


Navigate: Midterm/Final Grade Reports

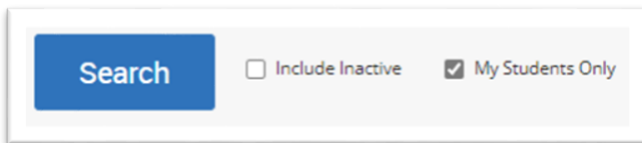
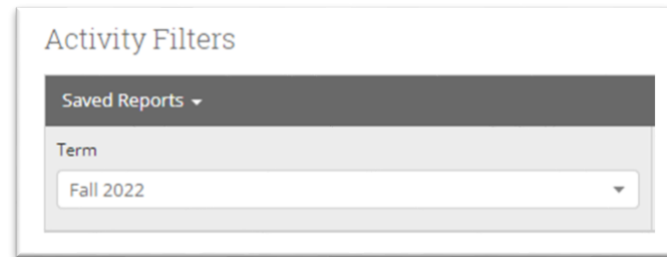
Run a report which include reported midterm and final grades for each course a student is enrolled in.

1. Open the Student Enrollments report

- Click the [Reporting](#)  icon from the left navigation
- Click on [Student Enrollments](#) with the Student Data Reports box to the right of the screen

2. Use the Student Filters to select a group of students

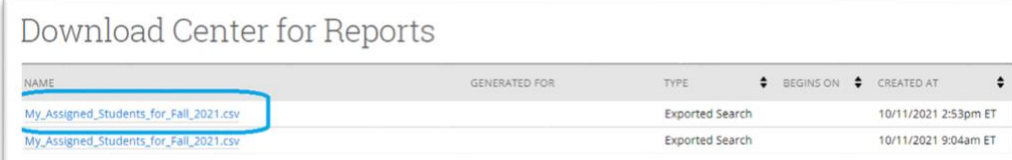
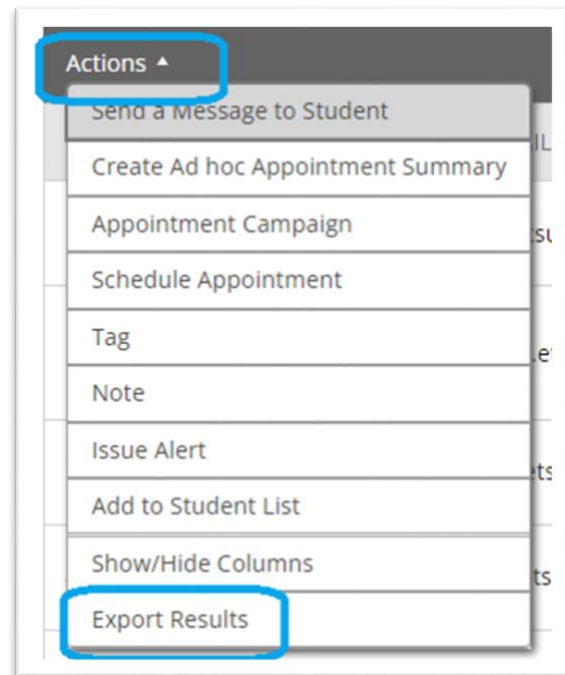
- Select the [Term](#) from the drop-down menu under [Activity Filters](#)
- Click to expand the filter drawers: [Student Information](#), [Enrollment History](#), [Area of Study](#), [Term Data](#), [Performance Data](#), [Course Data](#), [Assigned To](#), and/or [Success Indicators](#)
- Input appropriate filters for major, credit hours earned, etc.
- Or, check the box next to [My Students Only](#)
- Click [Search](#)



3. Export the report

- When a list of students is generated, click [Actions](#) at the top of the search result box.
- From the drop-down menu, click [Export Results](#).
- In the [Export Results Column](#) window that appears, use the checkboxes to select the columns for the export.
- Click [Export](#).

- A pop-up will appear in the bottom right of the screen when the export is ready. In that pop-up box, click [Download Center for Reports](#).
- Click the name of the file to download. It will download to the location you have set in your browser.
- The download center can also be accessed by clicking [Download Center for reports](#) under Quick Links on the staff homepage. To return to the homepage click the Home icon in the left navigation menu.



The screenshot shows the 'Download Center for Reports' table. The first row is highlighted with a blue box.

NAME	GENERATED FOR	TYPE	BEGINS ON	CREATED AT
My_Assigned_Students_for_Fall_2021.csv		Exported Search		10/11/2021 2:53pm ET
My_Assigned_Students_for_Fall_2021.csv		Exported Search		10/11/2021 9:04am ET