Viewing Final Grades

After your instructor has submitted your final grade for a course, that grade can be viewed on Portal. You can also access grades from previous semesters through Portal.

Grade Report

1. Visit portal.mlc-wels.edu and log in using your MLC username and password.
2. Choose **Grades** from the top menu and click **Grade Report**.
3. Your grades for the current semester will be displayed. Click on the blue semester heading to see grades from previous semesters.

Unofficial Transcript

1. Visit portal.mlc-wels.edu and log in using your MLC username and password.
2. Choose **Grades** from the top menu and click **Unofficial Transcript**.
3. Your unofficial transcript for the courses you've taken at MLC will be displayed. Please see the MLC website for information on how to request an official transcript.

Grade Card

Grade cards are only issued for Continuing Education Courses. Grade cards are printable and can be used to provide proof of credit or clock hours for licensure or other certification purposes.

1. Visit portal.mlc-wels.edu and log in using your MLC username and password.
2. Choose **Grades** from the top menu and click **Grade Card**.
3. The grade cards for the continuing education courses you've taken at MLC will be displayed.

Revision #2
Created 1 October 2019 20:16:48 by Rachel Feld
Updated 28 September 2026 19:58:41 by Rachel Feld