

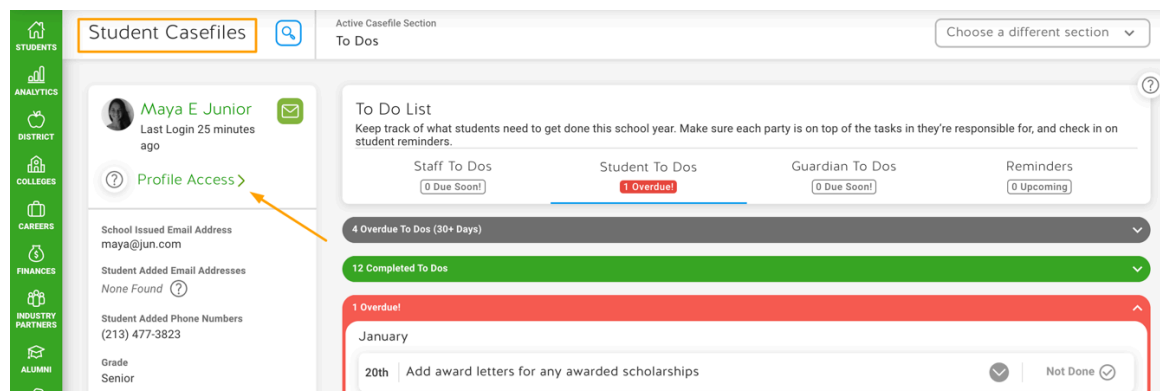
How to Download a Student's Resume in Schoolinks

- In this article, we will show you how to download a student's resume. We will also show you how to bulk download student resumes.

(Option 1)

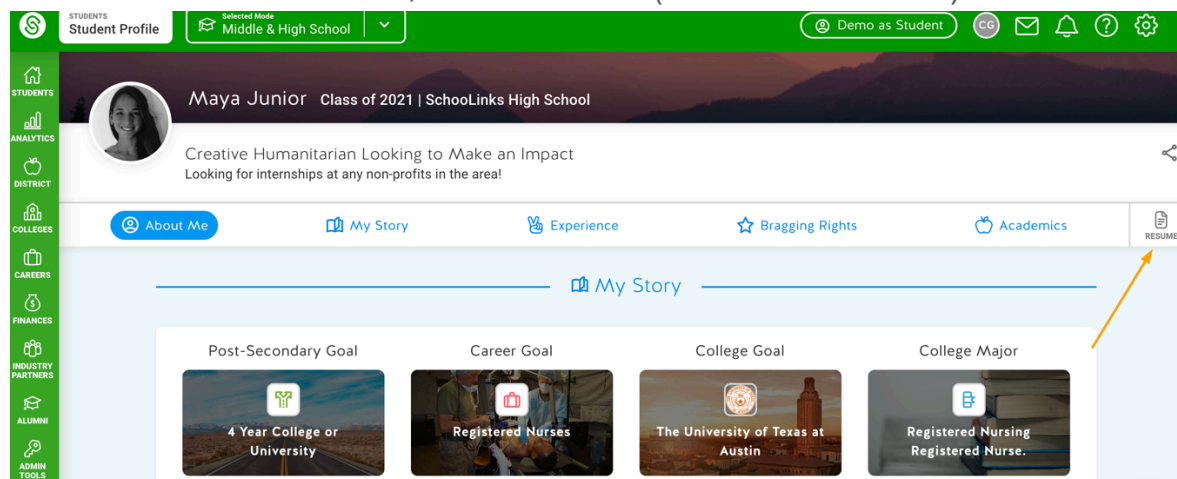
1. Accessing an Individual Student's Resume

From the student's Casefile, click **Profile Access** underneath the student's name on their left side of the casefile.



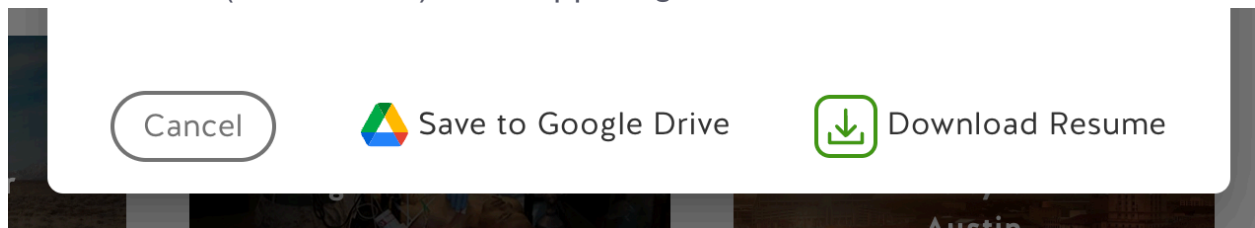
2. Downloading Student Profile

From the Student's Profile, click **Resume** (the document icon).



You will be prompted to add the student's email address, home address, and phone number, but this contact information is optional. From here, you will have the option to Save to Google Drive or Download Resume directly to your computer.

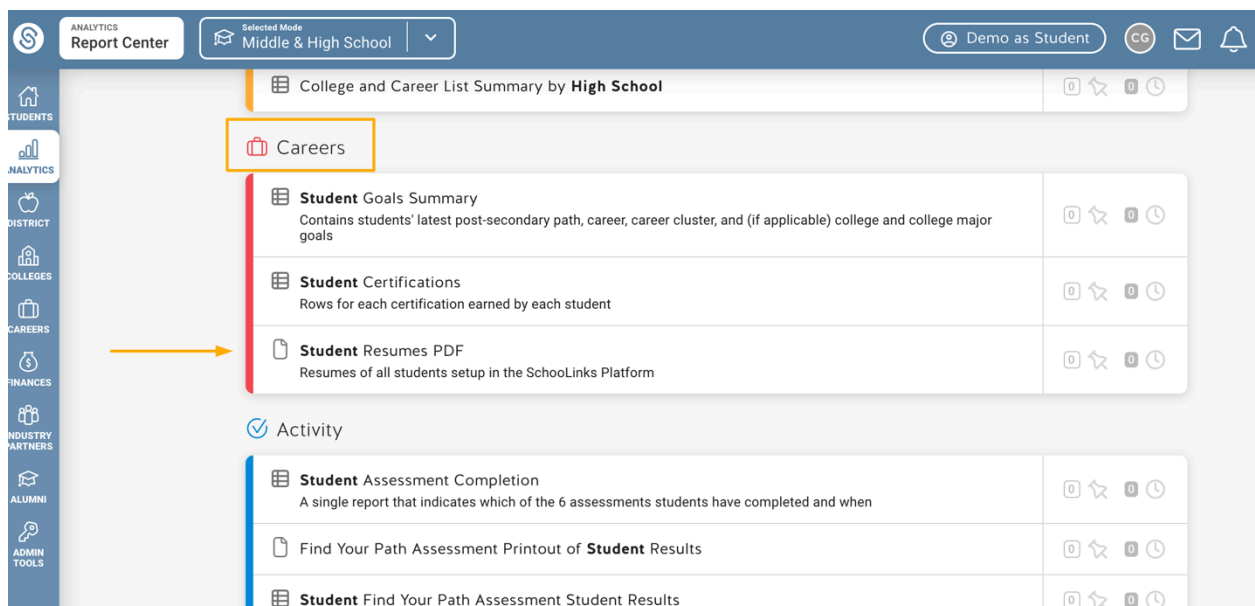
If you choose to download the resume to your computer, you will receive a notification. Then, you will be able to access the download link from **Notifications** (the bell icon) in the upper right-hand corner of the screen.



(Optional 2)

Downloading Resumes In Bulk

Staff can download student resumes in bulk by visiting their Report Center. From the Analytics icon on the left-hand navigation toolbar, click on **Report Center**. Find the Careers section and then click on **Student Resumes PDF**.



You can filter in a number of ways to match your needs including schools, grades, tags, and/or caseloads in order to pare down the resumes that you want to download. Then, select your download method.

1. Narrow the Scope

Add filters below to only show results that fit this criteria.

Student Scope (150 Students)

High Schools Middle Schools Grade

11th Grade X 12th Grade X

Official Tag Caseload

2. Manage Details

Choose a file format

- ☒ Individual file for each student
- ☐ One file for all students
- ☐ One file for all students (with blank pages for 2-sided printing)

3. Deliver Report

Select a delivery method below.

- ☐  Download
- ☐  Save to Report Center
- ☐  Schedule Email Delivery