

To View a Student's Course History

1. Click on Classic Home

MyBenU	▼ Benedictine S	staff Homepage	Â	Q	:	Ø
BU Notifications	Academic Records	Manage Classes	Employee Self Service			
<u> </u>	2		•			
No current tasks						
Classic Home	Student Financial Account					
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2. Click on Self Service > Advisor Center > My Advisees

Favorites 👻	Main Menu 🗸
Favorites -	Search Menu: BU Student Financials BU Student Records Student Activity Flow Self Service Campus Community Records and Enrollmen Curriculum Managemer Contributor Relations Set Up SACR Worklist Reporting Tools PeopleTools My Preferences Advisor Centeri Advisee Student Center Advisee General Info
	Review Transactions Manage Delegation

3. Select a student displayed on this page using the **View Student Details** link corresponding to that student **OR** click on the **View Data for Other Students** button which allows one to access all students in the system. [**NOTE**: If one clicks on the **View Data for Other Students** button, the **Advisee's Student Center** search page will open where one can search using last and first name].

Favorites - Main Menu - Self Service - Advisor Center - My Advisees
Cathy Carrot
Eaculty Center Advisor Center Search
My Advisees Student Center General Info
My Advisees
There is no information for the transaction you requested.
View data for other students
I Go to top

4. The Advisee's Student Center search page will open where one can search using last and first name.

Favorites 👻	Main Menu Self Service Advisor Center My Advisees Advisee Student Center
Advisee's St	tudent Center
Enter any inform	nation you have and click Search. Leave fields blank for a list of all values.
Find an Exist	ting Value
Search Cr	iteria
ID be	igins with 🔻
Campus ID be	gins with 🔻
National ID be	gins with 🔻
Last Name be	gins with 🔻 Apple
First Name be	gins with ▼ Andy
Case Sensit	tive
Search	Clear Basic Search 🖾 Save Search Criteria

5. Upon selection of the student, that Student's Advising Center page will open. Select "Course History" using the drop-down arrow next to the "Other Academic..." box [located under the **Academics** header] and then click the double-arrow Go button.

Favorites 👻	Main Menu 🗸	> Self Serv	ice 🔻 🔿
Advisor Ce	nter <u>S</u> earch		
My Advisees	Student Center	General Info	Transfer
Advisee St	udent Center		
Andy App	ble		
Academi	cs		
My Class Sch Shopping Car My Planner			Deadl
Course Histo	ry	• 📎	
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6. The **Advisee Course History** page will open and all coursework [taken, transferred, and in progress] will be displayed. This information can be sorted by course [subject and catalog number], description [course title], grade, status [taken, transferred, or in progress], term, and unit – the default is course.

lennifer Janis					
	Search				
My Advisees Stude	tt Center General Info Transfer Cred	it Academics			
Advisee Course Hi	story				
Andy Apple					
Andy Apple					
	Select Display Option	Sort results	by	•	
	courses from My Planner	Then	by	•	
Show	courses from My Planner		Sort		
	1				
🧭 Taken	Transferred	🔶 in Progress			
♂ Taken Course	Transferred Description	♦ In Progress Term	Grade	Units	Status
<u> </u>		• -	Grade	Units 3.00	Status
Course	Description	Term	Grade		
Course CMSC 200	Description Computer Programming	Term 2019 Fall	Grade	3.00	♦
Course CMSC 200 ECON 101	Description Computer Programming Principles of Macroeconomics	Term 2019 Fall 2019 Fall		3.00 3.00	♦
Course CMSC 200 ECON 101 LITR 255	Description Computer Programming Principles of Macroeconomics American Literature I	Term 2019 Fall 2019 Fall 2019 Fall		3.00 3.00 3.00	♦♦↓