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.
6. If you close all panes then you will only see the courses and course averages without listing all of the assignments.
7. If you want to print this view, select the printer icon at the top of the screen.