View Grades

1. Click **Main Menu**.
2. Click **Self Service**.
3. Click **Advisor Center**.
4. Click **My Advisees**.

**Option 1:** Viewing student grades from the *View Student Details* link in My Advisees.

5. Click the *View Student Details* link.

6. Click the *other academic* drop-down to select the Grades option.
7. Select Grades from the list.

8. Click the Go (>>) button.

The Class, Description and Grades are displayed in the Class Grades section. Cumulative GPA is displayed in the Term Statistics section at the bottom of the page.

9. To view grades from another term, click the Change Term button.

10. Click the Term radio button.

11. Click the Continue button.

Option 2: Viewing student grades from the academics tab.
12. Click the **Change Advisee** drop-down to select a student from the list.

13. Click the **Change** button.

14. Select a term to view from the Term Summary menu on the left.

15. Classes and Grades are displayed to the right.

16. Click the **My Advisees** link to return to the My Advisees main page.