

How to View and Print The Grade Report Using My Ben U

View a Grade Report

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the link called “Self Service”. The Self Service page will open.
2. a. On the Self Service page, select the “Student Center” link. Your Student Center homepage will open. NOTE: Not all students will see the “Student Center” link.
b. For those who do not have the “Student Center” link on the Self Service page, select the “View My Grades” link located under the “Enrollment” header link on the Self Service page. The View My Grades page will open. [NOTE: Skip step 3. If this is your first term at Benedictine, skip step 4 as well].
3. On your Student Center homepage, in the dropdown box below the “My Academics” link under the “Academics” header, use the down arrow to select “Grades” and click on the blue double-arrow “go” button. The View My Grades page will open. [NOTE: if this is your first term at Benedictine, skip step 4].
4. On the View My Grades page, use the radial button to select the appropriate term and click on the “Continue” button. The View My Grades page for that particular term will open.
5. On this View My Grades page, course grades for that particular term, along with term and cumulative grade point averages and statistics are displayed.

Print the Grade Report [continuing from above]

6. To print the grade report, click on the “Printer Friendly Page” link on the bottom of the View My Grades page. The printer friendly version of the View My Grades will open in the same window.
7. Print the grade report, with the University seal in the background, using the print icon of your browser toolbar. To print the grade report with the University seal, one must, on the browser toolbar click Tools>Internet Options>Advanced Tabs. Then scroll down to the printing options near the bottom and make sure the “Print background colors and images” checkbox is checked.