

My Siena-Advisor Tools

To see a list of your advisees...

- ✦ Click Advisor Roster under Advisor Tools.
- ✦ Leave all the options at the default
- ✦ Click the **Search** button.

The screenshot shows the 'Advising Tools' web interface. At the top, there is a 'Set Options' tab. Below it is a 'Search for Advisee(s)' section with a note: 'In order to grant clearance you must select an advisee status that requires a term, such as 'Currently Registered'. Leave all options at their default values to view a simple list of your advisees.' The search criteria include: Advisor (House, Wanda Ilene), Advisee Status (Active Advisees), ID (empty), Last Name (empty), First Name (empty), Course Program (All), and Home Campus (All). There are 'Search' and 'Advanced Search' buttons at the bottom, along with a 'Quick Reference Course Search' link.

To view the advisees' academic record...

- ✦ Select an advisee from the list.
- ✦ Links to the advisee's academic information will display.

The screenshot shows a 'Tools and Information' menu with the following links: Academic Records, Academic History, Course History, GPA Projection, Grade Report, and Unofficial Transcript.

- ✦ **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**.

To enter grades...

- ✦ Click the **My Courses** link in the **Faculty Tools** category under **My Tools**.
- ✦ Select the **Program** and **Term**, if necessary.
- ✦ Click **View Courses**.
- ✦ Click the **Go Directly To** list arrow for the course.
- ✦ Select **Grade Entry**.
- ✦ Select the grades for each student.
- ✦ Click the **Save** button.

The screenshot shows a 'Go Directly To' dropdown menu with the text 'Select Area ...' and a downward arrow.

For additional information about Advisor and Faculty Tools such as Grade Entry and Class Lists, check out the My Siena link on the [Siena Training Web Site](#). To access this site go to **My Siena** and under **Quick Links** click **Division of Information Technology**. In the IT Division Web site, click the **Training Assistance** tab and then **My Siena**