Print Student Grade Report

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

Navigation:

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

Enter the student's **ID**, **Academic Career, Academic Institution (USBNY)** and the **Term**

Click **Search**

Click **Print** to generate the report

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Take
Detail	97256	ACH	101	Lecture	02			Sat/Unsat	1.00
Detail	96056	ATM	102	Lecture	01			Graded-Ug	3.00
Detail	90147	EUR	101	Lecture	01			Graded-Ug	3.00
Detail	81437	HIS	101	Recitation	R05			Graded-Ug	3.00
Detail	81005	MAP	103	Lecture	07			DEVCRSES	3.00
Detail	80064	WRT	101	Lecture	45			ABC/U	3.00

Term: Fall 2009   Career: Undergrad   Institution: SUNY at Stony Brook

To Retrieve the Report

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 **Details** link.

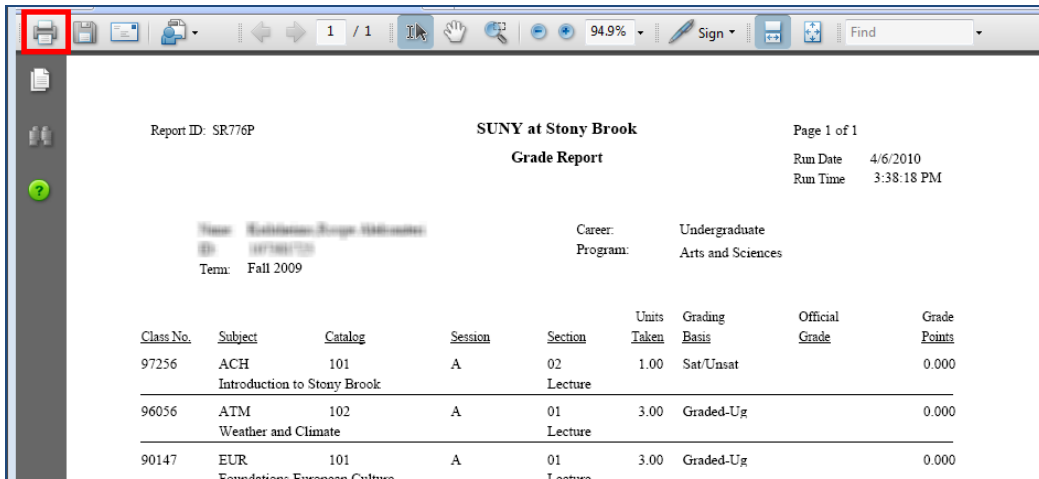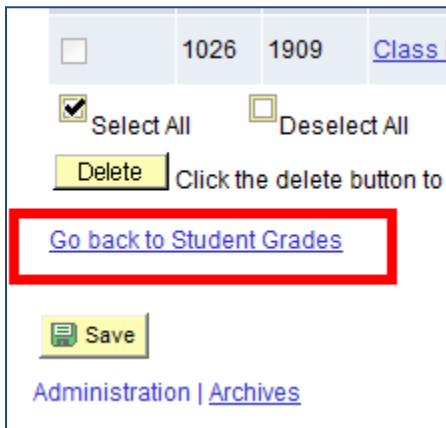Click the **Details** link to open the **Report Detail page**.

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.

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.

Click **Go back to Student Grades** to return to that page.