

OVERVIEW

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.

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

1. Begin by logging in to the SIS at case.edu/sis with your CWRU Network ID and password.
2. The **Faculty Home** appears. Click the **Advising** tile.
3. The **Advisee Roster** appears. Locate the student whose Course History you wish to view and click the student's name.
4. The advisee's Student Center appears. Click on the **Other Academic...** dropdown list.
5. Click the **Course History** list item.
6. Click the **Go** button. 
7. 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 **Career, Course, Description, Term, Grade, Units, Status, and Repeat Code**. 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- **Taken:** the student has completed this course and has been assigned a grade, or has withdrawn from the course (indicated by a grade of W or WD).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.
8. 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.
 9. Select the appropriate sort order. For example, click the **Term** list item.
 10. Click the **Sort** button. The classes reorder by the selected sort order.
 11. Click the **Then by** list to select a secondary sort order.
 12. Select the appropriate secondary sort order. For example, click the **Grade** list item.
 13. Click the **Sort** button. The courses reorder again to match the primary sort criterion, followed by the secondary sort criterion.
 14. Click the **Cancel** button to return to the Student Center screen.

This completes the process of viewing the Course History page.