View Course History

1. Click the Faculty Center tile.

2. Click the Advisor Center tab.

3. Click the View Student Details link.

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

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