



## Viewing Student Grades

There are two ways you can view student grades.

### Option #1 (Grades by Student):

1. Navigate to the **Students** tab.



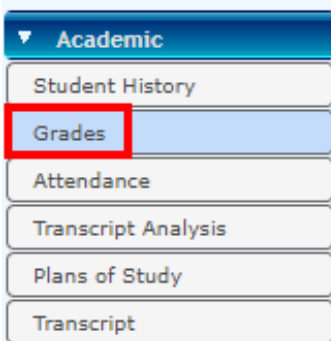
2. Locate the name of the student you wish to view. You can search for the student using the filter at the top of the "Name" column.

Sel	Mai	Edit	View	Not	Doc	Id	UID	State ID	Name	Organization	Student Type	Program	Grade Level	Status	Enrs.
<input type="checkbox"/>						1380	1560		Sami		▼	▼	▼	ACT ▼	
						1380	1560		<a href="#">Student: Sami</a>	Demo STEM program	Part-Time		9th	ACTIVE	4

3. Select the name of the student to be taken to the student information page.

Sel	Mai	Edit	View	Not	Doc	Id	UID	State ID	Name	Organization	Student Type	Program	Grade Level	Status	Enrs.
<input type="checkbox"/>						1380	1560		Sami		▼	▼	▼	ACT ▼	
						1380	1560		<a href="#">Student: Sami</a>	Demo STEM program	Part-Time		9th	ACTIVE	4

4. You will be redirected to the student's page. Under **Academic** in the navigation screen on the left, click on "Grades." (Note: You may need to click on the arrow icon to show the options within the menu if it is currently collapsed.)



5. The page will load and display grades for all active courses. You can search for any given criteria using the filters at the top of each column. You can also sort in ascending or descending order by clicking on any one of the column titles.

Section	Assignment	Assignment Type	Due Date	Submit Date	Grade	Exclude	Comment
						F:	
Earth & Space Science Semester A v4.0 (AL)	Course Activity: Magma and Lava Flow		10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Course Activity: Modeling a Watershed		10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Course Activity: Modeling the Moon Phases		10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Course Activity: Modeling the Water Cycle		10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Course Activity: Modeling Weathering and Erosion		10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Course Activity: Properties of Rocks and Minerals		10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Discussion: Earth and Space	Discussion	10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Discussion: Earth Systems	Discussion	10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Discussion: The History of Earth	Discussion	10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Earth and Space Systems		10/30/2017			False	
Earth & Space Science Semester A v4.0 (AL)	Earth's Changing Surface		10/30/2017			False	

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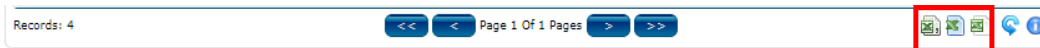
You may also filter the results by changing the course selection from the drop-down menu at the top of the page.

Select Course

Show Active Courses Only

Select Course All Courses

6. OPTIONAL – This table can be exported as needed to Excel CSV, Excel, or Excel Custom format by clicking on the corresponding icons.



## Option #2 (Grades by Section):

1. Navigate to the Sections tab.



2. Locate the name of the section you wish to view. You can search for the section using the filter at the top of the "Section" column. (IE – which course or class, such as "Earth & Space Science Semester A v4.0").

The screenshot shows the EdOptions ACADEMY Sections page. The 'Sections' tab is selected. The table below shows a list of sections. The 'Earth' section name is highlighted with a red box.

Sel	Mail	Edit	Id	Section	Section Type	Course	Program	Organization	Teacher	Term	Start Date	Section Status	Vendor	Enr.	Max.
<input type="checkbox"/>			1008	Earth	Virtual	Earth & Space Science Semester A v4.0 w/ Pretests	18 Week Section	EOA Top Level	Johnson, Edward	Rolling Enrollment	6/26/2017	Active	EdOptions: 4		30

3. Select the name of the section to be taken to the section information page.

The screenshot shows the EdOptions ACADEMY Sections page. The 'Sections' tab is selected. The table below shows a list of sections. The 'Earth & Space Science Semester A v4.0 (AL)' section name is highlighted with a red box.

Sel	Mail	Edit	Id	Section	Section Type	Course	Program	Organization	Teacher	Term	Start Date	Section Status	Vendor	Enr.	Max.
<input type="checkbox"/>			1008	Earth & Space Science Semester A v4.0 (AL)	Virtual	Earth & Space Science Semester A v4.0 w/ Pretests	18 Week Section	EOA Top Level	Johnson, Edward	Rolling Enrollment	6/26/2017	Active	EdOptions: 4		30

4. Under **Assignments** in the navigation screen on the left, click on "Gradebook."

The screenshot shows the EdOptions ACADEMY Section Information page. The 'Section Home' navigation menu is on the left, and the 'Assignments' sub-menu is expanded. The 'Gradebook' link is highlighted with a red box.

Section Information:

- Id: 1008
- Course: Earth & Space Science
- Name: Earth & Space Science
- LMSID: 5031686
- Teacher: Johnson, Edward
- Term: Rolling Enrollment
- Section Type: Virtual
- Assignments: 30
- Single Sign-On: LAUNCH COURSE

5. A new window will open and display grades for all students in the section.
  - a. The overall course grade can be seen in the “Current Grade” column.
  - b. The grade per assignment can be seen within the assignment’s column.
  - c. Use the scroll bar to navigate through the different section assignments.

Enrollment Status: ACTIVE

Id	Student	Current Grade	Current Comments	Final Grade	Final Comments	Discussion: Earth and Space (Discussion)	Course Activity: Modeling the Moon Phases ( )	What Is Sc
1200	Jones, Justin	0.00	Created on 6/2					
1202	Options, Eddie	0.00	Created on 6/2					
1379	Student, Sally	0.00	Created on 6/2					
1380	Student, Sami	100.00	Created on 6/2					100.00

Records: 4

6. OPTIONAL – This table can be exported as needed to Excel CSV, Excel, or Excel Custom format by clicking on the corresponding icons.

