## **Print Student Grade Report**

You can print a student's Grade Report for a specific Term.

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## Records and Enrollment > Student Term Information > Student Grades

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## To Retrieve the Report

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<u>Select</u>	<u>Report</u> ID	Prcs Instance	Description	Request Date/Time	<u>Format</u>	<u>Status</u> Deta	ils
	1029	1912	Grade Report	04/06/2010 3:37:34PM	Acrobat (*.pdf)	Posted <u>Deta</u>	<u>ils</u>
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Click the **Report Manager** link to go to the **Report List** page.

Keep clicking the **Refresh** button to refresh the page status.

When the status displays "Posted" you will see a <u>Details</u> link.

Click the <u>Details</u> link to open the **Report Detail page**.

Report De Report	tail					
Report ID:	1029	Process In	stance:	1912		Message Log
Name:	SR776P	Process Ty	pe:	Crystal		
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OK	Cancel					

Click the pdf file.

**Note**: If you do not see a pdf file and you only see the *Message Log* and *Trace File*, the process ran but did not produce any output for a report. Adobe Acrobat will open displaying the report. Click the **Print** button within Adobe Acrobat to print it.

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?				Gra	de Report			Run Date Run Time	4/6/2010 3:38:18 PM
		Term: Fall 2009	Scope Vikionatkai		Career: Program	n:	Undergraduate Arts and Sciences		
	Class No.	Subject	Catalog	Session	Section	Units <u>Taken</u>	Grading <u>Basis</u>	Official <u>Grade</u>	Grade <u>Points</u>
	97256	ACH Introduction to S	101 tony Brook	А	02 Lecture	1.00	Sat/Unsat		0.000
	96056	ATM Weather and Cli	102 mate	А	01 Lecture	3.00	Graded-Ug		0.000
	90147	EUR	101 Culture	А	01 L antres	3.00	Graded-Ug		0.000

Click the **Close** button (**X**) in the upper right corner of the Adobe window to close it. This returns you to the **Report Detail** page. Click **Cancel** to return to the **Report List** page.

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Click <u>**Go back to Student Grades**</u> to return to that page.