

## Advisor Tools-Academic History

This area shows the student's education records and examination scores.

- ✚ Click the student's name in the advisee list.
- ✚ The **Advisee Details** window will display.
- ✚ Under **Tools and Information**, in the **Academic Records** section, click **Academic History** (see illustration below).

Tools and Information	
<b>Academic Records</b>	<b>Financial Aid</b>
<a href="#">Academic History</a>	<a href="#">Financial Aid Awards</a>
<a href="#">Course History</a>	<a href="#">Missing/Received Documents</a>
<a href="#">GPA Projection</a>	<a href="#">Financial Aid Dashboard</a>
<a href="#">Grade Report</a>	
<a href="#">Unofficial Transcript</a>	<b>Registration</b>
	<a href="#">Add/Drop Courses</a>
<b>Advising</b>	<a href="#">Student Schedule</a>
<a href="#">Email Addresses</a>	<a href="#">Advanced Course Search</a>
<a href="#">Degree Audit</a>	<a href="#">Quick Reference Course Search</a>
<a href="#">Degree Audit (Excel)</a>	

- ✚ The **Academic History** page will display.
- ✚ The **Education Record** and **Examination Scores** for the student will appear.
- ✚ Click the **Advisee Roster** link at the top of the window to return to the list of advisees.
- ✚ Click the **Advisee Details** link to return to the list of tools and information.
  - ★ It is **not a good idea** to use the **Back** button in the **Browser** window.
  - ★ Clicking the **Back** button may return you to the **My Siena Home** page.
  - ★ You should always use the links at the top of the window as shown in the illustration.

Advising Tools
<a href="#">Set Options</a>
<a href="#">Advisee Roster</a> > <a href="#">Advisee Details</a> > Academic History