How to Access Final Grades
Step 1

Visit http://virtualsc.org
Step 2
Choose the Dashboard Login button
Step 3

Enter your username and password to select Sign Me In
Step 4

For a report of final grades, click on the Reports tab in the blue taskbar.
Step 5:

Use the **Run Report** option to access a report with all final grades for your students.

Use the drop down on the Run Reports screen to select the report you need (**Final Grade Report**).
Other “Run Report” Options

- **IEP Report** - Provides the list of students marked for an accommodation, and whether or not the document has been uploaded.
- **Exam Password List** - Provides access to exam passwords for each VirtualSC student enrolled at your school.
Step 6:
For individual grade reports, click on the Students tab.
Step 7:
Click Bulk Transcripts in the left-hand menu.
Step 8:

Use the filters, as desired and click **Get Data**.
Step 9:

Select one or more students and click Get Transcripts PDF.
Congratulations!

You have completed the steps required to access the final grades of your students.

Please feel free to contact VirtualSC Student Services for any additional assistance at 803-734-8039