Advisor Tools-Grade Report

This area shows the student’s education records and examination scores.

- 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 Official Grade Report window will display (see illustration below).

- 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).
- The Print dialog box will display.
- Select the options in this dialog box and then click Print.