Viewing Student Grades

This guide will cover:

- How to access and view a student's grades for a specific academic term.

Step One

- Navigate to the Student Grades page using the following breadcrumb:

Step Two

- On the search page enter search criteria for the student then click Search.

NOTE: The ID field is referring to the Catalyst (or EMPL) ID while the Campus ID is referring to the UCID M#.
Step Three

- Select a record from the list of results. If the search criteria only yields one result then the system will load the student grade record automatically.

Step Four

- The **Student Grade Inquiry** tab displays information regarding the student’s grades for a specific term. This information includes:
  - Subject
  - Catalog Number
  - Component (Lab, Lecture, etc.)
  - Section Number
  - Official Grade
  - Grading Basis (Normal, Audit, etc.)
  - Units Taken
  - Session Type (Full, Half, etc.)
  - Course Name
Additional Actions

- Click the **Previous in List/Next in List** buttons to navigate between records that were yielded in the search results.
  - Previous in List will navigate towards the top of the list and display most recent records.
  - Next in List will navigate towards the bottom of the list.
- Click the **Return to Search** button to navigate back to the search criteria page.
- Click the **Detail** link of a class to see more information regarding the class including:
  - Meeting dates and times
  - Instructor
  - Location/Campus
  - Course Description
- Click the **Term Statistics** tab to view term history data for the student including:
  - Academic level (at beginning of the term being viewed)
  - Total graded units
  - Earned units
  - Units taken/earned towards academic level
  - Units taken for audit (if applicable)
- The **Notify** button is not currently being used at the University.

You have now completed the steps for accessing and viewing a student's grade.