



## **Admin - Search for Student Grades**



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## 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.

|                        |
|------------------------|
| <b>Student ID</b>      |
| <b>Last/First Name</b> |
| <b>Campus ID</b>       |

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.



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