**View/Print Student Grades**

**Trigger:**
Use this procedure to view/print a student's grades for a specific term

**Concept**
If you need to view and/or print an individual student's grades, you can use the Student Grades page to print a nicely formatted grade report.

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student's grades will be printed.</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Information**
No additional information.
### Procedure

In this example we will print Tammy Tigers grades for the Fall 2007 Semester.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Records and Enrollment</strong> link.</td>
</tr>
</tbody>
</table>

![Image](image-url)
### Step 2
**Action**: Click the **Student Term Information** link.

### Step 3
**Action**: Click the **Student Grades** link.
Step | Action
--- | ---
4. | Enter the desired information into the **ID** field. Enter "10239150".
5. | Enter the desired information into the **Term Alternate Key** field. Enter "3543".
6. | Click the **Search** button.
### Step 7

Click the **Print** button to print the student's grade.

**NOTE:** In order to print the student Grade Report, you need to have a myZou printer set up in your user defaults. See the Setting User Defaults document on the myZou Training website.

### Step 8

You have successfully viewed and printed a students grades.

**End of Procedure.**