

Independent Course Program Grade Report Download Instructions

How do I access my grade report after I complete my course?

Students and counselors now have direct access to download grade reports in Canvas. UTHS is no longer emailing or mailing grade reports because counselors and students have direct access to these reports.

Here are the steps:

1. Login to your Canvas dashboard. (www.uths.instructure.com)
2. Click on **Profile** on the left menu
3. Find the submenu and click on **Certification/Enrollment Tool**
4. Select the **Profile tab**
5. Select the **Courses tab**
6. Under *Completed Courses*, find the three little dots adjacent to the course title and click.
7. Select **generate new report**, then **download report**.

The video below will walk you through the process.

[UTHS Grade Report Download Instructions](#)

How does my counselor get access to my grade report?

Students should make sure they completed the **Enter/Verify Profile Assignment** on their course module page. This is how their school counselor becomes associated with their grade report. When a counselor logs into their account, if the student has completed their **Enter/Verify Profile Assignment** in Canvas, the school counselor will have direct access to download the grade report(s).

How do I change my counselor name, email address, or school information?

Under the **Profile Details tab** in the Enrollment Certification tool, you can select **"Request Edit."** Submit your new information. Our EdServices team will review your request and update your profile.

Alternatively, you can send an email directly to our EdServices team at EdServices@austin.utexas.edu with the updated profile information and they will make the changes. Please allow 24-48 business hours for these updates to be made.