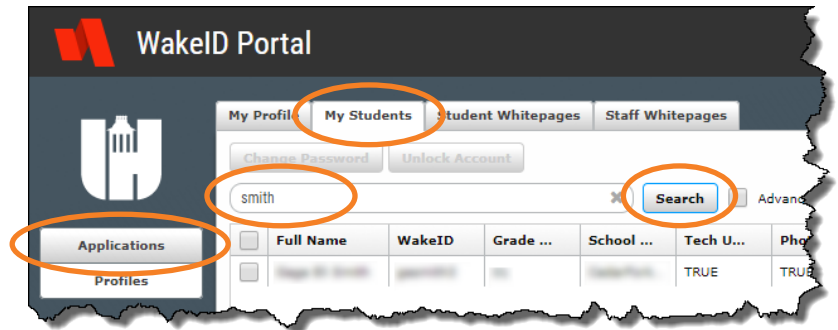




Any staff member can look up any student at their school. Class rosters can be created by exporting all students at the school and then sorting the file by homeroom teacher in Excel.

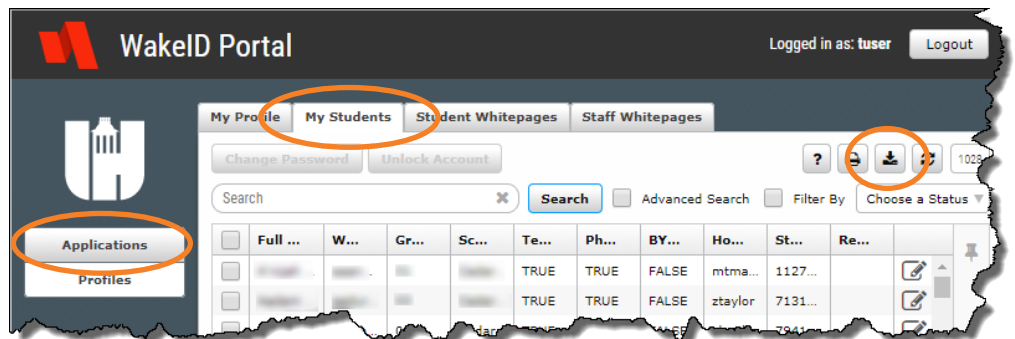
### Look Up Single Student

1. Visit <http://wakeid.wcpss.net>.
2. Log in.
3. Click Profiles.
4. Click My Students tab.
5. Enter student name or student ID in 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 export icon located in upper right 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 file using Microsoft Excel.
7. Sort by homeroom teacher to view all students in a class.