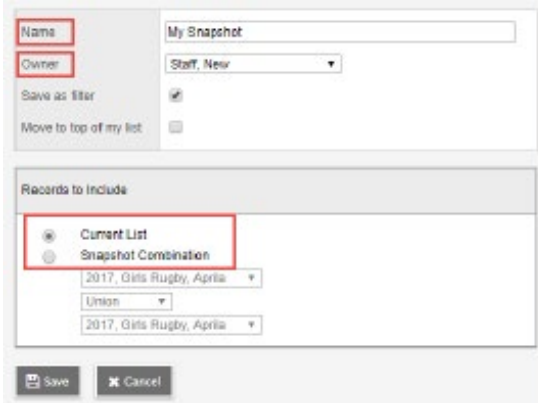**Working with Snapshots**

A snapshot is a static list. It always displays the same records unless it is manually edited. Only the user who created the snapshot can add or remove students from it.

Creating a Snapshot

1. In the **School** view, click the **Student** top tab. Select the records to be included in the snapshot.
2. If records have been manually selected in a large list, be sure to go to the **Options** menu and click **Show Selected**. Users can also use a filter or query to isolate the records for a snapshot. Snapshots will include any records that appear on the current list.
3. In the **Options** menu, select **Snapshots**.
4. In the pop-up window, click the **New** button.
   a. **Name:** Give the snapshot a name that represents the data in the snapshot.
   b. **Owner:** Who will see and use this snapshot? Choose whether you want this snapshot to be available only for yourself or for others at your school as well.
   c. **Save as Filter:** If this is selected, the snapshot will appear in the filter menu under the icon.
   d. **Move to the top of my list:** The recommendation is to leave this checkbox blank.
5. In the **Records to Include** box, select **Current** List. This includes records selected on the list page.
6. Click **Save**.

Removing a Snapshot from the Filter Menu

If a snapshot was saved as a filter in error, or is no longer needed as a filter, it can be removed from the filter menu.

1. Click on the icon and select Manage Filters.
2. In the *Manage Filters* window, click on the snapshot so it is highlighted.
3. Click the Delete button.
4. Click **Close**.

Note: Deleting the filter does not delete the snapshot behind it. The filter can be restored by creating a new filter and selecting the snapshot.

Deleting a Snapshot

If a snapshot has become obsolete, it can be deleted from the snapshot menu.

1. In the **Options** menu, select **Snapshots**.
2. Select the snapshot to be deleted.
3. Click **Delete.** Note that it warns the user that any filter associated with the snapshot will be deleted.
4. Click **OK**.

Adding a Student to a Snapshot

Snapshots are static lists and will not update automatically when a new student meets the criteria the snapshot was based on. Here's how to add a student to a snapshot.

1. In the **Student** top tab, select the student to be included in the snapshot.
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 Student from a Snapshot

If a student no longer meets the criteria for the snapshot, a user may want to delete them from that snapshot. Here's how to remove a student from a snapshot.

1. 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(s) to be removed from the snapshot.
4. Click the **Snapshots** side tab.
5. In the **Options** menu, select **Delete**.
6. Click **OK**.