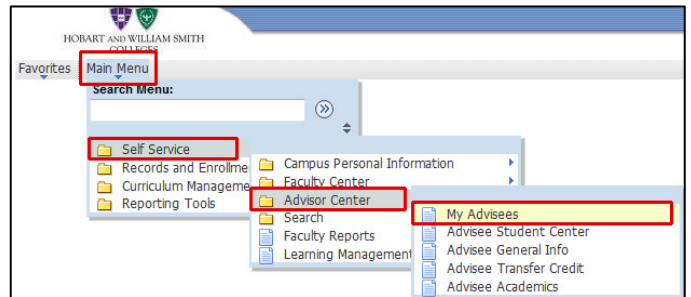
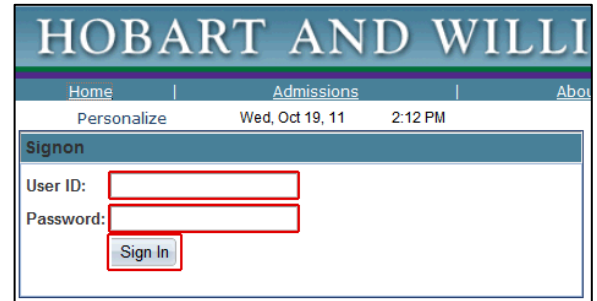


Campus Solutions For Faculty: Viewing Advisees

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

To view your advisees:

1. Go to the [HWS PeopleSoft Website](#)
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 **Main Menu > Self Service > Advisor Center > My Advisees**



The 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.

	Notify	Hold	Photo	Name	ID	Status	Level	View Student Details
1	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Senior	View Student Details
2	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Senior	View Student Details
3	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Sophomore	View Student Details
4	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Sophomore	View Student Details
5	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Sophomore	View Student Details
6	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Sophomore	View Student Details
7	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Sophomore	View Student Details
8	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Sophomore	View Student Details
9	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Senior	View Student Details
10	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Senior	View Student Details
11	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Sophomore	View Student Details
12	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Junior	View Student Details
13	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Senior	View Student Details
14	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Senior	View Student Details
15	<input type="checkbox"/>			[REDACTED]	[REDACTED]	Active in Program	Senior	View Student Details

Campus Solutions For Faculty: Viewing Advisees

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

The student center tab displays for the desired advisee.

Faculty Center | Advisor Center | Search | Learning Management

My Advisees | Student Center | General Info | Transfer Credit | Academics

My Advisees

[Unsatisfactory Grade Report](#) [Mid-Term Progress Report](#)

Select display option
 View Active Students Only Link to Photos Include photos in list
[Save Status Preference](#) [Release Selected Holds](#)

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

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.

To view the advisee's grades:

- In the Academics section, from the dropdown menu select **Grades**
- Click the **arrows**

Academics

[My Class Schedule](#) [Shopping Cart](#) [My Planner](#)

Grades [v] [arrows]

Deadlines URL Descr

Spring 2016 Schedule

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

[weekly schedule](#)

Personal Information

[Demographic Data](#) [Emergency Contact](#)

Contact Information

Permanent Address Campus Address
 [REDACTED] Geneva, NY 14456

Permanent Phone (Home) HWS Email
 [REDACTED] [REDACTED]

Holds

Student Acts Transcript Hold
[details](#)

To Do List

No To Do's.

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the Spring 2016 Regular Academic Session is available for use beginning October 26, 2015.
[details](#)

Advisor

Program Advisor
[REDACTED]
315/781-3000 Ext [REDACTED]
[details](#)

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

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

- To display grades for previous terms, click **change term**

Faculty Center | Advisor Center | Search | Learning Management

My Advisees | Student Center | General Info | Transfer Credit | Academics

Advisee Grades

[REDACTED]

Fall 2017 | Hobart and William Smith [Change Term](#)

Class Grades - Fall 2017

Class	Description	Units	Grading	Grade	Grade Points
EDUC 601	Analy:Teach in 2ndary Scho, Gr	1.00	Graded Grading Basis		
EDUC 602	Prac:2ndary School Teach-GMAT	1.00	Credit / Pass D / No Credit		
EDUC 603	Prac:2ndary School -GMAT	1.00	Credit / Pass D / No Credit		
EDUC 610	Anals:Teaching in Disciplines	1.00	Credit / Pass D / No Credit		

Term Statistics - Fall 2017

[Printer Friendly Page](#)

Campus Solutions

For Faculty: Viewing Advisees

9. Select the **term** from the list

10. 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.

Faculty Center | Advisor Center | Search | Learning Management

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

Advisee Grades

Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> Fall 2017	Graduate Degree	Hobart and William Smith
<input type="radio"/> Spring 2017	Undergraduate Degree	Hobart and William Smith
<input type="radio"/> Fall 2016	Undergraduate Degree	Hobart and William Smith
<input 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
<input type="radio"/> Summer 2013	Undergraduate Degree	Hobart and William Smith

Cancel | Continue

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

Faculty Center | Advisor Center | Search | Learning Management

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