

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).

Tools and Information	
Academic Records	Financial Aid
Academic History	Financial Aid Awards
Course History	Missing/Received Documents
GPA Projection	Financial Aid Dashboard
Grade Report	
Unofficial Transcript	Registration
	Add/Drop Courses
Advising	Student Schedule
Email Addresses	Advanced Course Search
Degree Audit	Quick Reference Course Search
Degree Audit (Excel)	

- ✦ Click the **Term** list arrow to select the term for the **Grade Report**.

Final Grade Report for:

 **Official Grade Report**
Siena Heights University
1247 E. Siena Heights Dr.
Adrian, MI 49221

Term: [View Midterm 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**.

