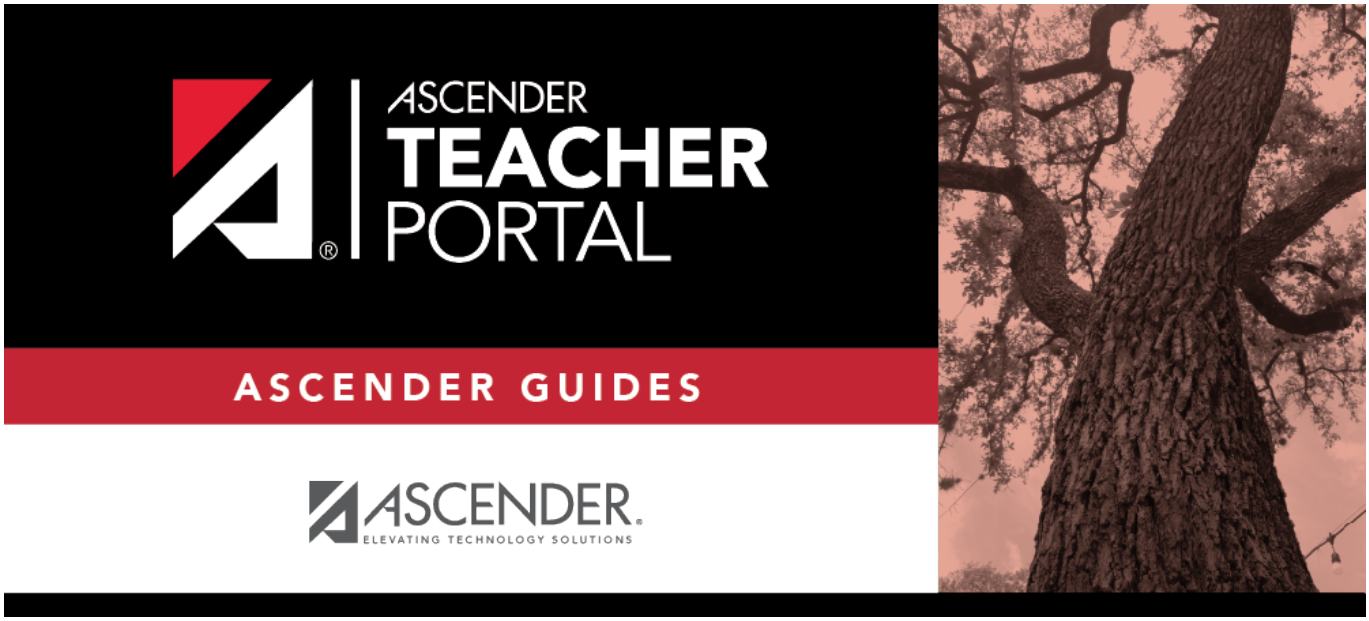


Admin - Search for Student Grades

Table of Contents

Admin - Search for Student Grades i
Admin - Search for Student Grades 1

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.

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.