




## Viewing Student Schedules

You can retrieve any student's schedule using the **View Data for Other Students** button on the Advisor Center tab. To view a student's schedule, you will need to:

- Search for the student
- Select the desired information from the **Other Academic** drop-down menu
- Click the  button

1. From the Faculty Center, click the **Advisor Center** tab.

The screenshot shows the Faculty Center interface. At the top, there are three tabs: "Faculty Center", "Advisor Center" (highlighted with a red box), and "Search". Below the tabs are three sub-tabs: "my schedule", "class roster", and "grade roster". The main content area is titled "Faculty Center" and "My Schedule". It shows "Fall 2011 | Cal State Univ., Bakersfield" with a "change term" button. There are links for "View Textbook Summary" and "My Exam Schedule". Below this, there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". An "Icon Legend" section shows icons for "Class Roster", "Grade Roster", and "Learning Management". At the bottom, there is a table titled "My Teaching Schedule > Fall 2011 > Cal State Univ., Bakersfield".

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">CMPS 221-01 (80900)</a>	Programming Fundamentals (Lecture)	0	MoTuWe 7:55AM - 9:25AM	Science III 315	May 30, 2011 - Jun 20, 2011

2. When the **Advisor Center** page opens, click the **VIEW DATA FOR OTHER STUDENTS** button.

The screenshot shows the Advisor Center interface. At the top, there are three tabs: "Faculty Center", "Advisor Center" (selected), and "Search". Below the tabs are five sub-tabs: "my advisees", "student center", "general info", "transfer credit", and "academics". The main content area is titled "My Advisees". A message box with an information icon says "There is no information for the transaction you requested." Below this message is a green button labeled "VIEW DATA FOR OTHER STUDENTS" which is highlighted with a red box. At the bottom, there are links for "Faculty Center", "Advisor Center", "Search", and "Learning Management".

3. The search page opens. Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name. Click the **Search** button to continue.

The screenshot shows a search form. At the top, it says "Maximum number of rows to return (up to 300):" followed by a text input field containing "300". Below this are five rows of search criteria, each with a "begins with" dropdown menu and a text input field:

- ID: begins with [ ]
- Campus ID: begins with [ ]
- National ID: begins with [ ]
- Last Name: begins with [ ] Duck
- First Name: begins with [ ] Donald

There is a checkbox for "Case Sensitive" which is unchecked. At the bottom, there are four buttons: "Search" (highlighted with a red box), "Clear", "Basic Search", and "Save Search C".



4. From the **Search Results**, click the student you desire.

Search Results									
View All									
First 1-100 of 191									
ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
<a href="#">1111</a>	<a href="#">Duck, Donald</a>		****/****	(blank)	*****	USA	SSN	<a href="#">Duck</a>	<a href="#">Donald</a>
<a href="#">2222</a>	<a href="#">Duck, Huey</a>		****/****	(blank)	*****	USA	SSN	<a href="#">Duck</a>	<a href="#">Huey</a>
<a href="#">3333</a>	<a href="#">Duck, Huey</a>		****/****	(blank)	*****	USA	SSN	<a href="#">Duck</a>	<a href="#">Huey</a>

If you receive the message, "No matching values were found" then refine your search and repeat the previous step.

5. The **Advisee's Student Center** opens for your selected student. The page shows the student's **This Week's Schedule**, along with other information.

### Advisee Student Center

Donald Duck

**Academics**

[My Class Schedule](#)

other academic...

**This Week's Schedule**

Class	Schedule
EDAD 581-45 IND (80272)	Room: TBA
EDRS 681-01 LEC (80394)	We 6:00PM - 8:30PM Room: TBA
EDSP 501-70 SEM (80210)	Web/On-Line
EDSP 503-01 LEC (80214)	Tu 4:00PM - 8:10PM Room: TBA
EDSP 636A-01 SEM (80223)	Th 4:00PM - 5:40PM Room: TBA

[weekly schedule ▶](#)

- Class** Shows the Course Number and Class Number
- Schedule** Shows the meeting dates and times, and location
- My Class Schedule** Provides additional information for any class listed
- Weekly Schedule** Displays the student's schedule in a weekly calendar format

6. When satisfied, click the button to return to the search page.

**Personal Information**

**Contact Information**

<b>Mailing Address</b> 123 Any Street City, CA 99999	<b>Permanent Address</b> 123 Any Street City, CA 99999
<b>Main Phone Number</b> 661/555-1212	<b>On-Campus Email</b> myemail@isp.com

**Advisor**

**Program Advisor**  
Albert Einstein  
[details ▶](#)