

My Siena-Advisor Tools

To see a list of your advisees...

- ❖ Leave all the options at the default
- ❖ Click the **Search** button.

The screenshot shows a search form with the following fields and options:

- Advisee Status:** Active Advisees (dropdown menu)
- ID:** (text input field)
- Last Name:** (text input field)
- Program:** All (dropdown menu)
- Home Campus:** All (dropdown menu)
- Scope of Search:** My Advisees Only (dropdown menu)
- Buttons:** Search, Advanced Search, Quick Reference Course Search

To view the advisees' academic record...

- ❖ Select an advisee from the list.
- ❖ Links to the advisee's academic

The screenshot shows a menu titled "Tools and Information" with the following options:

- Academic Records (highlighted)
- Academic History
- Course History
- GPA Projection
- Grade Report
- Unofficial Transcript

information will display.

- **Academic History** – This area shows the advisee's education records and examination scores.
- **Course History** – This area provides a list of the classes that the student has taken at Siena, plus all transfer work.
- **GPA Projection** – This link is used to estimate what a student's GPA will be after the current semester is over.
- **Grade Report** – In this area, it is possible to see the advisee's grades by semester.
- **Unofficial Transcript** – To see a listing of all the student's grades, click this link.

To grant registration clearance...

Once the advisee list has been generated, click the button for the student under the Registration Clearance column. This is a toggle button that will either grant or revoke Registration Clearance.

To display a list of students in a class...

- ❖ Click the **My Courses** link in the **Faculty Tools** category under **My Tools**.
- ❖ Select the **Term** and **Program**.
- ❖ Click the **Go Directly To** list arrow for the course.
- ❖ Select **Class Lists**.

The screenshot shows a dropdown menu titled "Go Directly To" with a "Select Area ..." option.

To enter grades...

- ❖ Click the **Grade Entry** link in the **Faculty Tools** category under **My Tools**.
- ❖ Click **View Course List**.

The screenshot shows a menu titled "Grade Entry" with the following options:

- Setup
- View Course List

- ❖ Change the **Program** and **Term**, if necessary.
- ❖ Click the course link for the course for which grades are to be entered.
- ❖ Select the grades for each student.
- ❖ Click the **Save** button.

For additional information about Faculty Tools such as Grade Entry and Class Lists, check out the My Siena link on the [Siena Training Web Site](#).