
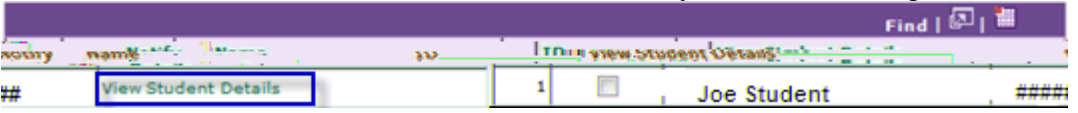



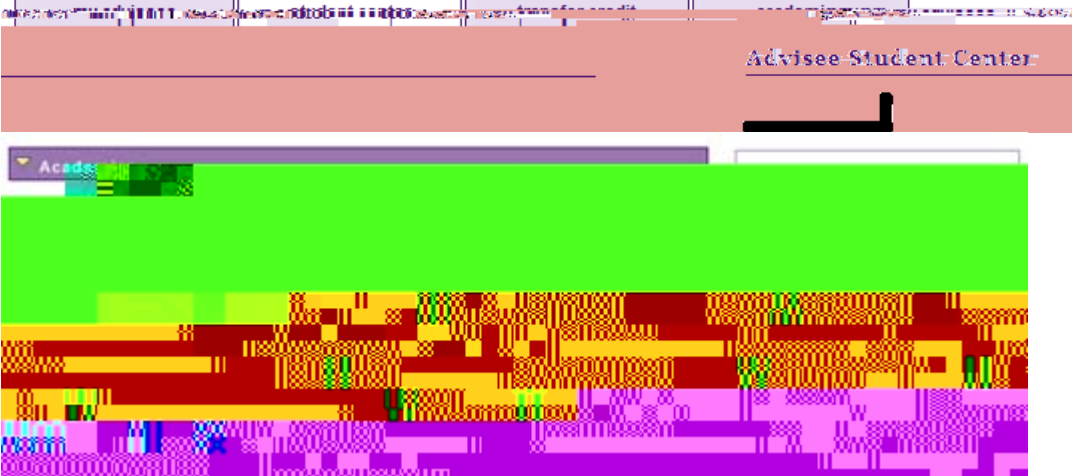
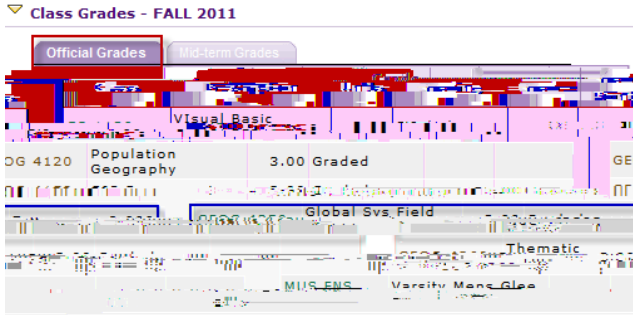
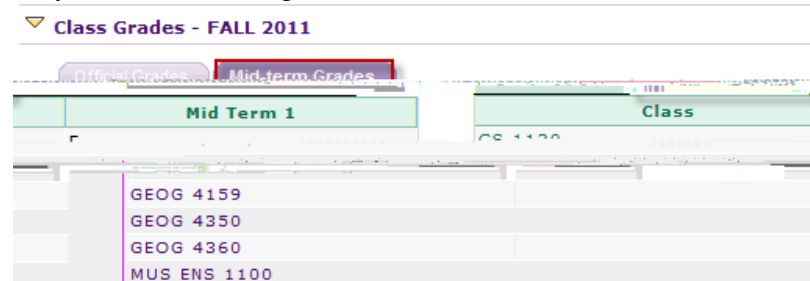
Viewing Student Grades using Advisor Center

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. | <p>Access Advisor Center. (<i>My Universe, Resources</i> tab)</p>  |
| 2. | <p>Select the View Student Details link for the student you wish to view grades for.</p>  <p>Result: The Advisee Student Center displays.</p> |



| Step | Action | | | | | | | | | | | | | | |
|--|---|------------|-------|------------------------------|-------------|--------------|-----------|-------------------|-----------|----------|-----------|---------|--------------|-------------------|--|
| 3. | <p>In the Advisee Student Center, <i>Academics</i> section, select Grades from the drop-down menu and click the Go button. </p>  <p>Result: The View My Grades page displays.</p> | | | | | | | | | | | | | | |
| Official Grades | | | | | | | | | | | | | | | |
| <p>This tab displays final grades. In this example, the only final grade is for a half semester course (GEPG 4350). Full semester course final grades will display at the end of the term.</p> | | | | | | | | | | | | | | | |
|  <table border="1" data-bbox="365 1119 993 1432"> <thead> <tr> <th>Class</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>OG 4120 Population Geography</td> <td>3.00 Graded</td> </tr> <tr> <td>Visual Basic</td> <td></td> </tr> <tr> <td>Global Svs. Field</td> <td></td> </tr> <tr> <td>Thematic</td> <td></td> </tr> <tr> <td>MUS ENS</td> <td></td> </tr> <tr> <td>Varsity Mens Glee</td> <td></td> </tr> </tbody> </table> | | Class | Grade | OG 4120 Population Geography | 3.00 Graded | Visual Basic | | Global Svs. Field | | Thematic | | MUS ENS | | Varsity Mens Glee | |
| Class | Grade | | | | | | | | | | | | | | |
| OG 4120 Population Geography | 3.00 Graded | | | | | | | | | | | | | | |
| Visual Basic | | | | | | | | | | | | | | | |
| Global Svs. Field | | | | | | | | | | | | | | | |
| Thematic | | | | | | | | | | | | | | | |
| MUS ENS | | | | | | | | | | | | | | | |
| Varsity Mens Glee | | | | | | | | | | | | | | | |
| Mid-term Grades | | | | | | | | | | | | | | | |
| <p>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.</p> | | | | | | | | | | | | | | | |
|  <table border="1" data-bbox="365 1591 1169 1869"> <thead> <tr> <th>Mid Term 1</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td></td> <td>OG 4120</td> </tr> <tr> <td></td> <td>GEOG 4159</td> </tr> <tr> <td></td> <td>GEOG 4350</td> </tr> <tr> <td></td> <td>GEOG 4360</td> </tr> <tr> <td></td> <td>MUS ENS 1100</td> </tr> </tbody> </table> | | Mid Term 1 | Class | | OG 4120 | | GEOG 4159 | | GEOG 4350 | | GEOG 4360 | | MUS ENS 1100 | | |
| Mid Term 1 | Class | | | | | | | | | | | | | | |
| | OG 4120 | | | | | | | | | | | | | | |
| | GEOG 4159 | | | | | | | | | | | | | | |
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