How to View Student Grades, Report Cards and Attendance

**Student Grades:**

1. On the **School Home** page, hover your mouse over your child’s icon.

2. Select **Grades** from the drop down box to display a list all of the grades that have been posted in any classes the student is associated with (a blank page means the teachers have not posted the grades yet).

3. Click the letter grade to see a list of all assignment grades for a particular class.

4. Click **Summary** to view the overall grade for each class.
Student Report Card:

1. Click the Documents tab across the top to see the student’s report card(s). Once a report card is posted, you can click on the Name of the document in blue text to open or save this document to your local computer.

Student Attendance:

1. Click the Attendance tab across the top to see a summary of your child’s attendance for each class he/she is enrolled in.

2. Clicking the View button will open a detailed listing of the student’s attendance for that class.

3. The Tardies and Absent buttons gives you their respective quarter, date, and class name.

**Additional Resources for Parents:**

- Additional NUI specific documentation on how to navigate the site is available on the [NUI School website](#) under the PARENT/Sycamore/Instructions.

- For general Sycamore site instructions, please select Online Manuals/FAQ’s section under the System Help menu on the left hand navigation bar.

- Please contact NUI IT department at [it@nuischool.org](mailto:it@nuischool.org) if you need further assistance.