Student Records
Viewing a Student’s Mid-Term Grades in the Administrative Center

Overview

- Once a student's mid-term grades have been posted to his/her record, you can view the grades through the Administrative Center in SIS. Mid-term grades have their own tab, next to the Official Grades tab, if they exist (not every campus or every population of student will have mid-term grades).

- Students can view their mid-term grades online through Self-Service in the Student Center > My Academics & Grades > View Grades. The mid-term grade rosters are deleted before final grades processing, and then the mid-term grades will no longer display in the Student Center.

Steps

Viewing Mid-Term Grades in the Administrative Center

1. Navigate to: Self-Service > Administrative Center.
2. Click [VIEW DATA FOR STUDENTS].
3. Enter the student’s ID or Last Name and First Name.
4. Click [Search].
5. The student view page will display. Click on the academics 2 tab.

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5. The student view page will display. Click on the academics 2 tab.
6. Under **Term Information**, click the **View Grades** link.

7. Click the **Mid-term Grades** tab.

8. The class mid-term grades will be displayed.