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

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.**