



Admin - Search for Student Grades

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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.

Student ID
Last/First Name
Campus ID

Click **Search**.

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

Student Groups

The students in the selected group are listed.

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

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