



# Grades and Transcripts

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## View Your Grades by Term

1. Go to **BengalWeb** (<http://bengalweb.isu.edu>), log in, and click on **Academic Tools**.
2. In the **Student Grades** channel, select a term from the drop down list, then click **Go**.
3. That term's classes will appear with their Midterm and Final grades.
4. To print, click on Midterm or Final on the bottom right. When the more complete grades view appears, click on **File** in the far upper left, then click on **Print**.

(Note: An "X" grade is calculated as an "F" when figuring GPA. A student will receive an "X" grade if he or she never attended class and never dropped the class OR stopped attending class and never dropped the class.)

## View your Unofficial Transcript

1. Go to **BengalWeb** (<http://bengalweb.isu.edu>), login, and click on **Academic Tools**.
2. In the **Student Records** channel, click on the **Academic Transcript** link.
3. Choose Transcript Level from drop down box; leave Transcript Type set to Advising Transcript, and click on **Submit**. Your unofficial transcript will appear.

## Ordering an Official Transcript

Regular transcripts generally cost \$5 each and take a minimum of 3 days to process. Rush orders are available at extra cost. Official transcripts will not be sent until past-due financial obligations to ISU have been paid. For complete instructions go to <http://transcripts.isu.edu>.

1. To order an official transcript **online**, go to **BengalWeb** and click on the **Request Official Transcript** link in the **Student Records** channel. Follow the instructions to submit your request. The \$5 charge will be added to your ISU Account, which you can see in the Finances tab in BengalWeb. You can pay your ISU account using a MasterCard, American Express, or Discover credit card, as well as an online bank payment (preferred option).
2. If you do not have access to BengalWeb, you can use the **National Student Clearinghouse** to request a transcript. Go to <http://transcripts.isu.edu> and click on the link for **Clearinghouse Secure Site**, then follow the instructions. They accept credit cards and electronic payments.
3. To order an official transcript **by mail**, fill in the [transcript request form](#) and mail it along with the appropriate fee to the Office of the Registrar (921 S. 8<sup>th</sup>, Stop 8196, Pocatello, ID, 83209-8196). Checks or money orders are accepted here.

**Need Help? Call the IT Service Desk: 282-4357 (HELP) [help@isu.edu](mailto:help@isu.edu)**  
Or go to the *User's Guide to BengalWeb* (How Do I tab) for online instructions

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