<u>Viewing Student's Grades, Attendance and more through Administrative Access</u>

If you are a teacher, your class tile will remain on the dashboard to give you quick/easy access to your classes without toggling back to the TEACHER ACCESS

- *To flip from Teacher Access to Administrative Access*, click the down arrow V and select **ADMINISTRATIVE ACCESS**
- Once on the Administrative Access side, click the **MENU** (3 line) in the top right corner
- Select **STUDENT**, under **FEATURES**, select **STUDENT PROFILE**
- *Once on the Student Profile, in the search enter the student's ID # or name to bring up the student you are searching for*
- After the student you are searching for is selected, down the right side, select **GRADING**
  - *To expand the Grading area (or any other area) you may need to click the +*
  - Under the **GRADING** area, click on **SELECTED YEAR** to see student's current grades in all courses
    - The grade for the course is a link, if you click the linked grade it will drill into the actual assignments & grades for the class
    - On the *SELECTED YEAR GRADING* screen, if there are any missing assignment they will be listed as a link
    - Click the link for the number of missing assignments to see the actual assignments that were missed

- Under the **ATTENDANCE** area, click on **SELECTED YEAR** to see the student's current attendance.
  - *To expand the Attendance area (or any other area) you may need to click the +*
- Under the **SCHEDULING** area, click on **SCHEDULE LIST** to see the student's current schedule
  - *To expand the Scheduling area (or any other area) you may need to click the +*
- Under the **ASSESSMENT** area, click on **TEST SCORES** to see student assessments (*standardized test: PSAT, ACCESS, SAT, ACT, NWEA/MAP, etc*)
  - *To expend the Assessment area (or any other area) you may need to click the +*
  - Click the open icon (*circle with the arrow to the right of the assessment name*) to deep dive into the assessment scores
- Under the **FAMILY** area, click on **FAMILY** to see the student's parents/guardian contact information
  - *To expand the Family area (or any other area) you may need to click the +*
- Under the **DISCIPLINE** area, click on **SELECTED YEAR** to see the student's current discipline
  - *To expand the Discipline area (or any other area) you may need to click the +*
- Under the **GENERAL** area, click on any sub area for additional student demographics information (race/ethnicity, locker/locker combination, emergency info, general notes, etc)
  - *To expand the General area (or any other area) you may need to click the +*