

9.2 View Student Term Summary (Fluid)

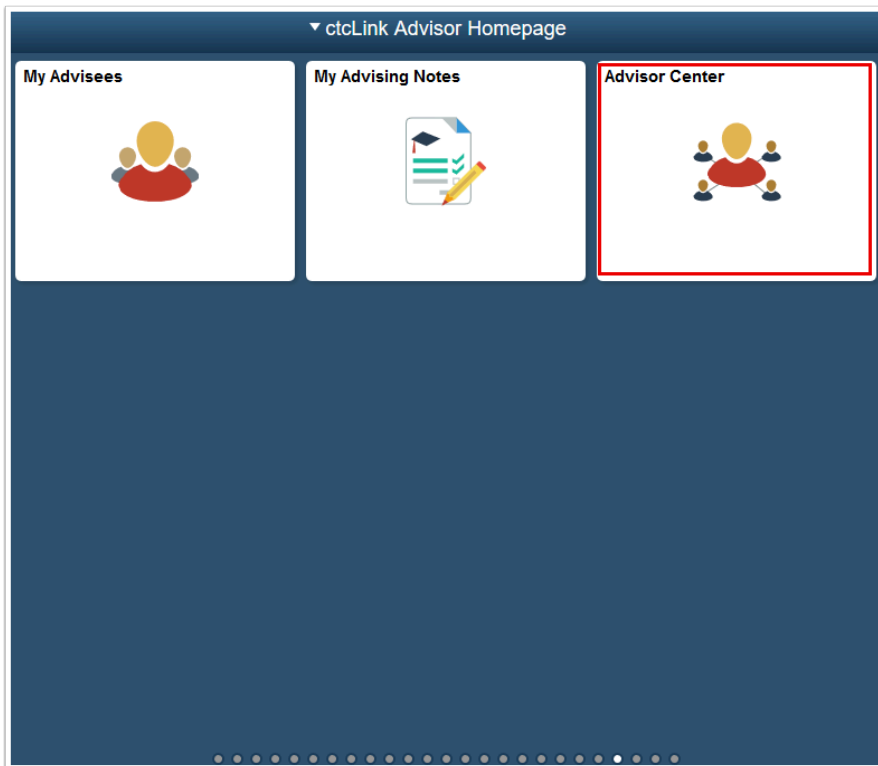
Purpose: Use this document as a reference for viewing a student's term summary report via Fluid navigation in ctLink.

Audience: Advisors

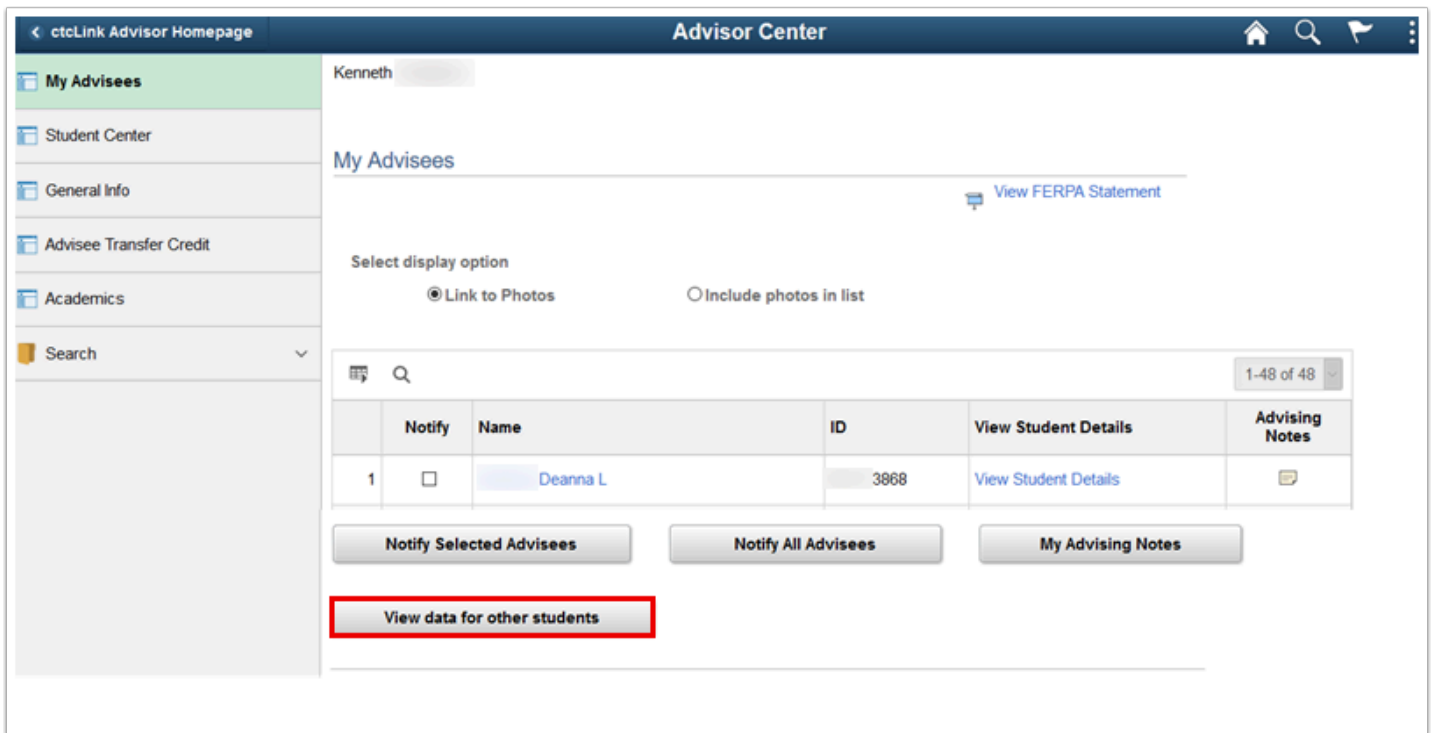
View Student Term Summary

Navigation: ctLink Advisor Homepage

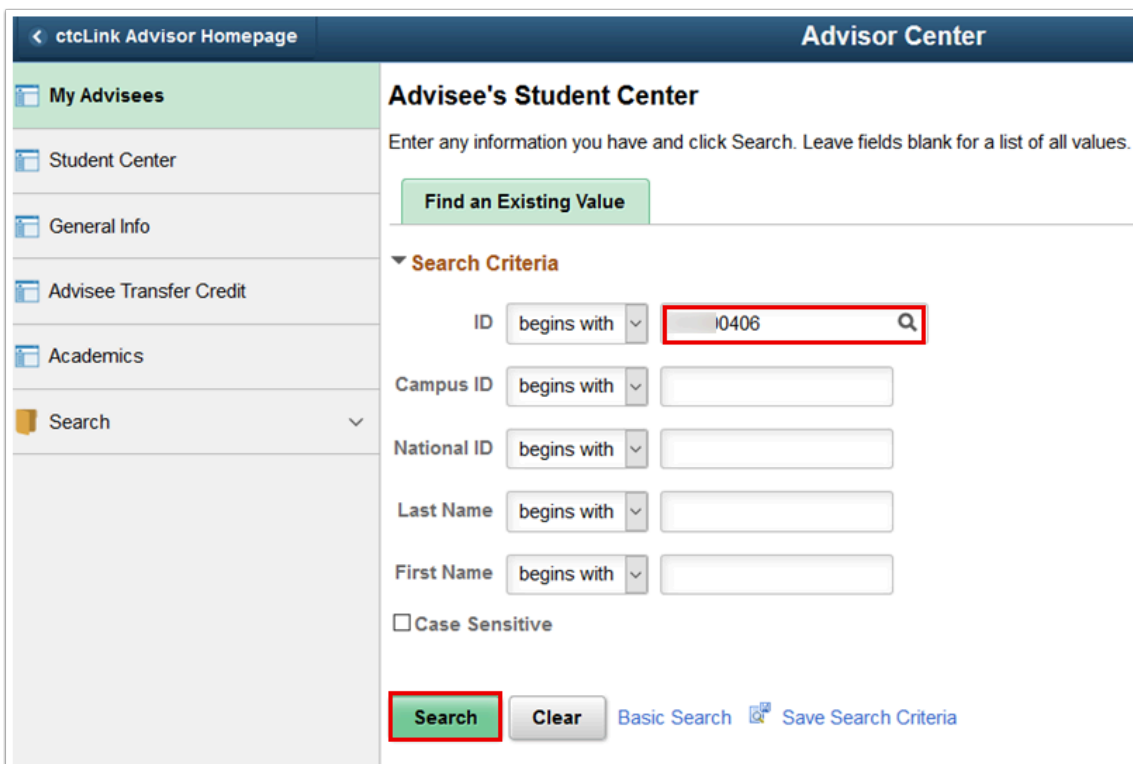
1. Select the **Advisor Center** tile.



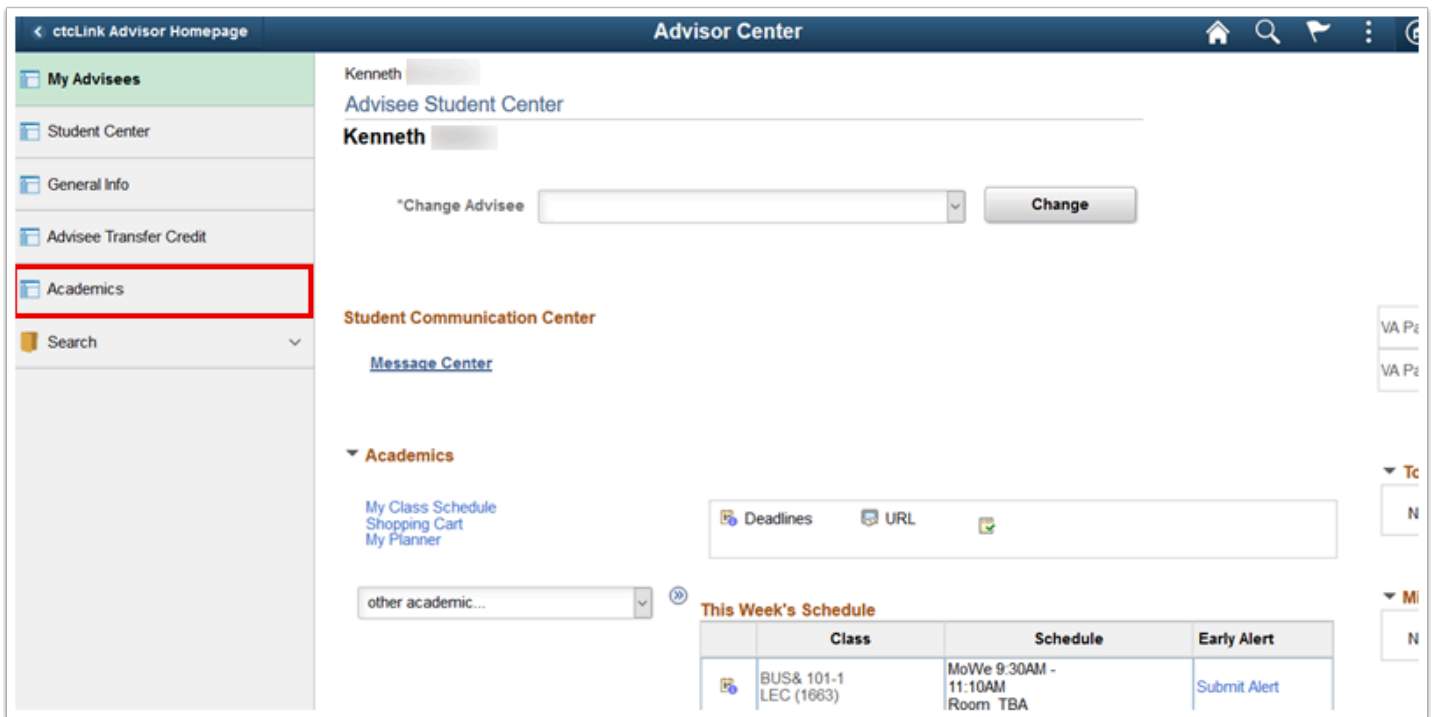
2. The **My Advisees** page displays.
3. Select **View Data for Other Students**.



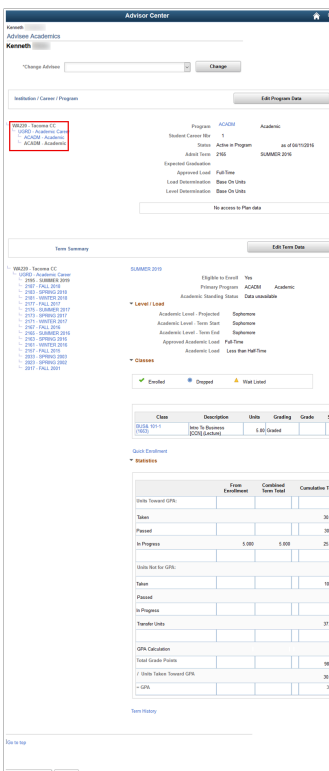
4. The **Advisee's Student Center** search page displays.
5. Enter student **ID**.
6. Select **Search**.



7. The **Advisee Student Center** page displays.
8. Select **Academics**.



9. The **Advisee Academics** page displays.
10. Under the section Institution/Career/Program, select one or more links that represent the student's program for example ACADM - Academic or CNTED - Continuing Education
11. As you select different program links, program status, as of date and plan will refresh on the right side of the page.



12. Under the section Term Summary, select one or more links that represent the terms in which a student was active.
13. As you select different term links, any enrollments for the term will refresh and appear on the right side of the page. Term statistics will be displayed below class enrollments.
14. If no classes are displayed, then the student was term activated although did not enroll in, or drop courses.
15. Select **Return to Search**.

The screenshot shows the Admittal Center interface for a student named Kymberly. The 'Term Summary' section for SUMMER 2016 is active, showing enrollment in the 'Business' program. Below this, a table lists classes with columns for Class, Description, Units, Grading, Grade, and Status. The class 'BUS 101-1' is listed with a status of 'Enrolled'. At the bottom of the page, a 'Return to Search' button is highlighted with a red box.

16. Process complete.