Transaction Code: zcm_grades_s or zcm_midterm_grades_s

Student Number: Enter Student Number. If you do not know the student number, use drop-down/search box. The best search feature is the Personal Data Search.

Grade Options: Make selection for all terms or by term. Remember you can use the drop-down/search boxes to find valid selections.

Execute: Left-click on the Execute icon when data has been entered.