



How do I? View a Student's Grades

Version 9.0


1. **Sign in to WINS.**
2. **Click on Self Service**, located in the left-hand column.
3. **Click on View My Advisees**
4. **Click on View Student Details or**

VIEW DATA FOR OTHER STUDENTS

located at the bottom of page.

1. **Click** on the dropdown arrow

other academic... ▾

2. **Select Grades.**
3. **Click the Go button**  .

4. **Choose** the term you wish to view then **click** **CONTINUE** .

Features

►If you need **additional details** about a course a student had taken, select the **title** of the course. When you are finished viewing the class details use the close button to return to the **Student's Grades** page.

Things to Remember

If you wish to search for another student's information, from the Student Center page, **click** on **Return to Search** at the bottom of the page.

►To view information for another Advisee **Click** on **View My Advisees** located in the menu on the left.