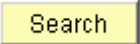


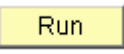
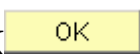
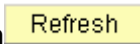





How do I? Print Grade Rosters

Version 9.0

1. Click on Curriculum Management.
2. Click on Grading.
3. Click on Print Grade Roster.
4. Click on Search .
5. Select UWWTW for the Academic Institution.
6. Enter the appropriate Term.
7. Select Final from the Grade Roster dropdown.
8. To Print a Grade Roster for a Specific Class Click the box next to Specific Class.
9. Enter or  search for the appropriate class number.
10. To Print all Grade Rosters for a Department Enter or  search for the Academic Organization code.
11. Click Run .
12. Select PSUNX from the Server Name dropdown.
13. Click OK .
14. Click on the Report Manager Link.
15. Click on Refresh . Until your request shows in the Report List with a Status of Posted.
16. Click on the Details link.
17. Click on the link that ends with .PDF
This will open a new window. Use the Printer Icon  to print.