How to View and Print Grade Report Using MyBenU

View a Grade Report.

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the Academic Records tile. The Student Academic Records page will open.

2. On the Student Academic Records page, select the View Grades link on the left menu.

3. Next click the appropriate term, grade information will open for that term.
5. On the **View Grades** page, course grades for that particular term, along with term and cumulative grade point averages and statistics are displayed. Calculation details can be viewed through a pop-up by clicking the **Term** or **Cumulative GPA** information.

6. To print the grade report from your browser, right click on the screen and select print. Under print settings it is recommended to change the layout orientation to landscape, unselect headers and footers, and select background graphics.