

Check Grades

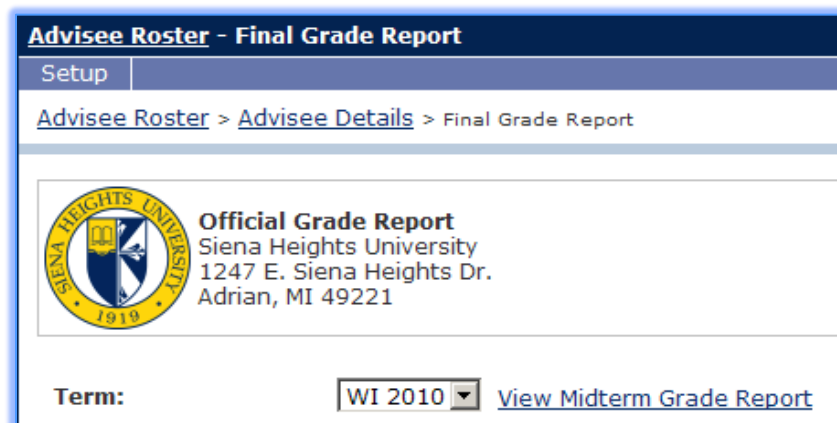
Unless you need to check Midterm grades or print out a single page report for the student, you are encouraged to use the "Course History" page to check grades, because it is simpler to use.

COURSE HISTORY

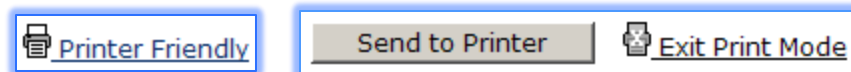
- ❖ In the **Advisee List**, click the student's name for whom the grades are to be checked.
- ❖ The **Advisee Details** window will display.
- ❖ Under **Academic Records**, click the **Course History** link.
- ❖ The **Course History Detail** window will display.
- ❖ All the grades for the selected student will display.

GRADE REPORT

- ❖ In the **Advisee List**, click the student's name for which the grades are to be checked.
- ❖ The **Advisee Details** window will display.
- ❖ Under **Academic Records**, click the **Grade Report** link.
- ❖ The **Final Grade Report** window will display (see illustration on next page).
- ❖ Click the **Term** list arrow to select the term for the **Grade Report**.



- ❖ To display the **Midterm Grades** for the student, click the **View Midterm Grade Report** link.
- ❖ To return to the **Final Grade Report** window, click the **View Final Grade Report** link.
 - This is the same link as you clicked before.
 - It is a toggle button that toggles between the two options.
- ❖ To display and print a copy of the **Grade Report**, click the **Printer Friendly** link in the upper right corner of the window (see illustration below left).



- ❖ The document will open in another window.
- ❖ Click the **Send to Printer** button (see illustration above right).
- ❖ The **Print** dialog box will display.
- ❖ Select the options in this dialog box and then click **Print**.
- ❖ Click the **Exit Print Mode** button to return to the **Grade Report** window.
- ❖ Click the **Advisee Details** link in the **Bread Crumb Trail** to return to that window.
- ❖ Click the **Advisee Roster** link in the **Bread Crumb Trail** to return to that window.