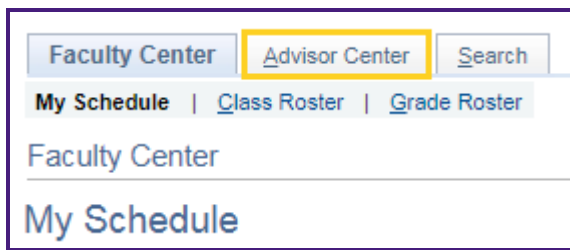


View Course History



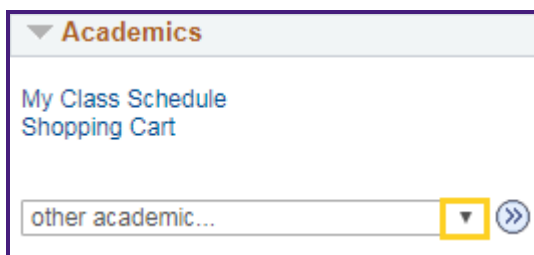
1. Click the **Faculty Center** tile.



2. Click the **Advisor Center** tab.

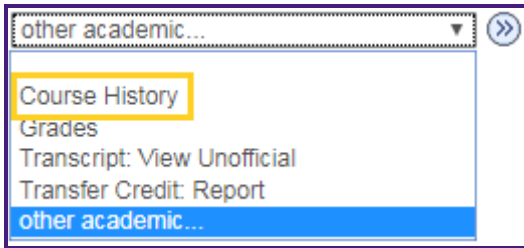
Personalize Find [Print] [Calendar]					
	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>				View Student Details
2	<input type="checkbox"/>				View Student Details
3	<input type="checkbox"/>				View Student Details
4	<input type="checkbox"/>				View Student Details

3. Click the **View Student Details** link.



4. Click the drop-down button to the right of the **other academic** field.

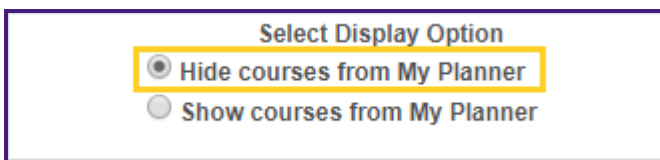
Job Aid



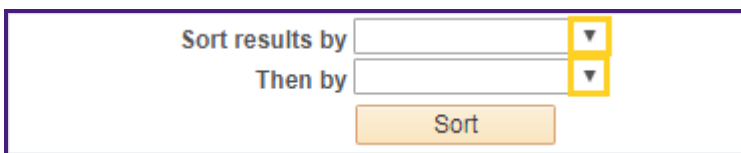
5. Click the **Course History** list item.



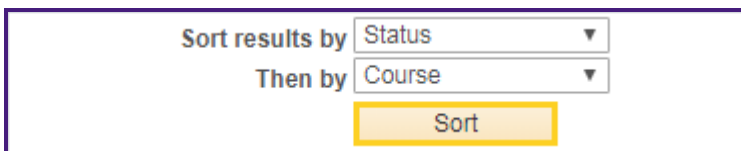
6. Click the **Go (>>)** button.



7. The *Hide courses from My Planner* option is selected by default.



8. If you wish to arrange the Course History data in a specified order, you can choose the sort options from the drop-down menu.
 - a. Click the drop-down button to the right of the **Sort results by** field and select Status option from the list.
 - b. Click the drop-down button to the right of the **Then by** field and select the Course option from the list.



11. Click the **Sort** button.

Course	Description	Term	Grade	Units	Status
NURS 4352	CRITICAL CARE NURSING THEORY	Fall 2019		3.00	◆
NURS 4357	POPULATION FOCUSED NSG THEORY	Summer 2019		3.00	◆
NURS 4358	POPULATION FOCUSED NURS PRAC	Summer 2019		3.00	◆
NURS 4362	CRITICAL CARE NURSING PRACTICU	Fall 2019		2.00	◆
BIOS 3115	BASIC STATISTICS	Spring 2018	B	3.00	✔
HLSC 2410	HUMAN PHYSIOLOGY	Spring 2017	B	4.00	✔
HLSC 2412	HUMAN ANATOMY	Spring 2017	A	4.00	✔

12. The results of the sort are displayed. *In this example, the data is sorted by Status, then by Course.*

The **Status** column indicates if the course has been Taken, Transferred or is In Progress.

[Faculty Center](#) | [Advisor Center](#) | [Search](#)

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

[Advisee Course History](#)

13. Click the **My Advisees** tab to return to *My Advisees* main page.