



How Do I? **View My Grades (Midterm/Final)**

PeopleSoft version 9

1. Sign In to LEONet for Students.
From Southeastern's home page, click on the LEONET hyperlink. Click on LEONet for Students. Sign In using your University ID and password.
2. Select Self Service > Enrollment > View My Grades.
3. Click in the radio box to the left of the term for which you wish you view your grades.
4. Click the **Continue** button.
Your grades for the selected term will display.
5. Then select Midterm or Official grade tab.
6. Scroll to the bottom of the page to view your term statistics.
7. To print your grades, click on Printer Friendly Page, located beneath the term statistics.
8. Select File > Print from your browser's tool bar.
9. Remember to sign out of LEONet.
When you leave LEO, click on Sign Out in the top right corner to end your session. Then close your browser window.

Things to Remember

when viewing your Grades in LEO:

- Your User ID to login to LEONet is your University ID (your "W" number – be sure and use a capitol "W"). Your password is your e-mail password.
- If a class does not show a grade, then the Instructor has not yet posted the grade.
- Your GPA, Term Statistics, and Cumulative Statistics appear at the bottom of your View My Grades page.
[Click here for more information on how Southeastern calculates your GPA.](#)
- If you feel there is an error with your grade, contact your Instructor.
- If you believe there is a problem with the calculation of your GPA, please contact Records and Registration at (985) 549-2066.