Viewing Student Information via Grade Book

Once you have launched the grade book, be sure your current class is selected from the top left class box.

Select the section for the student info you are wanting to view

You can view student data two different ways:

- 1. From the scoresheet
- 2. From the Student Info icon at the top

Scoresheet -

Click on the arrow to the right of the student name of which you wish to see info, and you will see the student data appear at the bottom of your window.

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You can also add your own criteria for students, by using the second tab entitled "Extra Class Columns". This is not sent to PowerSchool Admin, it is ONLY viewable from YOUR grade book.

The "Teacher Personal Notes" window/tab is a location where you can enter data for a student that only you can see.

Be sure to click on save, if you enter any data for a student that is customizable.

<u>Student Info Icon</u> –

Click on the Student Info icon in the top bar of your grade book

This will list all your students for this section in a spreadsheet type of format with specific data that has been entered on PowerSchool Admin side.

You will also have some columns that you can customize (ie preferred name, custom column 1, 2, 3, 4, 5, etc). You can label these custom columns and add more by clicking on the Extra Class Columns button at the top of the student names.

Extra Class Columns					
My Order	Student Name (/				
1	nnnnnnnnnnn				
2	Rappss, Shaey				

You can change the order of these columns, by simply clicking on the column heading and dragging it to the location you want it to display.

Clicking on the arrow next to the student name will display only that one student's info in the bottom portion of your screen (just as in the scoresheet view).

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