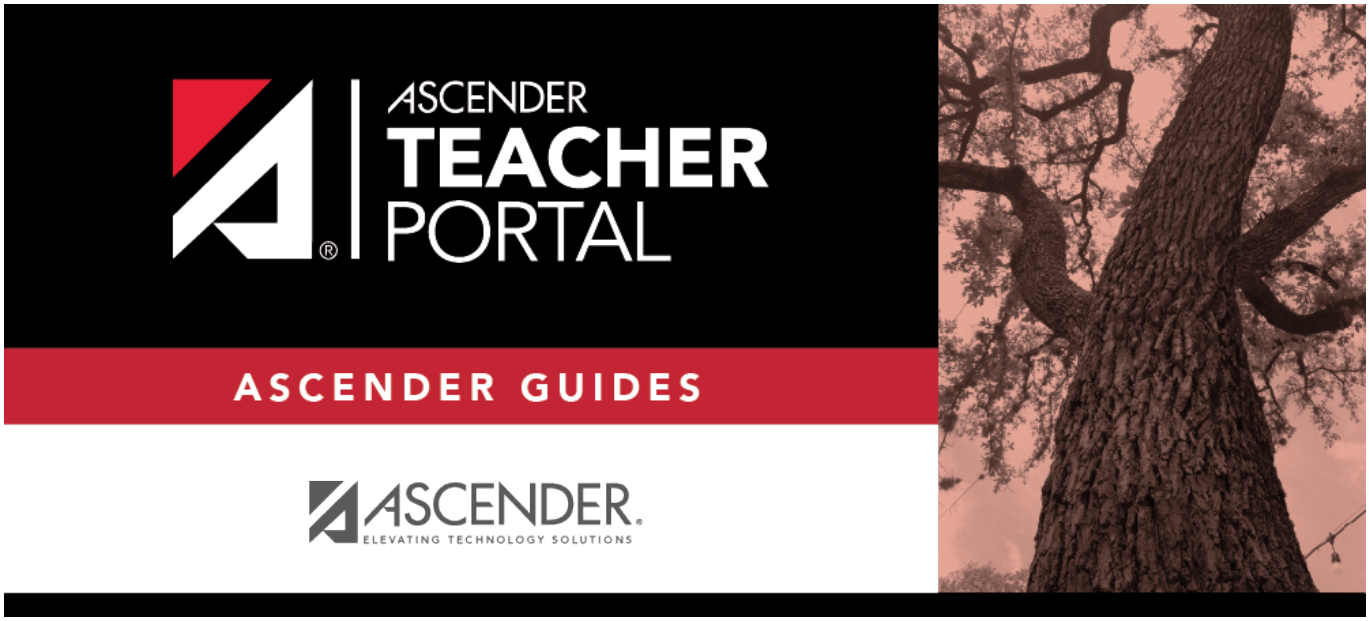


Admin - Search for Student Grades

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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	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.
Last/First Name	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.
Campus ID	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, and enrollment date. At this time **Campus Withdrawal Date** does not populate.

Student Groups	The field is displayed if you are running the group report. Select the student group from which you want to select a student.

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.

❑ 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.