



(Admin) Students With No Exam Grade

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Administrator Options

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

This report lists students with no exam grade, including the teacher, course-section, and period. No Show and withdrawn students are not included.

The page can only be accessed through the [Administrator Options](#) page after all courses are marked as ready to post, and only if there are students with a blank exam grade. The **Students with no Exam Grade** button is displayed.

Generate the report:

- ☐ From the Administrator Options page, click **Students with no Exam Grade**.

The report opens in a new window.

Print the report:

- ☐ Click **Print**.

The Print window opens allowing you to select your printer and settings. Click **Print** to continue.

- ☐ To close the report, click **Close Window** in the report window.

The report selection page remains open on your desktop.