Course History

Concept

This document demonstrates locating and reading the Course History screen, which displays all the courses that a student has completed, is currently taking, or has transferred to Case Western Reserve University.

Procedure

Use these directions to locate and view an advisee's Course History screen.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the Student Information System Sign In page, enter your Case Network ID into the <strong>User ID</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the associated password into the <strong>Password</strong> field.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Sign In</strong> button.</td>
</tr>
</tbody>
</table>
4. The Faculty Center appears.

Click the **Advisor Center** tab.

**Advisor Center**
Step | Action
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5. | The Advisee Roster appears.

Locate the student whose Course History you wish to view and click the **View Student Details** link.
6. The advisee's Student Center appears.

Click on the **Other Academic...** dropdown list.

other academic... ✅
Step | Action
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7. | Click the **Course History** list item.

Course History
Step | Action
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8. | Click the Go button.

The Advisee Course History screen appears. All courses that the student has taken, is currently taking, or has transferred are listed.

Displayed are columns for Course, Description, Term, Grade, Units, and Status. The Status column uses the legend at the top of the page.

The following legend appears on the Course History screen:

- **Taken**: the student has completed this course and has been assigned a grade, or has withdrawn from the course (indicated by a grade of W or WD).
- **Transferred**: the student transferred credit from another institution (indicated by a grade of TR), submitted Advanced Placement (indicated by a grade of AP), or took a Case Proficiency test (indicated by a grade of PR) and was given credit for completing this course.
- **In Progress**: the student is currently enrolled in this course.
Step | Action
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10. | By default, courses are listed alphabetically by subject area and catalog number in the Course column. Click the Sort results by dropdown list to select a different sort order for the Course History.
11. | Select the appropriate sort order. For example, click the Term list item.
12. | Click the Sort button.
13. | The classes reorder by the selected sort order.
14. | Click the Then by list to select a secondary sort order.
15. | Select the appropriate secondary sort order. For example, click the Grade list item.
16. | Click the Sort button.
17. | The courses reorder again to match the primary sort criterion, followed by the secondary sort criterion.
Step | Action
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18. | Click the **Cancel** button to return to the Student Center screen.

19. | This completes the process of viewing the Course History page.

**End of Procedure.**