

View New/Drop In Advisees Mid-Term Grades



This job aid will help you go through the process of viewing mid-term grades for a new/drop in advisee.

- Step 1.** Navigate to Faculty/Advisor Self Service Home Page > click on **New/Drop-in Advisees** link.

Learning Management



Management

Review your class schedule information, view your class rosters and enter grade information.

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[Access Class Roster](#)

[Record Grades](#)



Security Settings

Maintain your personal identification numbers, and set personal directory restrictions.

[User Preferences](#)

[Password and Personalization](#)



Advisement

Review advisee information, transcripts and degree progress reports.

[View Advisee Information](#)

[New/Drop-In Advisees](#)



Course Catalog and Schedule

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

- Step 2.** Enter the student's ISIS ID in the Student ID field. If the ID is unknown, click the magnifying glass to look up the student by name.

New/Drop-In Advisees

Michael Jackson

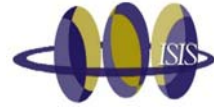
University of Mass Lowell

New/Drop-In Advisee?

Enter the Student ID below or use the Search function and select a process from **Student Details**.

Student ID:

[Return to Learning Management](#)



- Step 3.** Enter Last and First Name in the appropriate fields> click **Lookup** > Student ID number will populate.

Lookup Student ID

ID:

Campus ID:

National ID:

Last Name:

First Name:

[Basic Lookup](#)

- Step 4.** Select **Grade Inquiry** from the drop down menu > Click the **Go** button.

New/Drop-In Advisees

Michael Jackson
University of Mass Lowell

New/Drop-in Advisee?

Enter the Student ID below or use the Search function and select a process from **Student Details**.

Student ID:

[Return to Learning Management](#)

- **Student Details**
- Address Info
- Class Schedule
- Degree Progress
- Email Address
- Emergency Contacts
- Enrollment Appointments
- Grade Inquiry**
- Service Indicators
- Telephone
- Transfer Credit Report

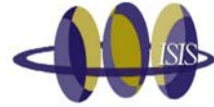
- Step 5.** Select the term for which you wish to view student's grades.

Advisee Grade Inquiry

Select Term

Jane Doe

Term	Institution	Academic Career
2008 Spring	University of Mass Lowell	Undergraduate
2007 Fall	University of Mass Lowell	Undergraduate
2007 Spring	University of Mass Lowell	Undergraduate
2006 Fall	University of Mass Lowell	Undergraduate



Step 6. Mid-Term Grades will appear below the Course Title.

Advisee Grade Inquiry

2008 Spring

Jane Doe

Undergraduate

University of Mass Lowell

	Class Nbr	Sect	Course Title	Component	Grading Basis	Official Grade	Units Earned
42 217	7532	201	The Horror Story	Recitation	Graded		3.00
			Mid-Term Grade			B	
47 360	7680	201	Adult Development and Aging	Recitation	Graded		3.00
89 101	8690	201	General Geology	Recitation	Graded		3.00
95 121	9601	102	Exploring the Universe	Lecture	Graded		3.00
96 121	8369	812	Lab for Exploring the Universe	Laboratory	Graded		1.00

Term Statistics							
Courses Attempted	Units In Progress	Units Taken Toward GPA	Units Taken Not Toward GPA	Units Passed Toward GPA	Grade Points	Current GPA	Academic Standing
5	13.000	0.000	0.000	0.000	0.000	0.000	