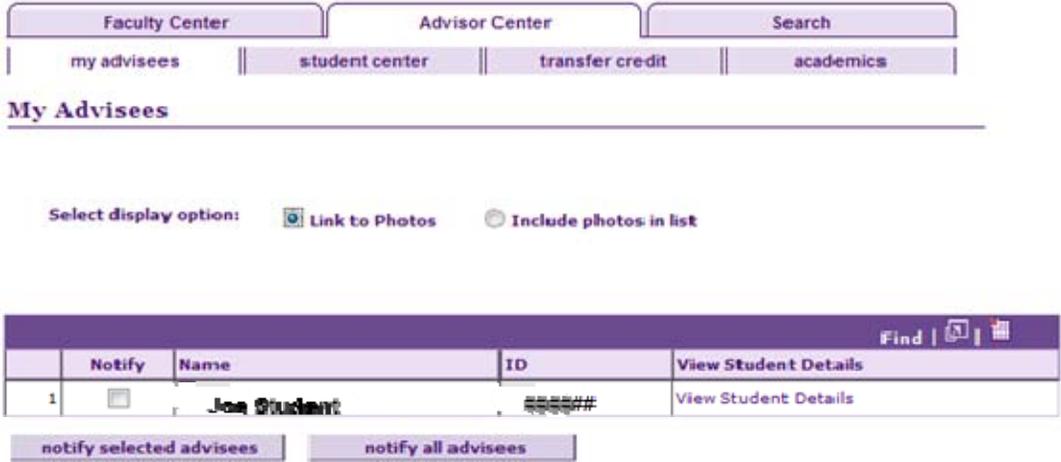
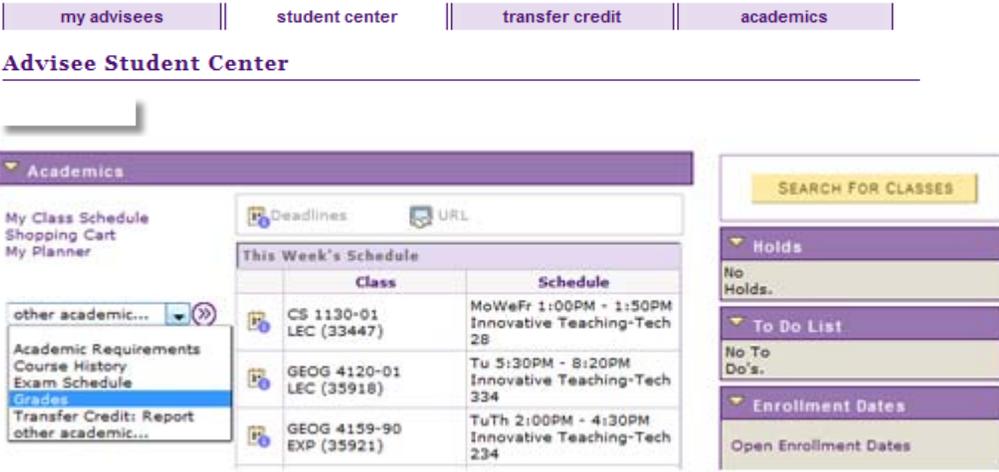


Viewing Student Grades using Advisor Center

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>

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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> <div style="border: 1px solid black; padding: 5px; text-align: center; background-color: #e0e0e0;"> Official Grades </div> <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> <p>▼ Class Grades - FALL 2011</p> <table border="1" data-bbox="397 1155 990 1428"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr> <td>CS 1130</td> <td>Visual Basic Programming</td> <td>3.00</td> <td>Graded</td> <td></td> <td></td> </tr> <tr> <td>GEOG 4120</td> <td>Population Geography</td> <td>3.00</td> <td>Graded</td> <td></td> <td></td> </tr> <tr> <td>GEOG 4159</td> <td>GIS Programming</td> <td>3.00</td> <td>Graded</td> <td></td> <td></td> </tr> <tr> <td>GEOG 4350</td> <td>Global Sys Field Survey</td> <td>3.00</td> <td>Graded</td> <td>B</td> <td>9.000</td> </tr> <tr> <td>GEOG 4360</td> <td>Thematic Cartography</td> <td>3.00</td> <td>Graded</td> <td></td> <td></td> </tr> <tr> <td>MUS ENS 1100</td> <td>Varsity Mens Glee Club</td> <td>1.00</td> <td>Graded</td> <td></td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; text-align: center; background-color: #e0e0e0;"> Mid-term Grades </div> <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> <p>▼ Class Grades - FALL 2011</p> <table border="1" data-bbox="422 1648 1161 1869"> <thead> <tr> <th>Class</th> <th>Mid Term 1</th> </tr> </thead> <tbody> <tr> <td>CS 1130</td> <td>F</td> </tr> <tr> <td>GEOG 4120</td> <td></td> </tr> <tr> <td>GEOG 4159</td> <td></td> </tr> <tr> <td>GEOG 4350</td> <td></td> </tr> <tr> <td>GEOG 4360</td> <td></td> </tr> <tr> <td>MUS ENS 1100</td> <td></td> </tr> </tbody> </table>	Class	Description	Units	Grading	Grade	Grade Points	CS 1130	Visual Basic Programming	3.00	Graded			GEOG 4120	Population Geography	3.00	Graded			GEOG 4159	GIS Programming	3.00	Graded			GEOG 4350	Global Sys Field Survey	3.00	Graded	B	9.000	GEOG 4360	Thematic Cartography	3.00	Graded			MUS ENS 1100	Varsity Mens Glee Club	1.00	Graded			Class	Mid Term 1	CS 1130	F	GEOG 4120		GEOG 4159		GEOG 4350		GEOG 4360		MUS ENS 1100	
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