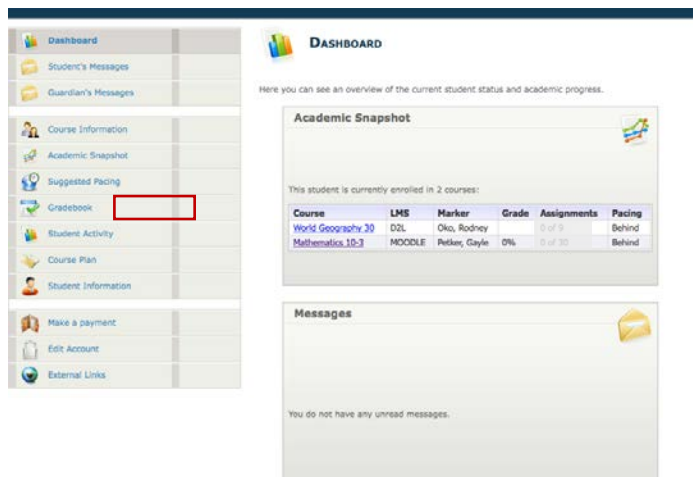


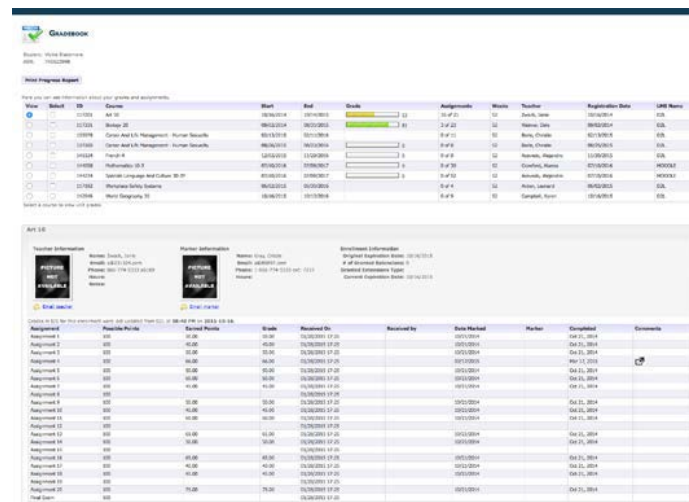
Keeping track of grades in the Student Information System (SIS) is easy. You can do this by following these steps:

**To View Grades**

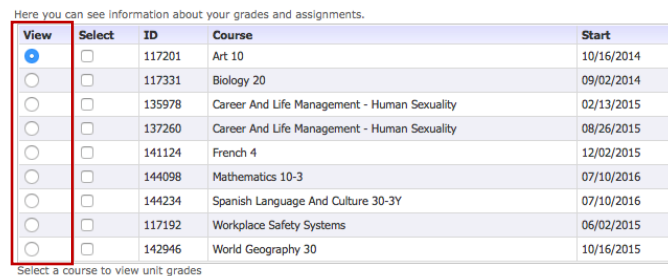
1. On the main menu, select **Gradebook**.



Here, you'll see grades and feedback for the selected course. Grades are set up differently in every course, so it's normal to see some variation.



2. If you're enrolled in multiple courses, you can choose which course grades to view by clicking the corresponding **View** button.



## To Print a Progress Report

1. On the main menu, select **Gradebook**.
2. Under the **Select** column, check the box beside the course you want a Progress Report for.

Here you can see information about your grades and assignments.

View	Select	ID	Course	Start
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	117201	Art 10	10/16/2014
<input type="radio"/>	<input type="checkbox"/>	117331	Biology 20	09/02/2014
<input type="radio"/>	<input type="checkbox"/>	135978	Career And Life Management - Human Sexuality	02/13/2015
<input type="radio"/>	<input type="checkbox"/>	137260	Career And Life Management - Human Sexuality	08/26/2015
<input type="radio"/>	<input type="checkbox"/>	141124	French 4	12/02/2015

3. Click the **Print Progress Report** button. A PDF of your Progress Report will be generated and saved to your desktop. You can either view the grades by clicking to open the PDF or by clicking on **Print** on the toolbar to generate a physical copy for your records.

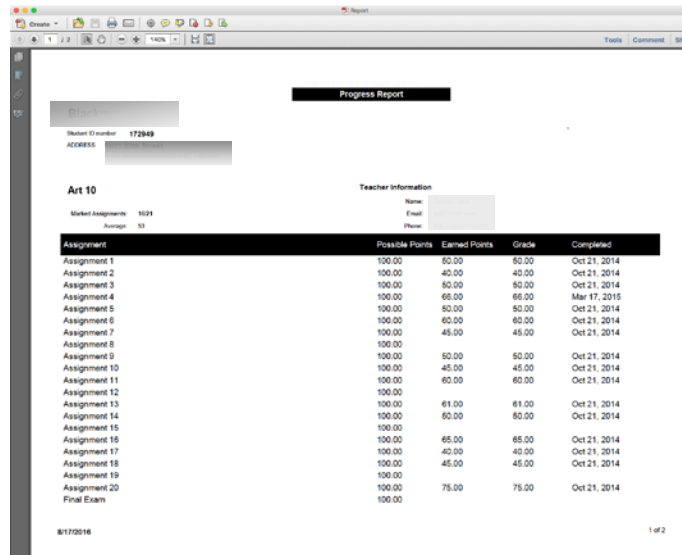


Student:   
ASN:

**Print Progress Report**

Here you can see information about your grades and assignments.

View	Select	ID	Course	Start
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	117201	Art 10	10/16/2014
<input type="radio"/>	<input type="checkbox"/>	117331	Biology 20	09/02/2014
<input type="radio"/>	<input type="checkbox"/>	135978	Career And Life Management - Human Sexuality	02/13/2015



Assignment	Possible Points	Earned Points	Grade	Completed
Assignment 1	100.00	80.00	80.00	Oct 21, 2014
Assignment 2	100.00	40.00	40.00	Oct 21, 2014
Assignment 3	100.00	80.00	80.00	Oct 21, 2014
Assignment 4	100.00	66.00	66.00	Mar 17, 2015
Assignment 5	100.00	80.00	80.00	Oct 21, 2014
Assignment 6	100.00	60.00	60.00	Oct 21, 2014
Assignment 7	100.00	45.00	45.00	Oct 21, 2014
Assignment 8	100.00			
Assignment 9	100.00	50.00	50.00	Oct 21, 2014
Assignment 10	100.00	45.00	45.00	Oct 21, 2014
Assignment 11	100.00	60.00	60.00	Oct 21, 2014
Assignment 12	100.00			
Assignment 13	100.00	61.00	61.00	Oct 21, 2014
Assignment 14	100.00	60.00	60.00	Oct 21, 2014
Assignment 15	100.00			
Assignment 16	100.00	65.00	65.00	Oct 21, 2014
Assignment 17	100.00	40.00	40.00	Oct 21, 2014
Assignment 18	100.00	45.00	45.00	Oct 21, 2014
Assignment 19	100.00			
Assignment 20	100.00	75.00	75.00	Oct 21, 2014
Final Exam	100.00			

## Contact

If at any time you have questions, please contact us at 1-855-974-5333 x5317 or [vsupport@pembinahills.ca](mailto:vsupport@pembinahills.ca).