

## Viewing Student Grades using Advisor Center

**Purpose:** Advisors may view student grades using Advisor Center. Once mid-term grades are entered, they may be viewed. After the Registrar's Office posts final grades, they may be viewed. The following instructions describe how to view student grades using Advisor Center.

NOTE: Students view their grades via Student Center using the same method (selecting **Grades** in the drop-down box)

Step	Action			
1.	Access Advisor Center. (My Universe, Resources tab)			
	Faculty Center Advisor Cer	nter	Search	
	my advisees student center	transfer credit	academics	
	Select display option: 💽 Link to Photos 🔘 Include photos in list			
	Notify Name II	0	View Student Details	
	1 Joe Studient	4946##	View Student Details	
	notify selected advisees notify all advisees	5		
2.	Select the View Student Details link for the student you wish to view grades for.			
	Notify         Name         ID           1         Image: student         1	######	Find   🗗   🏙 View Student Details View Student Details	
	Result: The Advisee Student Center dis	splays.		



Step	Action		
3.	In the Advisee Student Center, Academics section, select Grades from the drop		
	down menu and click the Go button. $\bigotimes$		
	my advisees student center transfer credit academics		
	Advisee Student Center		
	Academica     SEARCH FOR CLASSES		
	My Class Schedule Shopping Cart		
	My Planner This Week's Schedule No		
	other academic  Class Schedule Holds.  CS 1130-01 LEC (33447) CS 1130-01 LEC (33447) CS 1130-01 LEC (33447) CS 1130-01 LEC (33447) CS 1130-01 CS 1130-0		
	Academic Requirements Course History Exam Schedule GEOG 4120-01 Innovative Teaching-Tech LEC (35918) 234		
	Orabit         Construction		
	Result: The View My Grades page displays.		
	Official Grades		
	semester course (GEPG 4350). Full semester course final grades will display at the end of the term. Class Grades - FALL 2011 Official Grades Class Description Units Grading Grade Class Description Units Grading Grade GEOG 4120 Population GEOG 4120 Population GEOG 4159 GIS Programming 3.00 Graded GEOG 4350 Global Sys Field 3.00 Graded B 9.000		
	GEOG 4360 Thematic Cartography 3.00 Graded MUS ENS Varsity Mens Glee 1.00 Graded 1100 Club 1.00 Graded		
	Mid-term Grades		
	This tab ONLY displays if the student has mid-term grades entered. University policy is that faculty report mid-term D&F grades, but the system will allow entry of all mid-term grades.		
	Official Grades Mid-term Grades		
	CS 1130 F GEOG 4120		
	GEOG 4159 GEOG 4350		
	GEOG 4360 MUS ENS 1100		