

FACULTY MAIN MENU

My Advisees



From **My Advisees** you may access the following:

View Student Transcripts

View Student Schedule

View Student Test Summary

View Student Profile

To access any of this information, the first two steps will be the same.

1. Click on **My Advisees**.
2. **Select a term** from the drop down box. **Example:** CU Fall 2009

OR

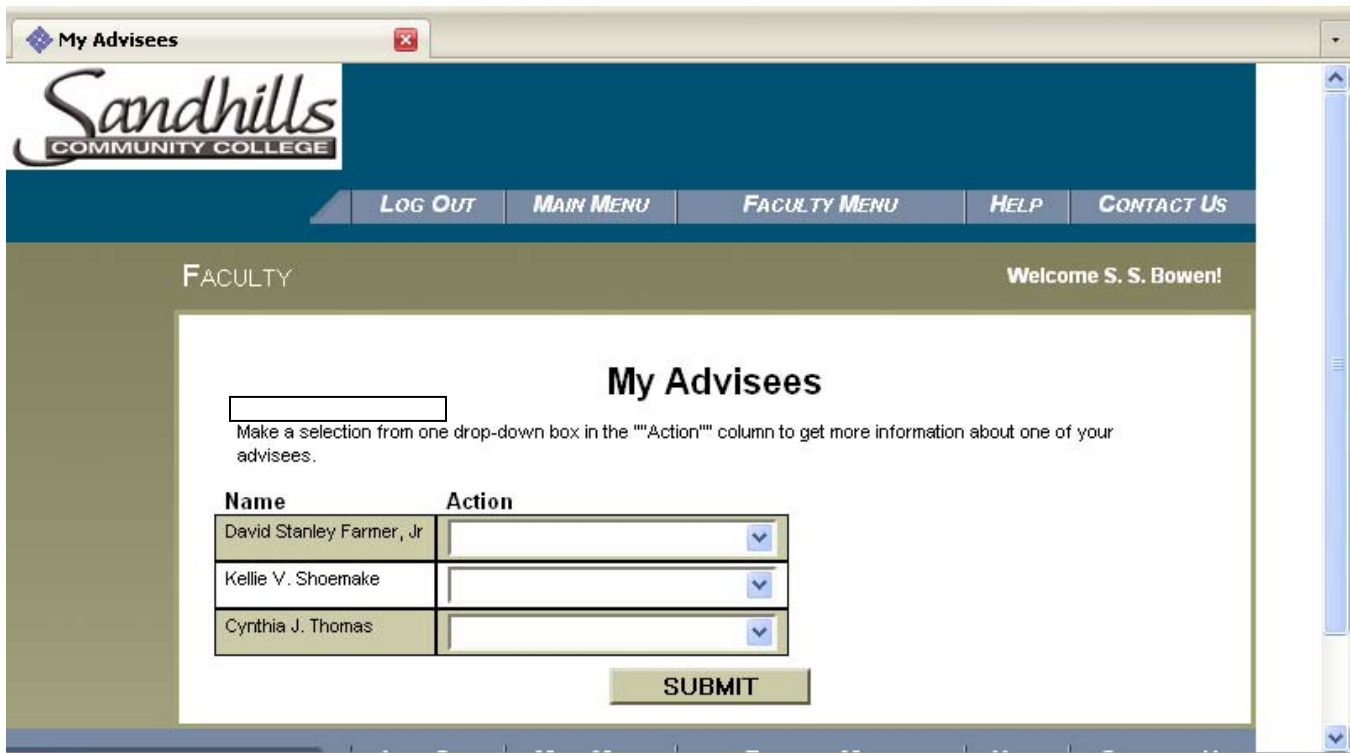
Enter the Start Date and End Date. **Example:** 08/17/09 – 12/15/09

NOTE: To limit the number of advisees listed, you must enter one of these options, but not both.

To list **ALL** your advisees, leave the drop down box blank. (**All** includes past, present and future.)

Then click **Submit**.

NOTE: Use the scroll bar to view the entire list of your advisees.



NOTE: You may view only ONE student's information at a time.

VIEW STUDENT TRANSCRIPT

Follow these steps to **VIEW STUDENT TRANSCRIPT**:

3. **Click on the drop down** box in the Action column for the student whose transcript you wish to view.
4. **Click on View Student Transcript** and click **Submit** at the bottom of the screen.
5. **Select CU Curriculum Transcript** from the drop down box on transcript type and click **Submit**.

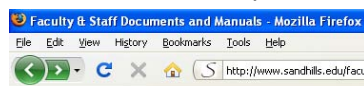
NOTE: Leaving this box blank will show CE or CU transcript information, dependent upon which Academic Level the student first registered. As such, do not leave this box blank.

NOTE: Use the scroll bar to view the entire transcript.

6. On the Student Transcript Screen, **click OK** to return to your Faculty Menu.

OR

Click twice on the Back Arrow Button (upper left-hand corner of your web browser) to return to the My Advisees screen.



VIEW STUDENT SCHEDULE

Follow these steps to **VIEW STUDENT SCHEDULE**:

3. Click on the **drop down** box in the Action column for the student whose schedule you wish to view.
4. Click on **View Student Schedule** and click **Submit** at the bottom of the screen.
5. Select a **term** from the drop down box on the **My Class Schedule screen** and click **Submit**.

NOTE: Though an option, you will not be able to view previous terms.

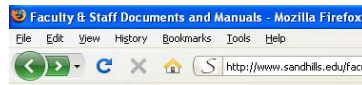
NOTE: Leaving this box blank will give you no results.

NOTE: Use the scroll bar to view the entire schedule.

6. On the Student Schedule Screen, click **OK** to return to your Faculty Menu.

OR

Click **twice** on the **Back Arrow Button** (upper left-hand corner of your web browser) to return to the My Advisees screen.



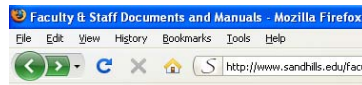
VIEW STUDENT TEST SUMMARY

Follow these steps to **VIEW STUDENT TEST SUMMARY**:

3. Click on the **drop down** box in the Action column for the student whose test summary you wish to view.
4. Click on **VIEW STUDENT TEST SUMMARY** and click **Submit** at the bottom of the screen.
5. On the Student Test Summary Screen, click **OK** to return to your Faculty Menu.

OR

Click **once** on the **Back Arrow Button** (upper left-hand corner of your web browser) to return to the My Advisees screen.



VIEW STUDENT PROFILE

Follow these steps to **VIEW STUDENT PROFILE**:

3. Click on the **drop down** box in the Action column for the student whose profile you wish to view.
4. Click on **VIEW STUDENT PROFILE** and click **Submit** at the bottom of the screen.

NOTE: Use the scroll bar to view the entire transcript.

5. On the Student Profile Screen, click **OK** to return to your Faculty Menu.

OR

Click **once** on the **Back Arrow Button** (upper left-hand corner of your web browser) to return to the My Advisees screen.

