Viewing CE grades

Log on with your electronic signature card.

Click the Evaluations icon (red checkmark)

- Click Grades tab.
- Leave discipline blank.
- Enter Student # in Provider.
- Clear Instructor field by clicking X button to right of field (otherwise won’t see all grades).
- At Type use look up button (3 dots) and select Exams then click OK button.
- Set Date From to 07/01/2010.
- Click Search button to display CE grades for the selected student. Grades are Pass (1) or No Pass (0). By clicking on any of the column headings you can resort the reported info.

If you want to see all the CE’s you have graded:

- Click Grades tab.
- Leave Discipline and Provider blank.
- Leave your name displayed in the Instructor field.
- At Type use look up button (3 dots) and select Exams then click OK button.
- Set Date From to 07/01/2010.
- Click Search button to display CE grades for all students. Grades are Pass (1) or No Pass (0). By clicking on any of the column headings you can resort the reported info.

To read the full Question left click and hold on the line between Question and Grade. Then drag to the right to expand the column and see the rest of the question.

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