

# HOW TO VIEW THE STUDENT DETAILS IN YOUR CLASSES THROUGH MY STUDENTS

1. Select the teacher menu, students and classes, my students

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### Active Students:

First Name	Last Name	Login Name	Class Number	Email	Details
Beverly	Cleary	BevCle774	<a href="#">19</a>	rebecca.coyle@nyssbdc.org	<a href="#">View Details</a>
Rebecca	Coyle	RebCoy883	<a href="#">18</a>	rebecca.coyle@nyssbdc.org	<a href="#">View Details</a>
Student	Sample	StuSam420	<a href="#">19</a>	rebecca.coyle@nyssbdc.org	<a href="#">View Details</a>
Sue	Sample	SueSam337	<a href="#">18</a>	rebecca.coyle@nyssbdc.org	<a href="#">View Details</a>
Joe	Smith	JoeSmi702	<a href="#">18</a>	rebecca.coyle@nyssbdc.org	<a href="#">View Details</a>
Melissa	Smith	MeISmi142	<a href="#">18</a>	rebecca.coyle@nyssbdc.org	<a href="#">View Details</a>
Sample	Student	SamStu980	<a href="#">18</a>	rebecca.coyle	<a href="#">View Details</a>
Tom	Testing	TomTes450	<a href="#">18</a>	rebecca.coyle@nyssbdc.org	<a href="#">View Details</a>
Beta	Testing	BetTes309	<a href="#">18</a>	rebecca.coyle@nyssbdc.org	<a href="#">View Details</a>

### Students awaiting activation:

First Name	Last Name	Class Number	Email	Grant Access	Deny Access
Activate	Student	<a href="#">18</a>	rebecca.coyle@nyssbdc.org	<a href="#">Activate Student</a>	<a href="#">Reject Student</a>

2. From this screen above, you can select the student details by clicking on view details



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### View Student details:

#### Student Details:

**First Name:** Beverly  
**Last Name:** Cleary  
**Email Address:** [rebecca.coyle@nyssbdc.org](mailto:rebecca.coyle@nyssbdc.org)  
**Current Grade:**  
**View Business Plan:** [View](#)

#### Homework Due:

Test Name	Possible Score	Active On	Due By

#### Homework Completed:

Test Name	Date Taken	Date Last Graded	Automatic Points	Teacher Points	Total Points	Final Grade	Edit Grading

#### Past Due Homework:

Test Name	Date Taken	Date Last Graded	Automatic Points	Teacher Points	Total Points	Final Grade	Edit Grading
Training Test	--		0		/	0 / 100	<a href="#">Grade Now</a>

#### Student Performance:

**Tests Taken:** 0  
**Tests Missed:** 1  
**Overall Grade:** 0 / 100  
**Grade %:** 0%