admin-student-search

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[Admin - Search for 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.

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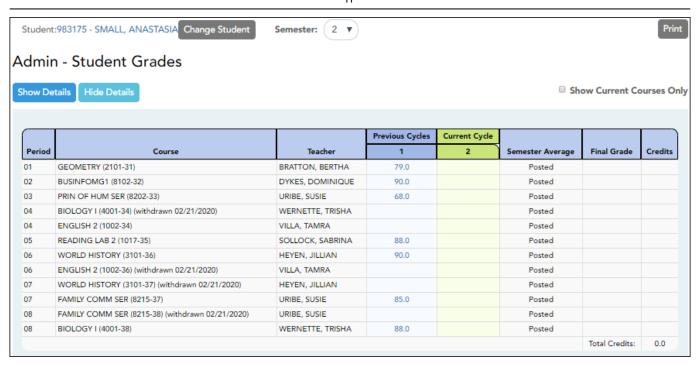
Student Groups	The field is displayed if you are running the group report. Select the student group from which you want to select a student.

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.

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 allows you to view semester exam grades, semester and final averages, and credits awarded for all of a student's courses, which allows administrators to determine UIL eligibility and locate students who may be at risk for losing eligibility.

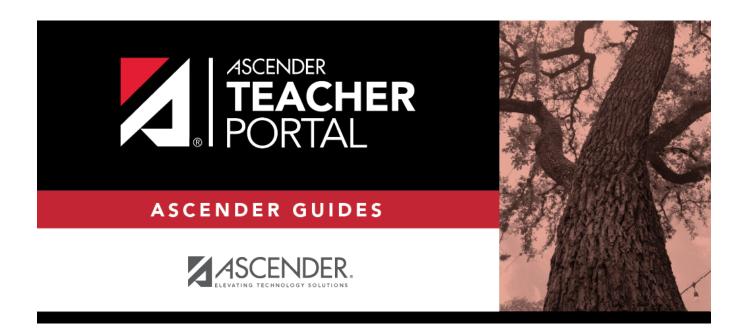| Semester	By default, a condensed view of the current semester and cycle is displayed. To view data for a previous semester, select the semester.
Show Current Courses Only	By default, all of the student's courses for the semester are displayed, including courses from which he has withdrawn. Select the field to see only the student's current courses. The student's working cycle average is displayed for the current cycle, unless a posted or override grade exists. The semester average is labeled as **Posted**, **Override**, or **Working**. If all courses are displayed and the student withdrew from a course, the message "withdrawn" and the withdrawal date are displayed next to the course title.

Show All Detail	A condensed overview of the student's cycle grades for all of his courses is displayed by default. Click **Show All Detail** to view all details for all courses for the current cycle.
	The detailed view includes the student's assignment grades, working cycle average, override grade (if present), and posted grade.
	Assignment grades are sorted by due date, and then by assignment name within each category.
	For each assignment, the due date is displayed and an indication of whether the assignment was late or a re-do.
	Dropped grades display the message "(Dropped)" next to the grade.
	If the teacher is using points-based weighting, the points earned and possible points are displayed. For example, 9/10 is displayed if the student earned 9 points and the assignment is worth 10 points.
	If the teacher is using percentage-based weighting, the actual points and total possible points are displayed if the total possible points is less than 100 (e.g., 45/50).
	For students who transferred into the class, the transfer date, transfer average, and transfer weight are displayed.
	See the Calculate Averages guide for an explanation of calculating averages.
Hide All Detail	Click to return to the condensed view, or click **Close Details** for a particular course to condense the view for that course only. You can also click the current cycle grade to condense the view for that course.
Previous Cycles	To view details for a specific course for a previous cycle, click the grade average for the cycle. Click **Close Details** to close the view for that average.
Student	Click the student ID to view the student's profile.

Change Student	Click to view data for another student. The Admin Student Grades - Search for Student Grades page is displayed allowing you to search for another student.
Print	Print the data displayed on the page.

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