



# 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).*

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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](mailto:learningnetwork@adlc.ca)