How to Check Class Calendar, HW/Assignments, Grades in the NUI Sycamore Student Portal

1. Once logged in to Sycamore, Click My School on the left hand panel.
2. You can check your profile information by clicking My Profile.

(Contact the school Main Office if any information under your profile tab needs to be updated.)

3. Click the My School/My Grades tab to view your year-to-date posted grades:
4. Click the blue letter grade to see all your current grades for the quarter for that specific class.

5. On the Grades tab, click HW/Assignments in the top right to see a list of current assignments in all of your classes (assignments that have not yet been graded).
6. To view homework and assignments for a different week, change the date in the Week of section in top left side, then click Go. You can also Print this page.

7. Click the Summary tab next to Grades to view your current quarter/semester grade:
8. Click **My School/My Classes** on the left of your screen to see a list of the classes you are enrolled in for the semester. Clicking on the name of the class in blue will take you to the classroom page.

![Screenshot of My School/My Classes](image)

9. Click **My School/My Records** to view Report Cards if posted by the school.

**Additional Resources for Students:**

- Additional NUI specific documentation on how to navigate the site is available on the [NUI School website](https://www.nuischool.org) under the **STUDENT LIFE/Sycamore Student Portal/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.