

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

Student Grades
Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

ID: begins with

Academic Career: =

Academic Institution: begins with

Term: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Term Alternate Key: =

[Basic Search](#)

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

Click **Search**

Click **Print** to generate the report

Student Grade Inquiry **Term Statistics**

Report Statistics

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

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

To Retrieve the Report

Click the **Report Manager** link to go to the **Report List** page.

The screenshot shows the 'View Reports For' section with a 'Refresh' button highlighted in a red box. Below it is the 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row shows Report ID 1029, Prcs Instance 1912, Description 'Grade Report', Request Date/Time '04/06/2010 3:37:34PM', Format 'Acrobat (*.pdf)', Status 'Posted', and a 'Details' link. The 'Status' and 'Details' columns are also highlighted in a red box. At the bottom, there are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a link 'Go back to Student Grades'.

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

When the status displays "Posted" you will see a **Details** link.

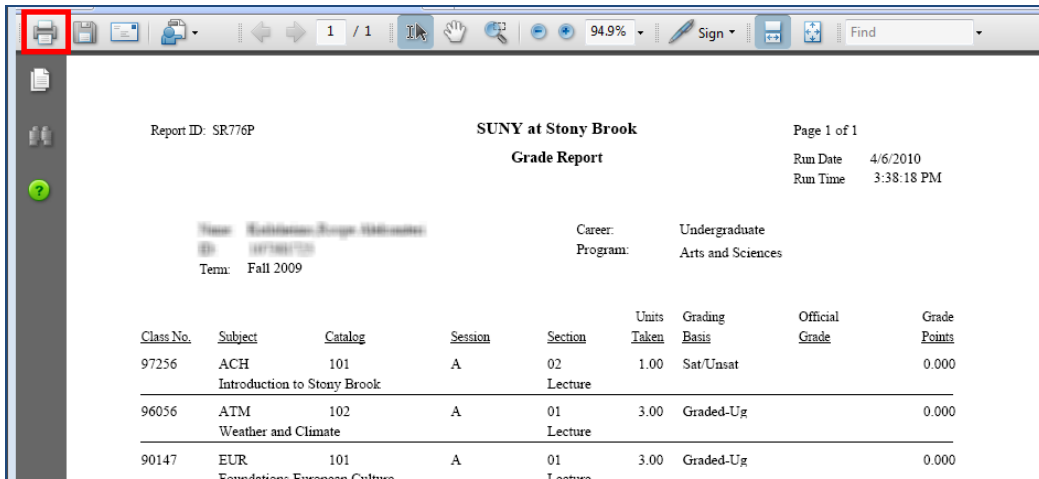
Click the **Details** link to open the **Report Detail** page.

The screenshot shows the 'Report Detail' page for Report ID 1029 and Process Instance 1912. It includes fields for Name (SR776P--), Process Type (Crystal), and Run Status (Success). Below is the 'Grade Report' section with 'Distribution Details' showing Distribution Node 'pnsrepos2' and Expiration Date '05/06/2010'. The 'File List' table has columns: Name, File Size (bytes), and Datetime Created. The file 'SR776P-- 1912.PDF' is highlighted in a red box. At the bottom, there are 'OK' and 'Cancel' buttons.

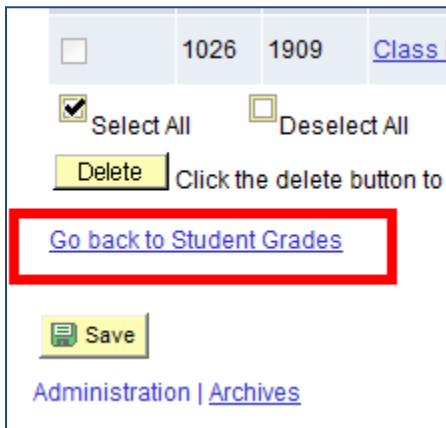
Click the **pdf file**.

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.