

From the Portal page, select **Grades**.



Exam grades will only be visible to students once grades have been posted by the teacher.



After clicking **Grades**, you will see one of the following options:

- View Detailed Report If this option is displayed, proceed to the next step.
- View Grades Summary If this option is displayed, click on it to open the summary, then proceed to the next step.

☐ Show All Years	□ Show All Schools	✓ Show Progress Periods	☐ Show Exams	Show Inactive Courses	Group By Course	Update	☑ View Detailed Report
6 Records	Export 🖺 븕	Filter: ON	Clear All Filt	ers Toggle Colu	mns		
72 Grad	es		✓ Viet	View Grades Summary			
< Prev	Page: 1	/ 4 Next	>	Export 🐴 븕	Filter:	ON C	lear All Filters

Check Show Exams and select the Update button.

Show All	Years Show All	l Schools 🛛 Sł	now Progress Periods	Show Exams	□ Show Inactive Courses	Group By Course	Update
9 Records	Export 🖺 🚔	Filter: ON	Clear All Filters	Toggle Columns			

If you still do not see an Exam column, click on the **Toggle Columns** button and select the desired column(s) in the pop-up window.



Note: If you have completed all these steps and still do not see exam grades, you may want to confirm with the teacher to ensure exam grades have been posted.

