

## How to View Student \_Test Scores (Teachers)

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



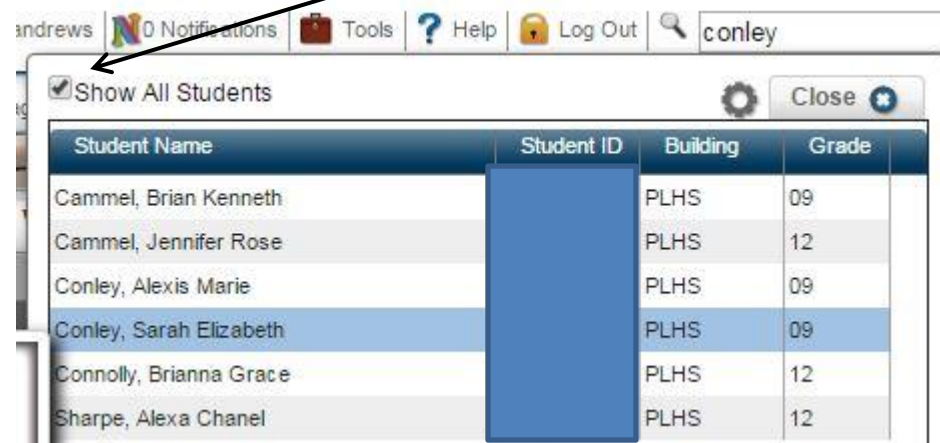
3. Type the name of a student you want to look up – hit return  
~If they are in one of your classes, their name will appear.



~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.



5. Once you locate the student's name, click once on the name and the student drawer will appear.
6. Click on the TESTS icon on the left and you will see the student's test scores by Administration test date. For the AIR/OST scores you will need to scroll across to see all subject areas.

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**Test Summary**

05/01/2012	19203	12	06	441	415	
05/01/2011	19202	11	05	441	396	417
05/01/2010	19309	10	04	421	404	
05/01/2009	19309	9	03	440	417	
10/01/2008	19309	9	03		416	

**Ohio AIR OCBA and AASCD**

Test Date	Building	Age	Grade	Social Studies
				Social Studies Assessment
04/01/2017	19101	17	11	
04/01/2016	19101	16	10	
04/01/2015	19101	15	09	

\*\*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.