11:57 AM	Completed 2 minutes ago

A download icon (a blue square with a white arrow) is highlighted with a red box next to the 'Completed 2 minutes ago' status.

5. Once you click the arrow, the file will download and appear in the top-right corner of the page where it can be opened. You can also locate it under **Downloads** on you CPU, but his will vary depending on your operating system.

The screenshot shows the School Portal interface with the 'Downloads' tab selected. A file named '20250418\_sample\_elementary\_pspa\_yearbook\_project\_export (2).zip' is shown in the top-right corner, with an 'Open file' link below it. The file name is highlighted with a red box.

6. With the file opened, you will see the folders of images and the data output from School Portal. This view will vary depending on the type of export selected.

