

HOW TO VIEW THE STUDENT DETAILS THROUGH MY CLASSES

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

[Home](#) | [Contact](#) | [Sign Out](#)



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[Return to last section read](#)

- [Beta Menu](#)
- [Teacher Menu](#)
- [Entreskills Chapters](#)



Active Classes:

Name	Days	Starts	Ends	Grade	Season	Year	Details
Monday Class	M W F	12:30 PM	1:30 PM	9		2011	Details
Tuesdays Class	Tu Th	12:00 PM	1:00 PM	8		2011	Details
Thursdays Class	M W F	8:00 AM	9:00 AM	10	Spring	2011	Details
Testing Class	Tu	4:00 PM	5:00 PM	11	Spring	2011	Details
ABC Class	Tu Th	9:00 AM	10:00 AM	10	Spring	2011	Details
ABc	M W F	8:00 AM	9:00 AM	11	Spring	2011	Details
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Create a new Class							

2. You will be brought to a screen with class details and all the active students, click on details next to the student you wish to view

[Home](#) | [Contact](#) | [Sign Out](#)



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[Return to last section read](#)

- [Beta Menu](#)
- [Teacher Menu](#)
- [Entreskills Chapters](#)



THE STATE UNIVERSITY OF NEW YORK



Class Details:

Name	Days	Starts	Ends	Grade	Season	Year	Code	Edit
Monday Class	M W F	12:30 PM	1:30 PM	9		2011	18	Edit

Active Students:

First Name	Last Name	Email	View Details
Sample	Student	rebecca.coyle	Details
Joe	Smith	rebecca.coyle@nyssbdc.org	Details
Sue	Sample	rebecca.coyle@nyssbdc.org	Details
Rebecca	Coyle	rebecca.coyle@nyssbdc.org	Details
Melissa	Smith	rebecca.coyle@nyssbdc.org	Details
Tom	Testing	rebecca.coyle@nyssbdc.org	Details
Beta	Testing	rebecca.coyle@nyssbdc.org	Details

3. This will allow you to view the student details, a link to the business plan and all of their assignments



A unit of the NYS Small Business Development Center

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[Return to last section read](#)

View Student details:

- [Beta Menu](#)
- [Teacher Menu](#)
- [Entreskills Chapters](#)



Student Details:

First Name: Sample
Last Name: Student
Email Address: rebecca.coyle
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
Beta Exam Chapter 5	--		0		/	0 / 100	Grade Now
Thursdays Test	--		0		/	0 / 100	Grade Now
Final Exam	--		0		/	0 / 100	Grade Now