



PS 8.9 QUICK REFERENCE GUIDE

VIEW & PRINT YOUR GRADES

SELF SERVICE > STUDENT CENTER – VIEW GRADES

This document will provide simple instructions for viewing and printing student's grades via the SIS.

1. Go online in the **Student Information System (SIS)** to view your grades at the end of the semester. Grade reports are no longer mailed to students.
2. **Login** to **SIS**
3. Navigate to **Self Service > Student Center -- Select Grades.**
4. **Select** the term you wish to view and click **Change.**
 - a. Your courses and grades for the selected term should appear on a new screen.
 - b. If the grade has been posted to your account, it will appear in the **Official Grade** column.
 - c. Grades entered into the SIS by faculty are posted per the posting schedule to student accounts.
5. To print a copy of your grades, click on **Printer Friendly Version**, then click the print button on your browser tool bar.
6. Don't forget to click **Sign Out** on the top right corner of the screen when you are ready to exit the SIS.