

# Online Tutorial: Quick Lookup

Quick Lookup offers you commonly used information, including the student's schedule, teachers, grades, and attendance. You can also email teachers via this page.

**Step 1:** On the start page, search or browse students.

### Search Students



[View Field List](#) [View Function List](#) [How to Search](#)

### Browse Students

- A B C D E F G H I J K L M
- N O P Q R S T U V W X Y Z
- K 1 2 3 4 5 6 7 8 9 10 11 12 M FALL

**Step 2:** If necessary, narrow your search to one student by clicking on his/her name.

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (3)

(26519)	(04/23/93)	(10)	Williams, Channessa
(15302)	(09/02/92)	(12)	Williams, Marchelle
(26940)	(12/09/94)	(10)	Wilson, Rockeara Jacinda

**Step 3:** In the left navigation bar, click the "Quick Lookup" link.

- Quick Lookup**
- Student Stats
- Print A Report
- Print Schedule
- Switch Student
- ← List (46) →

**Step 4:** In the center of your screen, you will now be able to see basic information about the student, including name, grade, ID, date of birth, school, course schedule, grades and attendance.

Quick Lookup

Williams, Channessa 10 26519 DOB: 4/23/1993 JUS

Attendance By Class																		
Exp	Last Week				This Week				Course	Q1	Q2	S1	Q3	Q4	S2	Absences		Tardies
	M	T	W	F	M	T	W	F								S1	09-10	
1(A)									Spanish 2A (NN) Harding, Stacey	--	--	--	--	--	--	0	0	0
2(A)									World History A Griffiths, Maggie	--	--	--	--	--	--	0	0	0
3(A)									Cahsee Prep 1A Palacios, Ramon	--	--	--	--	--	--	0	0	0
4(A)									PE/ Health A Dortane, Brittney	--	--	--	--	--	--	0	0	0
5(A)									Biology A Faka Justice2, Teacher	--	--	--	--	--	--	0	0	0
6(A)									Geometry A Malecki, Kyle	--	--	--	--	--	--	0	0	0
7(A)									English 10A Salazar, Karen	--	--	--	--	--	--	0	0	0
8(A)									Advisory 10 (AV) Harding, Stacey	--	--	--	--	--	--	0	0	0
<b>Attendance Totals</b>															<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Current AP Weighted GPA - Quick Lookup Screen GPA (S1):

[Show dropped classes also](#)

Attendance By Day												
Last Week	This Week				Absences	Tardies						
	M	T	W	F			S1	YTD	S1	YTD		
					0	0	0	0				
<b>Attendance Totals</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Step 5:** If necessary, click the teacher's name to send him/her an e-mail.

Course	Q1	Q2	S1	Q3	Q4	S2	Absences		Tardies	
							S1	09-10	S1	09-10
Spanish 2A (NN) Harding, Stacey	--	--	--	--	--	--	0	0	0	0

**Step 6:** Additionally, if you'd like to view specific information about the student's absences or tardies, click the number.

Attendance By Day													
Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	S1	YTD	S1	YTD
										0	0	0	0
Attendance Totals										0	0	0	0

**Step 7:** Or, to get a quick glimpse into attendance data the last two weeks, scroll down for a snapshot of attendance totals. This also includes YTD data.

**Step 8:** Finally, if you'd like to switch students, you can toggle through the list of students in your original search by clicking the arrow keys.

Of if you'd prefer, you can click the "Switch Student" link, and search for a new student.

Quick Lookup  
Student Stats  
Print A Report  
Print Schedule  
Switch Student  
← List (46) →