View Grades

There are three methods to view grades.

1. Run reports from the Report Wizard . Instructor accounts may have access to grade reports such

as:

- R109
- R202
- R204
- 2. The Grading Tool.
- 3. Instructor Utilities menu.
 - a. Select Course Results.

Utilities	^
Course Results 🗲	_
Create User	

b. Use the drop-down menus to select the individual or module you want to view grades

for.

Course Results

- c. Select Participant Grades to view one individual's grades for the product.
- d. Select one of the Grades options to view all the grades for a selected module.

Course Results

Participant Grades:	Select Participant
Module Grades:	Select Module 🔽