



Any staff member can look up any student at their school. Class rosters can be created by exporting all students at the school and then sorting the file by homeroom teacher in Excel.

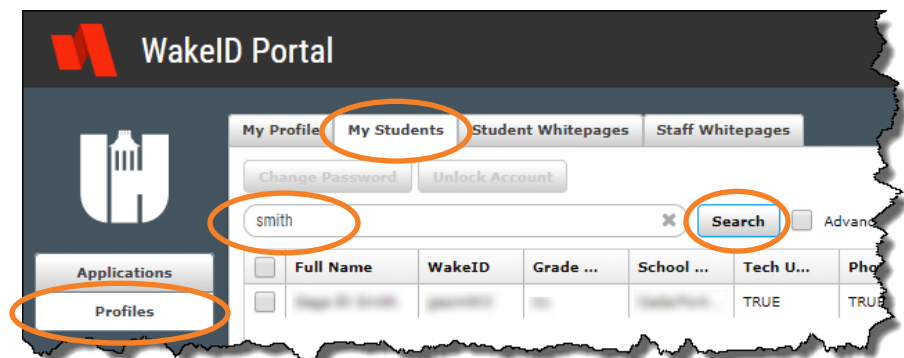
Look up Single Student

1. Visit <http://wakeid.wcpss.net> .

2. Log in.

3. Click **Profiles**.

4. Click **My Students** tab.



5. Enter the **student name** or **student ID** in the **Search** field.

6. Click **Search**.

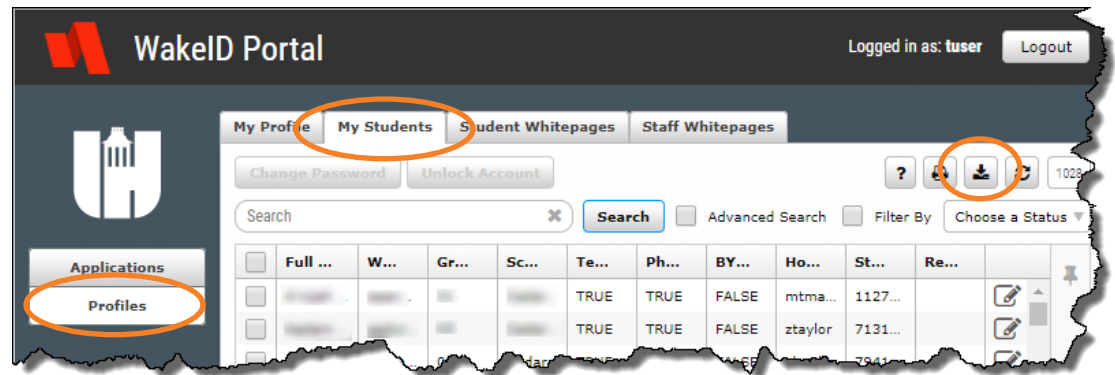
Look Up/Export All Students at School

1. Visit <http://wakeid.wcpss.net> .

2. Log in.

3. Click **Profiles**.

4. Click **My Students** tab.



5. Click the **export** icon located in the upper right portion of screen.

- A csv file will be created containing all students at your school.
- Data will include: full name, WakeID, grade level, school, tech use permission, photo/video permission, BYOD signature, homeroom teacher, student ID

6. Open the file using **Microsoft Excel**.

7. Sort by **homeroom teacher** to view all students in a class.