



How to Print a Course Completion Letter (Grade Report) from ADLC's SIS

* For Internal Use Only *


Last Updated: January 4, 2017

This document is intended to help Learning Network support staff print Course Completion Letter (Grade Report) from ADLC's Student Information System (SIS).

1. Once you've logged in to SIS, type the name of the student you're looking for (last name, first name) in the "Find a Student" search field. Hit **Enter** on your keyboard.



2. Click on the student's name when it appears.
3. From the menu on the left-hand side, click on **View Communications**.
4. Under the "Subject" field, look for "Grade Report." Click on the pencil and paper **icon** to view the Grade Report.

View	ID	User	Date	Category	Subject	Contents
		Jeffers, Elise	10/5/2016 3:20:45 PM	Email	Grade Report	<div><img src="http://site1.adlc.ca/webguidecms.ca/public/downlo

5. Here, you'll see the email that was sent to the student when the course was completed. You can copy the letter and email or print it as required.

Contact

If at any time you have questions, please contact:

Learning Network Help Desk

1-866-774-5333 ext. 5378

learningnetwork@adlc.ca