

## How to View Student Grades (Teachers)

1. Login into SunGard.
2. In the upper right hand corner is a STUDENT SEARCH box.



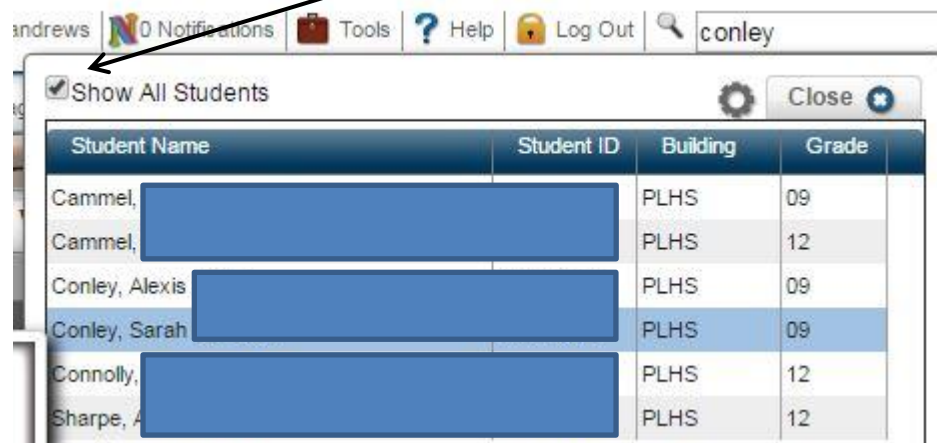
3. Type the name of a student you want to look up – hit return  
~If they are in one of your classes, their name will appear.



~If they are not in your class, the window will show no results.



4. Check the box in front of SHOW ALL STUDENTS. If the student is in your building then their name will appear.



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5. Once you locate the student's name, click once on the name and the student drawer will appear.

The screenshot shows the 'Classwork Summary' interface. At the top, there are filters for 'View Classwork For' (Course, All, RC Run 1), 'Group By' (Course), and 'For Home Access User' (Guardian). A 'Refresh View' button is also present. Below the filters, there is a section for '0183 - 2 Spanish I' with a 'Current Grade 96.80%' indicator. The main part of the interface is a table of assignments with columns: Date Due, Date Assigned, Assignment, Category, Score, Total Points, Weight, Weighted Score, Weighted Total Points, and Per. Below this table is a summary table with columns: Category, Student's Points, = Maximum f, = Percent, \* Category Weight, = Category Points, # of Dropped Assignments, and # of Excluded Assignments.

Date Due	Date Assigned	Assignment	Category	Score	Total Points	Weight	Weighted Score	Weighted Total Points	Per
09/22/2016	09/21/2016	notes- 10 original sentences using ser & adjectives	Formative		20.00	1.00		20.00	
09/21/2016	09/20/2016	wkst- descriptions/agreement activity	Formative		20.00	1.00		20.00	
09/20/2016	09/19/2016	wkst- numbers 1-39 practice	Formative	10.00	10.00	1.00	10.00	10.00	1
09/16/2016	09/09/2016	GC voice recording- first/last name with Sp alphabet	Formative		20.00	1.00		20.00	
09/16/2016	09/15/2016	GOFORMQUIZ mod1 vocab, cognates, borrrwds, Q&A, alpha	Summative	24.00	25.00	1.00	24.00	25.00	9

Category	Student's Points	= Maximum f	= Percent	* Category Weight	= Category Points	# of Dropped Assignments	# of Excluded Assignments
Formative	100.00	100.00	100.00%	20.00	20.00	0	3

6. Click on the CLASSWORK icon on the left and you will see the student's current grades and assignments.

\*\*If the student is on your roster you can also access the student drawer from the grade book roster. Simply click on the student's name and the drawer will open.