

**PeopleSoft/Oracle**

**Campus Solutions  
Version 9**

**Faculty Center**

**Class Rosters, Grade Submission &  
Advisor Center**

Texas Christian University  
Information Technology

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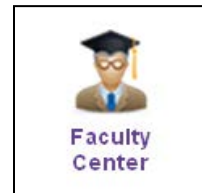
## Navigation – Logon My.tcu.edu

Faculty may login to <http://my.tcu.edu> to utilize the PeopleSoft tools for downloading class rosters, removing advising holds, viewing class schedules, submitting grades, and advising students.



**Please note: It is important that you do not share your password. In addition to Faculty Center access, my.tcu.edu also contains employee self-service access.**

- Login to <http://my.tcu.edu>
- Click on the **Faculty Center** icon
- Use the **tabs across the top of the screen** (see below). This allows for **easy navigation** through the **Faculty Center**.



Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">COSC 10503-020 (50030)</a>	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

## Faculty Center Page

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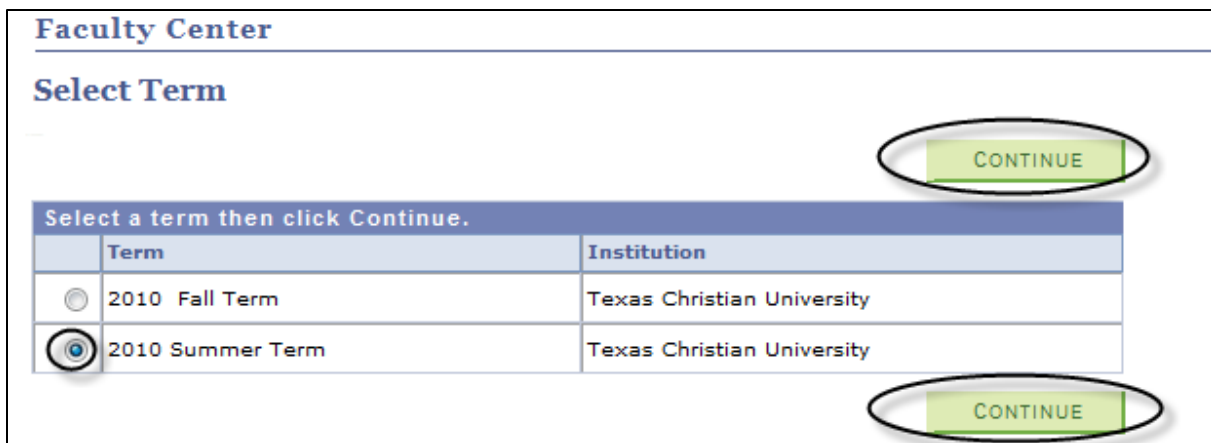
### Change Term

- To change the term displayed, click the **Change Term** button.



### Select Term

- Select a Term and then click on the **Continue** button.



### Select Display

- Show All Classes**
- Show Enrolled Classes Only**
- View Weekly Teaching Schedule** – shows weekly schedule  
(to return to the **Faculty Center**, click the **Return to Faculty Center** link at the bottom of the **View My Weekly Schedule** page)

**Faculty Center**

---

**My Schedule**

2010 Summer Term | Texas Christian University [change term](#) [My Exam Schedule](#)

Select display option:  [Show All Classes](#)  [Show Enrolled Classes Only](#)

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">COSC 10503-020 (50030)</a>	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

**Class Detail**

- Click the **Class** link to display **Class Details**.

Select display option:  [Show All Classes](#)  [Show Enrolled Classes Only](#)

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">COSC 10503-020 (50030)</a>	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

- Click the **Return to Faculty Center** link to return to the previous screen.

## Class Detail

### COSC 10503 - 020 Introduction to Programming for Engineering and Science

Texas Christian University | 2010 Summer Term | Lecture

[Return to Faculty Center](#)

#### Class Details

<b>Status</b>	● Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	50030	<b>Dates</b>	7/6/2010 - 7/30/2010
<b>Session</b>	July Session	<b>Grading</b>	Student Option
<b>Units</b>	3 units	<b>Location</b>	Texas Christian University
<b>Class Components</b>	Lecture      Required	<b>Campus</b>	Texas Christian University

#### Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

#### Enrollment Information

<b>Enrollment Requirements</b>	Prerequisite or concurrent: MATH 10524.
<b>Class Attributes</b>	Energy Technology Management

#### Class Availability

<b>Class Capacity</b>	34	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	2	<b>Wait List Total</b>	0
<b>Available Seats</b>	32		

#### Description

Prerequisite: MATH 10524 or concurrent. Introduction to computer programming and to problem solving techniques using computer programs with applications in engineering and the physical sciences.

[Return to Faculty Center](#)

## Class Roster

Click on the **Class Roster** icon located to the left of the class listing



**Please Note:** The Icon Legend shown below is not a functional set of links.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">COSC 10503-020 (50030)</a>	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

**Class Roster Information** – this section contains class details

**Enrollment Status** – drop the list down, select a status (Enrolled, Dropped, or Waiting) and then click **Change**

**Show/Hide Photos** – use these buttons to show or hide student photos

**Sort** – click on table column headers to sort. For example, click on the Name column to sort alphabetically.

**Class Roster**

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

**COSC 10503 - 020 (50030)** [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

\*Enrollment Status: **Enrolled** [Show Photos](#) [Hide Photos](#)

Enrollment Capacity 34    Enrolled 2

Enrolled Students		Find   Download		First 1-2 of 2 Last		
ID	Name	Email	Grade Basis	Units	Program and Plan	Level
1	[REDACTED]	[REDACTED]@tcu.edu	Graded	3.00	Science & Engineering UGRD - B S - Engineering	Junior
2	[REDACTED]	[REDACTED]@tcu.edu	Grade Conv	3.00	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior

## Download the Class Roster

- **Hold down the Ctrl Key** and click the **Download** link located in the blue bar above the student roster listing. An excel file with class roster information will be download automatically to the local computer. (Windows Internet Explorer prompts to Open or Save the file, while Macintosh Safari automatically saves the file in the Downloads window.)

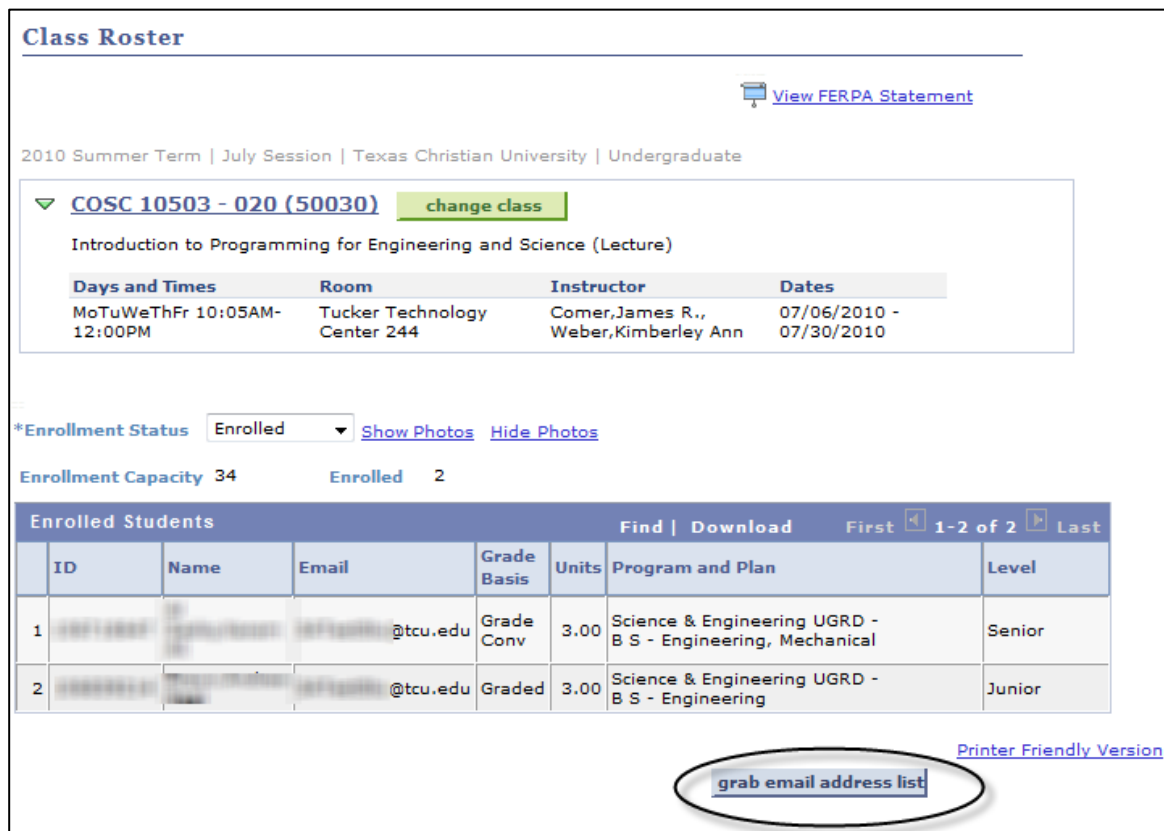


Enrolled Students							
Notify	ID	Name	Email	Grade Basis	Units	Program and Plan	Level

If you experience trouble downloading the class roster file, make sure the pop-up blocker is turned off. (In Internet Explorer, choose Tools, Pop-Up Blocker, Turn Off Pop-Up Blocker. In Safari, choose the Safari menu and un-check Block Pop-Up Windows.)

## Send Email Notification to Students in Class

- **Grab Email Address List** – use the **Grab Email Address List** button to create a class distribution list in Outlook.



**Class Roster**

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSC 10503 - 020 (50030)** [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

\*Enrollment Status:  [Show Photos](#) [Hide Photos](#)

Enrollment Capacity 34      Enrolled 2

Enrolled Students							
ID	Name	Email	Grade Basis	Units	Program and Plan	Level	
1		@tcu.edu	Grade Conv	3.00	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior	
2		@tcu.edu	Graded	3.00	Science & Engineering UGRD - B S - Engineering	Junior	

[Printer Friendly Version](#)

[grab email address list](#)



## Grade Roster



Click the **Grade Roster icon** to the left of the Class Listing to display the **Grade Roster** page for the selected class.

**Please Note:** The Icon Legend shown below is not a functional set of links.

Faculty Center

### My Schedule

2010 Summer Term | Texas Christian University [change term](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">COSC 10503-020 (50030)</a>	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2010 Summer Term > Texas Christian University

You have no final exams scheduled at this time. [Go to top](#)

**Printer Friendly Version** – click this link to display a printer friendly version of the class roster. From here you can use your web browser to print the class roster. Click **Return** to return to the **Grade Roster** page.

Use the drop down list to select the desired **Grade Roster Type**. Grade Roster Types include:

**Mid-Term Grade** – all students are listed. Set the Grade Roster Type to Mid-Term Grade. Enter U for unsatisfactory work and leave the rest blank (only a U grade can be submitted on this roster). U grades are temporary grades and are not assigned to the student's permanent academic record but are available for students to see through my.tcu.edu. Students who receive U grades will be notified by the Registrar's office via email.

**Degree Candidates Final Grade** – students expecting to graduate at the end of the term are listed. **(Used only at the end of the semester).**

**Non-Degree Candidates Final Grade** – students not expecting to

graduate at the end of the term are listed. **(Used only at the end of the semester).**

**Final Grade (All)** – This type of roster is only setup for sessions with irregular start and/or end dates. All students enrolled are listed.

**Grade Roster**

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSC 10503 - 020 (50030)** change class

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

**Display Options:**

\*Grade Roster Type Final Grade (All)

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Approved save

Enter All Grades. Approve. Save to Avoid Losing Data

**Student Grade** FER

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[blurred]	B		GRP	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior
2	[blurred]	C		GRD	Science & Engineering UGRD - B S - Engineering	Junior

View All | Download Rows 1 - 2 of 2

Printer Friendly Version

SAVE

### Faculty Grade Submission

Below are the basic **seven steps** to grade submission.

1. Go to the **Faculty Center**.
2. Select the **term**.
3. Click on **Grade Roster icon** for the appropriate class, the icon is located to the left of the Class Listing.

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">COSC 10503-020 (50030)</a>	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

4. Use the drop down list to select the desired **Grade Roster Type**. **Grade Roster Types include:**

- **Mid-Term Grade** – all students are listed. Set the Grade Roster Type to Mid-Term Grade. Enter U for unsatisfactory work and leave the rest blank (only a U grade can be submitted on this roster). U grades are temporary grades and are not assigned to the student's permanent academic record but are available for students to see through my.tcu.edu. Students who receive U grades will be notified by the Registrar's office via email.
- **Degree Candidates Final Grade** – students expecting to graduate at the end of the term are listed. **(Used only at the end of the semester).**
- **Non-Degree Candidates Final Grade** – students not expecting to graduate at the end of the term are listed. **(Used only at the end of the semester).**
- **Final Grade (All)** – This type of roster is only setup for sessions with irregular start and/or end dates. All students enrolled are listed.

**Grade Roster**

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSC 10503 - 020 (50030)** change class

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

**Display Options:**

\*Grade Roster Type: Final Grade (All) ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Approved ▼ save

Enter All Grades. Approve. Save to Avoid Losing Data

5. **Assign grades** – for each student use the drop down list in the **Roster Grade** column to assign a grade.

**Student Grade** [...]

	ID	Name	<b>Roster Grade</b>	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	B		GRP	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior
<input type="checkbox"/>	2	[REDACTED]	C		GRD	Science & Engineering UGRD - B S - Engineering	Junior

View All | [Download](#) | Rows 1 - 2 of 2

[Printer Friendly Version](#)

SAVE

6. Set **Approval Status** and **Save**.

Approval Status:

- **Not Reviewed** – still editing grades, not submitted to the registrar's office.
- **Approved** – use this after entering final grades and ready to submit to the registrar's office.
- **For Midterm or TAs** – use this for entering midterm grades.

You will get a message that the **Grade Roster** will be submitted to the Registrar's Office and a message that the **Grade Roster** will be emailed to you from **PS Mail**, including a copy of your roster.

6. Click **Change Class** to return to the **Faculty Center**.

**Grade Roster**

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSCI 10503 - 020 (50030)** [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

**Display Options:**

\*Grade Roster Type: Final Grade (All)

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Approved [save](#)

Enter All Grades. Approve. Save to Avoid Losing Data

**Student Grade**

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[redacted]	B	[redacted]	GRP	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior
2	[redacted]	C	[redacted]	GRD	Science & Engineering UGRD - B S - Engineering	Junior

View All | Download | Rows 1 - 2 of 2

[Printer Friendly Version](#)

[SAVE](#)

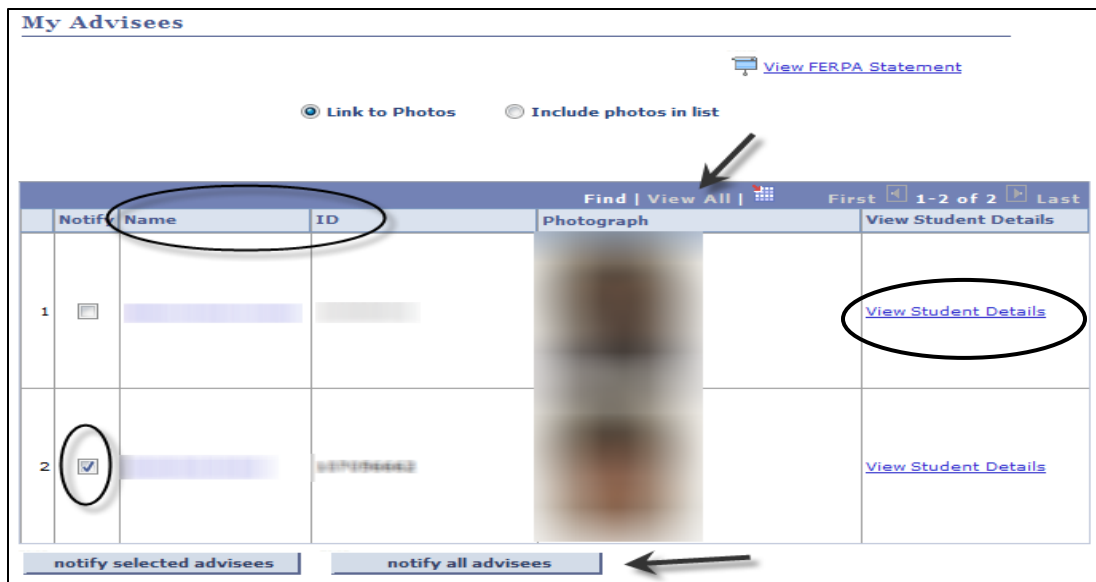
# Advisor Center

From the **Faculty Center** click the **Advisor Center** tab at the top or the **Advisor Center** link at the bottom of the page.



## My Advisees

- You will see a list of advisees assigned to you by your academic department.
- If you have several advisees, you may need to use the scroll buttons on the blue bar to page through the list. You can also click **View All**.
- To sort the list you can click on the **Name** or **ID** column headings.
- Notify **a student** – click the check box in the far left column to select a student. Click on the **Notify Selected Advisees**.
- Notify **all advisees** – click on **Notify All Advisees**.
- **View Student Details** – faculty may view various types of information for each student advisee listed. Click the **View Student Details** link on the far right.



## Student Center

- **Academics** – the current term schedule for the selected advisee is displayed. In this section, the area noted as “other academic...” Indicates various reports available for reference. See page 19 for instructions on running these reports.
- **Personal Information** – contact information including email address.
- **Enrollment Dates** – date when the student may beginning enrolling for the next term(s.)
- **FERPA Restrictions**
- **Holds**– service indicators (holds) vary for each department. Examples are Advising Hold, Degree Plan on File, Financial Aid Office Hold, etc. If an advisee has a service indicator, you can click on the icon to view. See page 16 for instruction on removing a hold.
- **Advisor** – indicates the program advisor and contact number.

The screenshot displays the 'Advisee Student Center' interface. At the top, there is a header with the title and a 'View FERPA Statement' link. Below this is a dropdown menu for '\*Change Advisee' with a 'change' button. The main content area is divided into several sections:

- Academics:** This section is highlighted with a red circle. It contains a dropdown menu labeled 'other academic...' with a list of options: 'Advising Report: PDF', 'Course History', 'Degree Progress Report', 'Grades', 'Transcript: View Unofficial', 'Transfer Credit: Report', and 'other academic...'. To the right of this menu is a 'TCU CLASS SEARCH' button. Below the menu is a table titled '2010 Fall Term Schedule' with columns for 'Class' and 'Schedule'. The table lists four classes:
 

Class	Schedule
ACCT 20153-082 LEC (73040)	Th 6:30PM - 9:10PM Smith Hall 213
BUSI 20173-040 LEC (71517)	MoWeFr 12:00PM - 12:50PM Tandy Hall 111
INSC 20263-055 LEC (71813)	TuTh 2:00PM - 3:20PM Tandy Hall 226
MANA 20153-005 LEC (71534)	TuTh 8:00AM - 9:20AM Smith Hall 117
- Personal Information:** This section contains 'Contact Information' with fields for 'Home/Permanent' and 'Email'. The email field shows '@tcu.edu'.
- Enrollment Dates:** This section is highlighted with a red circle and contains an 'Enrollment Appointment' section with the text: 'You may begin enrolling for the 2010 Fall Term Regular Long Semester session on April 14, 2010.' There is a 'details' link below this text.
- Other sections:** There are also sections for 'Hold' (with a 'details' link), 'To Do List' (containing 'FAFSA' with a 'details' link), and 'Advisor' (listing 'Weber, Kimberley Ann' with a 'details' link).

At the bottom of the page, there are buttons for 'Return to Search' and 'Notify'.

## Holds/General Info

**Service Indicators** – (holds) vary for each department. Examples are Advising Hold, Degree Plan on File, Financial Aid Hold, etc. If an advisee has a service indicator, you can click on the icon to view. See next section below for instructions on removing a hold.

### Advisee Holds/General Info

[View FERPA Statement](#)

\*Change Advisee  [change](#)

[Service Indicators](#)   [Initiated Checklists](#)

[Student Groups](#)   [Personal Data](#)

[National ID](#)   [Names](#)

[Addresses](#)   [Phones](#)

[Email Addresses](#)

[COLLAPSE ALL](#)

[EXPAND ALL](#)

▼ **Service Indicators** [edit service indicators](#)

★ Positive   ⛔ Negative

Service Indicators		Customize   View All		First	1 of 1	Last
Type	Details	Start Term	End Term	Start Date	End Date	Department
⛔	<a href="#">Advising Required - Mandatory</a>	Begin Term - Srvc Indicatr Use				Registrar's Office

[Go to top](#)

▶ **Initiated Checklists**

▶ **Student Groups**

▶ **Personal Data** [edit personal data](#)

▶ **National ID** [edit national ids](#)

▶ **Names**

## To Remove an Advising Hold

- Find the appropriate student on the **My Advisees** page.
- Click on the **View Student Details** link on the far right of the page.
- The **Advisee Holds/General Info** page will be displayed.
  - If there is more than one Service Indicator, find the **Advising Hold (ADV)** that needs to be removed.
- Click on the **Advising Required – Mandatory** link under **Service Indicators**.

The screenshot shows the 'Advisee Holds/General Info' page. At the top, there are two tabs: 'Faculty Center' and 'Advisor Center'. Below these are several menu items: 'my advisees', 'student center', 'holds/general info', 'transfer credit', and 'academics'. The 'holds/general info' tab is selected and circled. The page title is 'Advisee Holds/General Info'. There is a 'View FERPA Statement' link. Below that is a '\*Change Advisee' dropdown menu with a 'change' button. There are several links for expanding/collapsing sections: 'Service Indicators', 'Initiated Checklists', 'Student Groups', 'Personal Data', 'National ID', 'Names', 'Addresses', 'Phones', 'Email Addresses'. There are 'COLLAPSE ALL' and 'EXPAND ALL' buttons. The 'Service Indicators' section is expanded, showing a table with one entry: 'Advising Required - Mandatory'. The entry has a negative status icon (a red circle with a slash) and a 'release' button. An arrow points to the 'Advising Required - Mandatory' link in the table.

Type	Details	Start Term	End Term	Start Date	End Date	Department
	<a href="#">Advising Required - Mandatory</a>	Begin Term - Svc Indicatr Use	Begin Term - Svc In	07/20/2010		Registrar's Office

- Click the **Release** button on the top right of the page.
- Click **OK** to save and return to the **View My Advisees** page.



## Advisee Transfer Credit

- Provides details about course and test credits used as transfer credit.

### Advisee Transfer Credit

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[View FERPA Statement](#)

\*Change Advisee

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#### Course Credits

No course credits found.

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#### Test Credits

Model	Statistics			
Career	Institution	Program	Articulation Term	Model Status
Undergrad	Texas Christian University	Business - Undergraduate	2009 Fall Term	Submitted

---

#### Other Credits

No other credits found.

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[Faculty Center](#) [Advisor Center](#)  
[My Advisees](#) [Student Center](#) [Holds/general Info](#) [Transfer Credit](#) [Academics](#)

## Advisee Academics

- Provides students major and minor program details. Term summary information.

### Advisee Academics

[View FERPA Statement](#)

\*Change Advisee

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#### Institution / Career / Program

- TCU01 - Texas Christian University
  - UGRD - Undergraduate
    - BU-UG - Business - Undergraduate**

**You have no access to this information.**

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#### Term Summary

- TCU01 - Texas Christian University
  - UGRD - Undergraduate
    - 4107 - 2010 Fall Term**
    - 4105 - 2010 Summer Term
    - 4103 - 2010 Spring Term
    - 4097 - 2009 Fall Term

**Term Setup**

**You have no access to this information.**

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[Faculty Center](#) [Advisor Center](#)

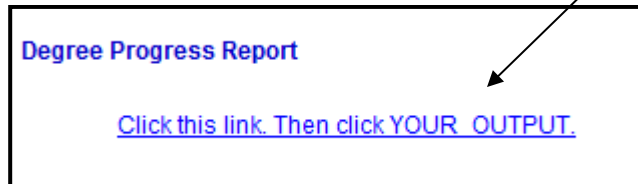
[My Advisees](#) [Student Center](#) [Holds/general Info](#) [Transfer Credit](#) [Academics](#)

## Degree Progress Report

- Find the appropriate student on the **My Advisees** page. Click on the **View Student Details** link on the far right.
- Under the **Academics** section, select **Degree Progress Report** from the pull-down menu and click the button on the right.
- Choose **Degree Progress Report** for the **Report Type**.
- Click the **GO** button.

Academic Institution	Texas Christian University	▼	go
Report Type	*Degree Progress Report	▼	

- When the report is complete click the link: **Click this link. Then click YOUR OUTPUT.**



- Another window will open. Click the **YOUR OUTPUT pdf** link.

<b>Report</b>		
Report ID: 983123	Process Instance: 2456030	<a href="#">Message Log</a>
Name: YOUR_OUTPUT	Process Type: Crystal	
Run Status: Success		
YOUR_OUTPUT		
<b>Distribution Details</b>		
Distribution Node: XCOPY	Expiration Date: 07/23/2010	
<b>File List</b>		
<b>Name</b>	<b>File Size (bytes)</b>	<b>Datetime Created</b>
<a href="#">Message Log</a>	0	07/09/2010 3:25:11.000000PM CDT
<a href="#">YOUR_OUTPUT_2456030.PDF</a>	92,351	07/09/2010 3:25:11.000000PM CDT
<a href="#">pssqltrace.trc</a>	507	07/09/2010 3:25:11.000000PM CDT
<b>Distribute To</b>		
<b>Distribution ID Type</b>	<b>*Distribution ID</b>	

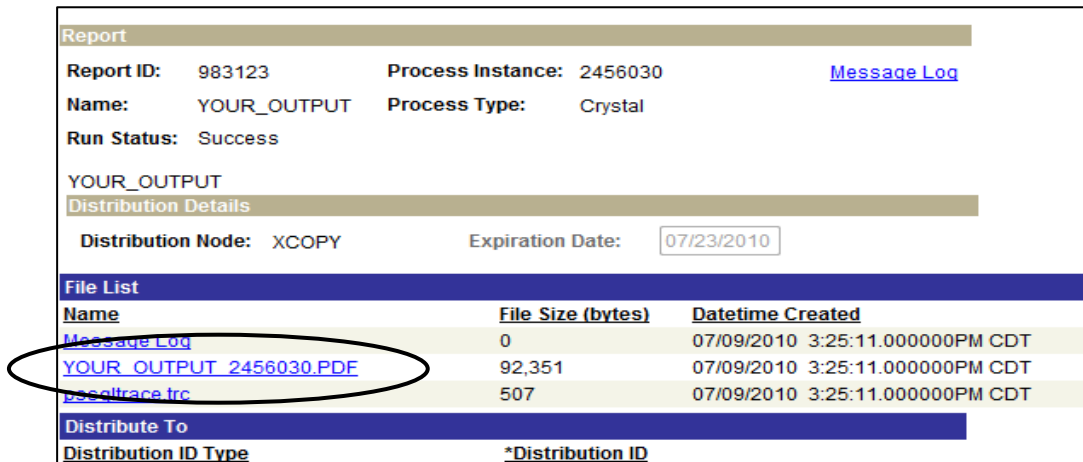
## Advising Report

- Find the appropriate student on the **My Advisees** page.
- Select **Advising Report** from the pull-down menu and click the **GO** button on the right.



Academic Institution: Texas Christian University  
Report Type: Academic Advising Report  
**go**

- Click the **GO** button.
- When the report is complete click the link: **Click this link. Then click YOUR OUTPUT.**
- Another window will open. Click the **YOUR OUTPUT pdf** link.



Report

Report ID: 983123      Process Instance: 2456030      [Message Log](#)  
Name: YOUR\_OUTPUT      Process Type: Crystal  
Run Status: Success

YOUR\_OUTPUT

Distribution Details

Distribution Node: XCOPY      Expiration Date: 07/23/2010

File List

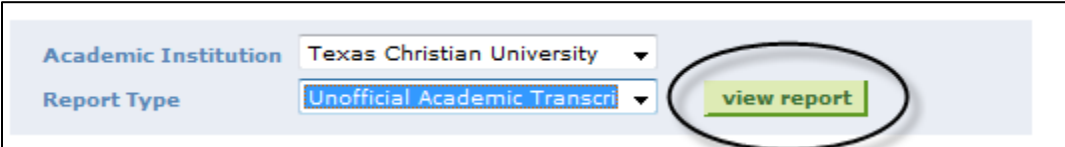
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	07/09/2010 3:25:11.000000PM CDT
<b><a href="#">YOUR_OUTPUT_2456030.PDF</a></b>	92,351	07/09/2010 3:25:11.000000PM CDT
<a href="#">logtrace.trc</a>	507	07/09/2010 3:25:11.000000PM CDT

Distribute To

Distribution ID Type	*Distribution ID
----------------------	------------------

## ***Unofficial Transcripts***

- Find the appropriate student on the **My Advisees** page. Click on the **View Student Details** link on the far right.
- Under the **Academics** section, select **Transcript: View Unofficial** from the pull-down menu and click the button on the right.
- Choose **Unofficial Academic Transcript** for the **Report Type**.
- Click the **View Report** button.



The screenshot shows a light blue form with two dropdown menus and a button. The first dropdown is labeled 'Academic Institution' and is set to 'Texas Christian University'. The second dropdown is labeled 'Report Type' and is set to 'Unofficial Academic Transcri'. To the right of the second dropdown is a green button with the text 'view report' in black. The button is circled in black.

- The **Unofficial Academic Transcript** will appear in the window and can be viewed using the **View Report** button on the far left.
- Use the **Cancel** button to go back to the previous window.
- Click the **Cancel** button to return to the **Advisee Student Center** page.