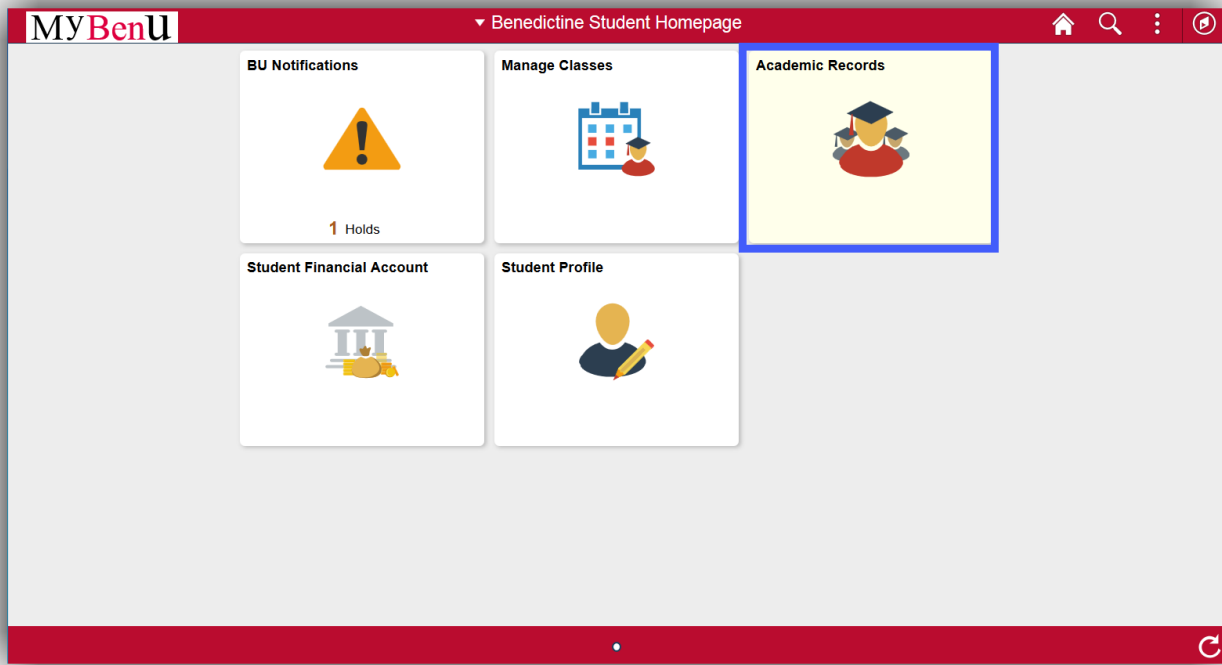


How to View and Print Grade Report Using MyBenU

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.

Benedictine Student Homepage **Student Academic Records**

- Advisors
- Course History
- View Grades**
- View Unofficial Transcript
- View My Early Warning Notice
- Apply for Graduation

2019 Spring Undergraduate Semester
2018 Fall Undergraduate Semester
2018 Spring Undergraduate Semester
2017 Fall Undergraduate Semester
2017 Spring Undergraduate Semester
2016 Fall Undergraduate Semester
2016 Spring

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.

View Grades

Term GPA **4.000**

Cumulative GPA **3.347**

Class	Description	Units	Grading	Grade	Grade Points
BALT 300	SAS Programming for Analytics	3.00	Graded		12.000
BALT 325	Lean Six Sigma for Oper Excell	3.00	Graded		12.000
BALT 330	Database Structures & Queries	3.00	Graded		12.000

7 rows

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.