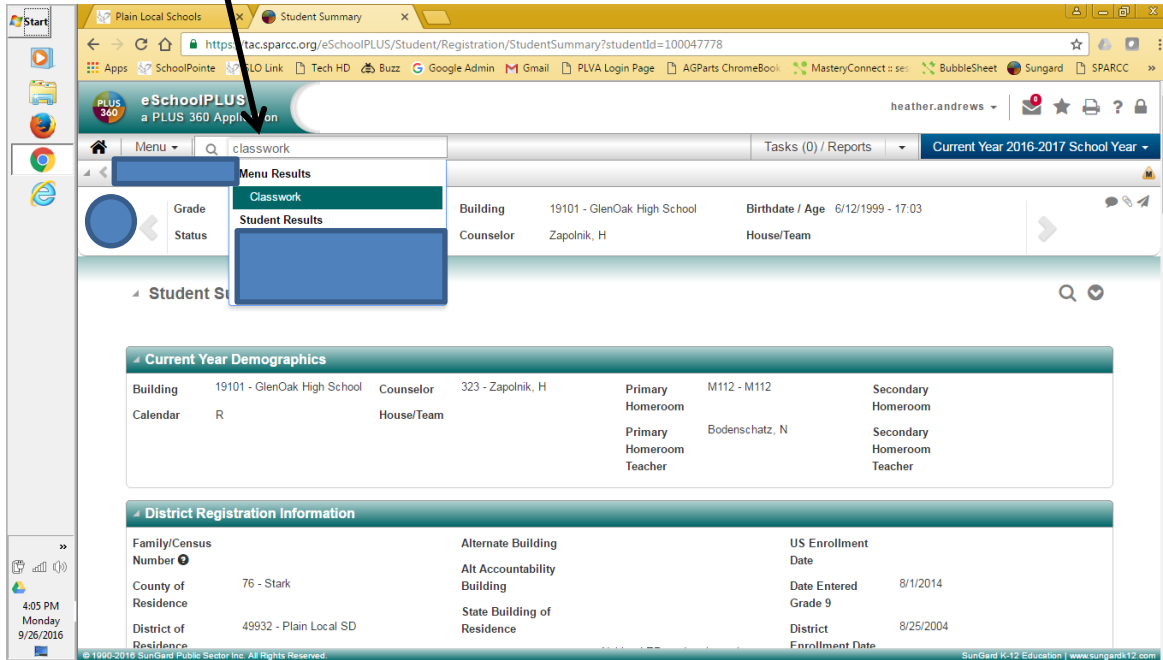


How to View Student Grades (Administration)

1. Login into SunGard.
2. In Quick search type a student's name.
3. Once the student summary screen opens go to the Quick Search again and type in **CLASSWORK**.



4. Select Classwork from the dropdown menu. The student's classwork page will open.
5. On this screen you will see all of the student's courses, their current percentage grade and all the assignments for the course. Click on the triangle in front of the course name to collapse the pane.

1007 - 1 Hnrs Algebra II											Current Grade 83.96%
Date Due	Date Assigned	Assignment	Category	Score	Total Points	Weight	Weighted Score	Weighted Total Points	Percentage	Published	
09/09/2016	09/09/2016	Quiz 1 Number Sense	Summative	39.00	45.00	1.00	39.00	45.00000	86.67%	✓	
09/09/2016	09/09/2016	Quiz 2 Solving Linear Equations	Summative	17.50	25.00	1.00	17.50	25.00000	70.00%	✓	
09/06/2016	09/02/2016	Worksheet 1B HW Categorizing real #'s, order of operations, and set builder/interval notation	Formative	9.60	10.00	1.00	9.60	10.00000	96.00%	✓	
08/31/2016	08/25/2016	Parent Info Sheet	Formative	3.00	3.00	1.00	3.00	3.00000	100.00%	✓	
Category				Student's Points	= Maximum Points	= Percent	* Category Weight	= Category Points	# of Dropped Assignments	# of Excluded Assignments	
Formative				12.60	13.00	96.92%	20.00	19.38462	0	0	
Summative				56.50	70.00	80.71%	80.00	64.57143	0	0	
Totals							100.00	83.95605			

Student's overall average is: $(83.95605 / 100.00) = 83.96\%$

6. If you close all panes then you will only see the courses and course averages without listing all of the assignments.

Classwork	
▶ 0147 - 7 American Government	Current Grade 98.33%
▶ 0341 - 1 Womens Chorus	Current Grade 100.00%
▶ 1007 - 1 Hnrs Algebra II	Current Grade 83.96%
▶ 1011 - 3 Hnrs Chemistry	Current Grade 92.00%
▶ 1018 - 1 Hnrs Chorale	
▶ 1023 - 1 Hnrs Dance--level 4	Current Grade 97.50%
▶ 6205PH - 12 Aide/Teacher S1	
▶ CCP001 - 3 College Composition I CCP	

7. If you want to print this view, select the printer icon at the top of the screen.

