**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.

**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.

**To view the advisees’ academic record...**
- Select an advisee from the list.
- Links to the advisee’s academic 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.

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.