

Checking your grades in ANGEL

Click on the **Report** tab

There are two tabs you can use; the **Report Settings** tab and the **Saved Reports** tab. We'll start with the **Reports Setting** tab.

1. Under the word **Category** use the drop down box choose and choose **Grades**. Your screen will refresh.
2. Click on the **Run** on the button right hand side of the page.

Your grades will show. *Be sure to scroll down* so you can see all of your grades and comments.

Saved Reports Tab

Don't want to have to do this again and again? You can always save a report to re-run at a later time.

1. Repeat step 1 from above.
2. Click **Save** (found to the right of the run button)
3. A gray box will appear. Type in the name you want to give your grade report. Example: My Grades
4. Click on the Save within the gray box then click the x in the upper right hand corner to close the gray box.

The next time you want your grades

1. Click on the Report tab
2. Click the Saved Reports tab
3. Click on the name of your report

