



How to View Your Students' Dashboard in PowerSchool

MCCSD District Data Services HOW-TO: Last Updated 9/2/2021

In order to see your current students' grades from prior years, please follow these steps:

Step #1 Sign into PowerSchool

Step #2 Choose a class that you wish to view. Click on the **backpack** icon.



Step #3 Choose a student on the left side of your screen. Click on the student's name. You will then see the student's dashboard, his current schedule, all enrollments and historical grades.

Step #4 You will see a **Selected Screens** dropdown. Choose **Quick Lookup** in your dropdown.



Teacher Dashboard

Select Screens

Step #5 In order to see past history of grades, click on the **Standard Grades** tab.



Step #6 You will then see your student's current classes. To the right-hand corner of your screen, you have the ability to change the school year. If you wish do to so, click on the **Year** dropdown.

Standards Grades

Year 21-22 Select screens

Step #7 Once you choose a year you wish to view, click on **Expand All** to see the specifics of that particular class. You are able to see grades, comments etc.

Step #8 To return back to the student's dashboard, please go to your **Select Screens** dropdown and choose **Teacher Dashboard**.

***Please disregard the titles Completed Classes and Dropped Classes. PowerSchool is working on naming all classes to Completed.