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.

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.
**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.**