


Begin by logging in to the SIS at [case.edu/sis](http://case.edu/sis) with your CWRU Network ID and password.

1. The **Faculty Home** appears. Click the **Advising** tile.

Alternatively, from the **NavBar**, select Navigator > Faculty & Advising > Advising.

2. The **Advisee Roster** appears. Locate the student whose course history is to be viewed and click the student's name.
3. The advisee's Student Center appears. Click on the **Other Academic...** dropdown.
4. Click the **Course History** list item.
5. Click the **Go** button  to proceed.
6. 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- **Taken**: the student has completed this course and has been assigned a grade, or has withdrawn from the course (indicated by a grade of **W** or **WD**).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.
7. By default, courses are listed alphabetically by subject area and catalog number in the **Course** column. Click the **Sort results by** dropdown to select a different sort order for the Course History.
  8. Select the appropriate sort order. For example, click the **Term** list item.
  9. Click the **Sort** button. The classes reorder by the selected sort order.
  10. Click the **Then by** list to select a secondary sort order.
  11. Select the appropriate secondary sort order. For example, click the **Grade** list item.
  12. Click the **Sort** button. The courses reorder again to match the primary sort criterion, followed by the secondary sort criterion.
  13. Click the **Cancel** button to return to the **Student Center** screen.

This completes the process of viewing the Course History page.