



## **Admin - Search for Student Grades**



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# Admin - Search for Student Grades

## TeacherPortal Admin > Admin - Student Grades

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page is the first step in viewing the [Admin - Student Grades](#) page. You must select a specific student at a specific campus before viewing the Admin - Student Grades page.

Although this page is for administrative users, the page can be used to run the Admin Student Grades report for a student group by any user who has existing groups. If you are running the group report, the page title is Admin Student Grades - Find Student From Group. Also, the **Student Groups** field is displayed instead of the student search options.

### Find student:

☐ Specify search criteria:

**NOTE:** You can search either by student ID or name; you cannot use both options at the same time.

<b>Student ID</b>	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.
<b>Last/First Name</b>	Begin typing the student's last or first name. As you begin typing the name, a drop-down list displays students whose name matches the letters you have typed. From the drop-down list, select a student.
<b>Campus ID</b>	Type the campus ID at which the student is currently enrolled.  If you are logged on as a campus-level administrator, the campus ID is set to the campus you are logged on to and cannot be changed.

☐ Click **Search**.

Enrolled students who match the criteria entered are listed, including student ID, name, campus, grade level, and enrollment date for each campus. Students are sorted by last name, first name,

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and enrollment date. At this time **Campus Withdrawal Date** does not populate.

<b>Student Groups</b>	The field is displayed if you are running the group report. Select the student group from which you want to select a student.
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The students in the selected group are listed.

☐ Select the student record you want to view, and click **View Student**.

The [Admin - Student Grades](#) page opens.