

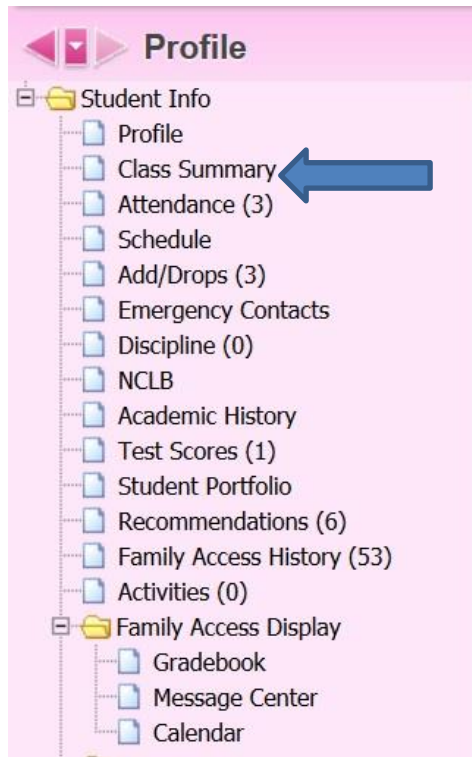
# Finding student's overall percent in a class

If the student is in your class: then follow these steps.

**Step 1:** Login to the specific class where you have that student . Find the student and click on the avatar to the left of the student's name



**Step 2:**



This window pops up and you will see class summary.

Click on class summary.

## Next

**Step 3:** This window will now appear . Click on display options



[Show Dropped Classes](#) | [Display Options](#)

**001/Metamora Twnshp High School**

Prd	Class	Term	Grades		Last Week 11/04 - 11/08					This Week 11/11 - 11/15					Absences		Tardies	
			T1	T2	M	T	W	R	F	M	T	W	R	F	TM2	13-14	TM2	13-14
1	5370/11	s1	B+			X								0	1	0	0	
1	7012/21	s2												0	0	0	0	
2	2271/12	s1	C+			X								0	0	0	1	
2	3262/22	s2												0	0	0	0	
3	6600/13	s1	B+			X								0	0	0	0	

**Step 4:**

Prd	Class	Term	Gr	T1
1	5370/11	s1	B+	

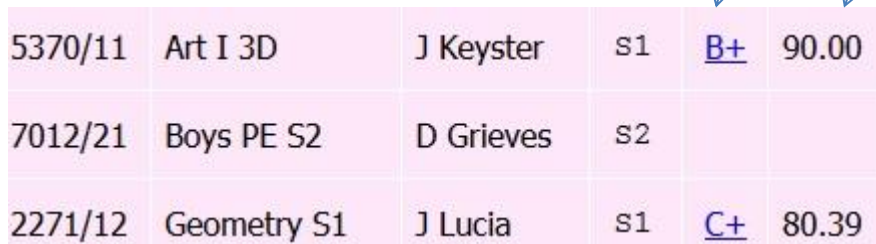
[Save](#) | [Back](#)

- Show Class Key/Section
- Show Class Description
- Show Teacher
- Show Percent Earned in Gradebook
- Show Days Meet

This box pops up and gives you the option to show percent earned in gradebook. This gives you their current overall percent in each of their classes. As an added bonus you also get a snapshot of that student's absence and tardy tally per class. Click save after you have checked the display options you desire.

**Next**

**Step 5:** The revised display screen pops up and now you have the students letter grade as well as their overall percent each class.



5370/11	Art I 3D	J Keyster	s1	<u>B+</u>	90.00
7012/21	Boys PE S2	D Grieves	s2		
2271/12	Geometry S1	J Lucia	s1	<u>C+</u>	80.39

**If you are searching for a student not in your class then follow these steps.**

**Step 1:** Login and instead of clicking teacher access click on **Administrator Access**. This will pull down the menu that allows you to search for a student.



**Next**

**Step 2:** Type in the last name of the student you are looking for .

▶ Adolphson	Brooke E	001		17	F	12	Adolphson, Jessica	(309)303-3471
▶ Adolphson	Bryanna J	001		16	F	11	Adolphson, Jessica	(309)303-3471
▶ Aguilera	Corina M	001		15	F	09	Aguilera, Christie	(309)251-4500
▶ Ahrens	Brooke M	001		17	F	12	Ahrens, Terry	(309)367-4955
▶ Ahrens	Lucas S	001		14	M	09	Camper, Monica	(309)367-2729
▶ Ahrens	Trenton R	001		14	M	09	Ahrens, Terry	(309)367-4955
▶ Ainslie	Nathan G	001		16	M	11	Ainslie, Michelle	(309)857-5885
▶ Albertson	Shawn D	001		18	M	12	Albertson, Michelle	(309)231-3359
▶ Alexander II	Daniel B	001		17	M	11	Bauer, Shelly	(309)251-2188
▶ Allen	Jailin *	001		17	F	12	Allen, Carla	(217)303-3662

20 records displayed Last Name:  ABC

**Step 3:** When the students name comes up click on **view student information.**

Last Name ▲	First/Middle	Def Ent	S	Age	G	Gr	Primary Guardian	Phone	Options
▶ Achterberg	Heathe M	001		17	M	12	Achterberg, Sally	(309)208-2493	View Student Information
▶ Adams	Amanda J	001		16	F	11	Adams, Marcus	(309)657-1814	

**Step 4:** This brings you back to this familiar screen. Click on **class summary**

**Profile**

- Student Info
  - Profile
  - Class Summary
  - Attendance (3)
  - Schedule
  - Add/Drops (3)
  - Emergency Contacts
  - Discipline (0)
  - NCLB
  - Academic History
  - Test Scores (1)
  - Student Portfolio
  - Recommendations (6)
  - Family Access History (53)
  - Activities (0)
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

**Next**

## Step 5:

This box comes up . Click on display options and check the box that says **show percent earned in gradebook**. Now click on **Save**. The resulting screen will give you that students grade , percent, absences , and attendance.



[Show Dropped Classes](#) | [Display Options](#)

### 001/Metamora Twnshp High School

Prd	Class	Term	Grades		Last Week					This Week					Absences		Tardies	
					11/04 - 11/08					11/11 - 11/15					TM2	13-14	TM2	13-14
			T1	T2	M	T	W	R	F	M	T	W	R	F				
1	5370/11	s1	<u>B+</u>				X							0	1	0	0	
1	7012/21	s2												0	0	0	0	
2	2271/12	s1	<u>C+</u>				X							0	0	0	1	
2	3262/22	s2												0	0	0	0	
3	6600/13	s1	<u>B+</u>				X							0	0	0	0	

**Copies of this tutorial will also be posted to the *Teacher Resources* page on the school's webpage.**