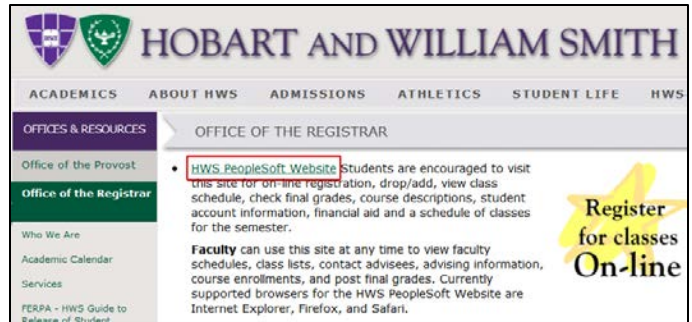


Campus Solutions For Faculty: Viewing Advisees

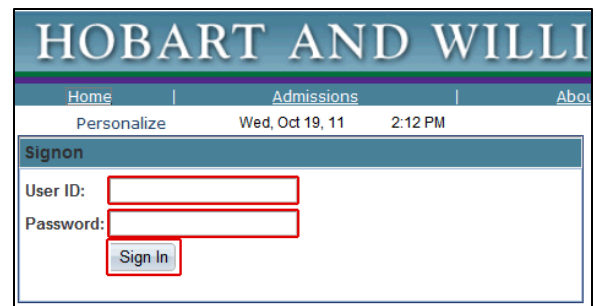
These instructions introduce you to the Faculty Center and highlight some of the features.

To view your advisees:

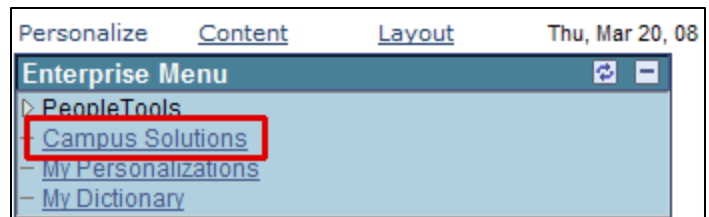
1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



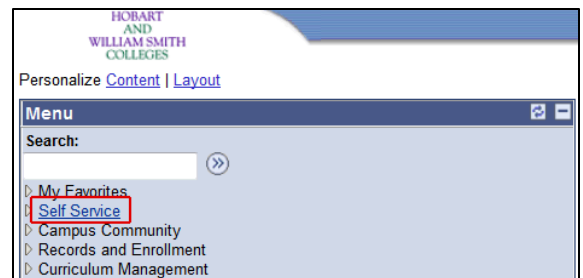
3. On the menu, click **Campus Solutions**



4. Click on **Self Service**

After you make a selection from the main PeopleSoft menu, the menu expands, and the area to the right of it displays selections that provide an alternate way to navigate in PeopleSoft.

Note that the menu choices are the same for both areas.



5. Click **Advisor Center**

6. Click **My Advisees**



Campus Solutions For Faculty: Viewing Advisees

Your my advisees tab displays, listing the students who are your advisees. This tab also lets you access more details about each student.

If the list does not fit all on one page, use the arrows to navigate through the advisee list, or click Last to see the last page. Or, click View All to view the entire list on one page.

Another option you have for displaying advisees is whether to display their photos on the list, or simply include a link to each photo in the Photo column.

By default, the display includes links to photos, with the Link to Photos radio button selected.

7. Select **Include photos in list**

The display changes to a list that contains space for photos. You can change the view from one to all, or page through as described above.

8. Click **Link to Photos**

The display returns to the default.

9. In the View Student Details column, click the **View Student Details** link for a student

The student center tab displays for the desired advisee.

The screenshot shows the 'My Advisees' page with the 'Include photos in list' radio button selected. The table below shows 14 rows of student data.

Select	Hold	Photo	Name	ID	Status	View Student Details	Advising Notes
1	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
2	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
3	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
4	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
5	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
6	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
7	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
8	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
9	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
10	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
11	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
12	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
13	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
14	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Leave of Absence	View Student Details	

The screenshot shows the 'My Advisees' page with the 'Link to Photos' radio button selected. The display shows a single student card with a large photo placeholder.

ID [REDACTED] [Notify](#)

Name [REDACTED] [View Student Details](#)

The screenshot shows the 'My Advisees' page with the 'Link to Photos' radio button selected. The table below shows 2 rows of student data, with the 'View Student Details' link for the first student highlighted in red.

Select	Hold	Photo	Name	ID	Status	View Student Details	Advising Notes
1	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	
2	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Active in Program	View Student Details	

Campus Solutions For Faculty: Viewing Advisees

This tab displays the advisee's class schedule for the current week and his or her personal information. It also includes links for getting other information about the advisee.

The screenshot shows the 'Change Advisee' interface. At the top, there is a dropdown menu for selecting an advisee, with a 'change' button next to it. Below this, the 'Academics' section is expanded, showing a 'Grades' dropdown menu highlighted with a red box. To the right of the 'Grades' menu is a 'weekly schedule' link. The main content area displays the 'Spring 2016 Schedule' with a table of classes and their times. Other sections include 'Personal Information', 'Holds', 'To Do List', 'Enrollment Dates', and 'Advisor'.

Class	Schedule
ASN 231-01 LEC (5459)	TuTh 10:20AM - 11:45AM Library Sanford Rm
BIOL 222-01 LEC (5338)	MoWeFr 10:10AM - 11:05AM Gulick Hall 208B
BIOL 222-11 LAB (5342)	Mo 1:30PM - 5:00PM Room: TBA
HIST 101-01 LEC (6335)	TuTh 11:55AM - 1:20PM Trinity Hall 305

To view the advisee's grades:

10. In the Academics section, from the dropdown menu select **Grades**

11. Click the **arrows**

The View My Grades page displays. Since this page now displays information for the current term, no specific grades are displayed yet.

The screenshot shows the 'Advisee Grades' page. At the top, there is a dropdown menu for selecting a term, with a 'change term' button highlighted in red. Below this, the 'Class Grades - Spring 2016' section is expanded, showing a table of official grades.

Class	Description	Units	Grading	Grade	Grade Points
ASN 231	Tibetan Mandala Painting	1.00	Graded Grading Basis		
BIOL 222	Microbiology	1.00	Graded Grading Basis		
HIST 101	Foundations of European Societ	1.00	Graded Grading Basis		

However, the advisee's GPA as of the end of the previous term is displayed.

12. To display grades for previous terms, click **change term**

13. Select the **term** from the list

14. Click **Continue**

Your advisee's class-by-class grades for the selected term display.

The GPA continues to display below.

When finished, return to this student's Student Center.

The screenshot shows a dialog box titled 'Select a term then click Continue.' with a table of terms and a 'CONTINUE' button highlighted in red.

Term	Career	Institution
<input checked="" type="radio"/> Spring 2016	Undergraduate Degree	Hobart and William Smith
<input type="radio"/> Fall 2015	Undergraduate Degree	Hobart and William Smith
<input type="radio"/> Spring 2015	Undergraduate Degree	Hobart and William Smith
<input type="radio"/> Fall 2014	Undergraduate Degree	Hobart and William Smith
<input type="radio"/> Spring 2014	Undergraduate Degree	Hobart and William Smith
<input type="radio"/> Fall 2013	Undergraduate Degree	Hobart and William Smith

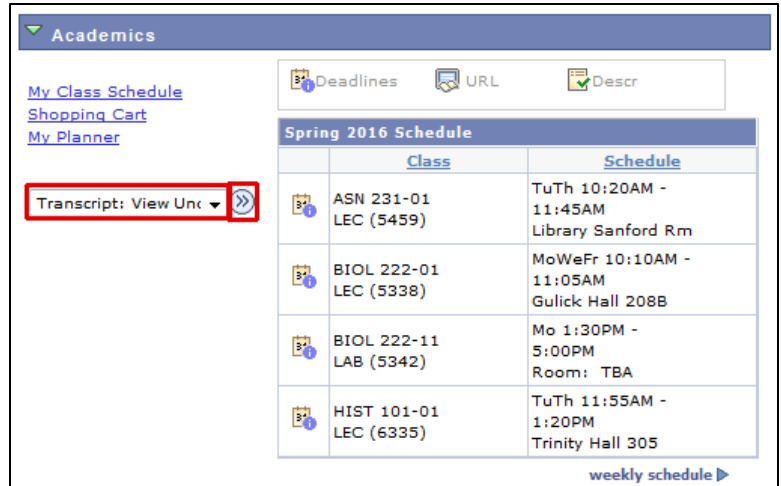
Campus Solutions For Faculty: Viewing Advisees

15. In the tabs, click **student center**



To create an unofficial transcript for the advisee:

16. In the Academics section, from the dropdown menu select **Transcript: View Unofficial**



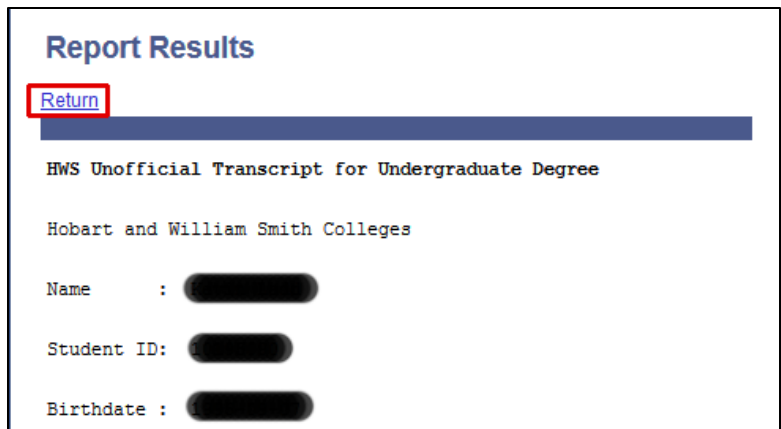
17. Click the **arrows**

18. From the Report Type dropdown menu select **HWS Unofficial Transcript**

19. Click **Go**

The transcript is displayed on the page.

20. To return to the Student Center, click **Return**



21. To return to your advisees list, click the tab **my advisees**



Your advisee list displays.

