

## How to print an unofficial transcript on one of your advisees in portal:

Step 1: Log in using the user name and password given to you by HR at your hire.

Step 2: Go to the FACULTY tab. This is often "hidden" in the MORE drop down menu. (see below) Do not attempt to secure a transcript via the *Request Official Transcript* portion of the screen.

The screenshot shows the MyLaCollege portal interface. At the top, there is a search bar and a navigation menu with tabs: HOME, ADMISSIONS, FINANCIAL AID, CANDIDATE INFO, STUDENTS, ADMISSIONS OFFICER, FINANCIAL AID OFFICER, REGISTRATION, FINALIZE, ACADEMICS, and MORE. The 'MORE' tab is highlighted with a yellow circle, and a yellow arrow points to the 'FACULTY' option within this menu. Below the navigation, there are several sections: 'Wildcat Alert', 'Portal' (with links for Access, Options, Settings, Layout, Rearrange, Moxie Manager), 'Welcome to MyLaCollege' (with login instructions), 'Finalize/Confirm Registration' (with a deadline of Tuesday, August 15, 2017 3:30 PM), and 'Request Official Transcript' (which is scribbled out with a red line). The left sidebar contains 'Quick Links' such as My Courses, My Pages, Copy Courses, and Louisiana College Home Page.

Step 3: On the left hand side of the page you should see an icon shaped like a manila file folder next to the word ADVISORS. Click here.

The screenshot shows the MyLaCollege portal Faculty page. The left sidebar has 'Advisors' highlighted with a yellow circle. The main content area is titled 'Faculty' and includes sections for 'Faculty Course Control' (with a message: 'No courses match the given search criteria. Please change the search criteria and search again.'), 'Course List for [redacted]', 'View Details', 'View My Faculty Schedule', 'Course Schedules' (with an 'Add/Drop' button and 'Admin this portlet' link), 'Library Links' (with 'Add a Bookmark' and 'Library Facebook Page' links), and 'Grade Entry' (with 'Setup' and 'View Course List' links). Below these is a table titled 'All My LMS Courses' showing a list of courses with columns for Code, Course name, Grade, and Schedule.

Code	Course name	Grade	Schedule
ED 570 (A)	Professional Teacher	--	Mon, Tue, Wed, Thu, Fri 8:30-2:30 PM (5/31 - 6/30/2017);
ED 570 (C)	Professional Teacher	--	
ED 570 (E)	Professional Teacher	--	
ED 570 (F)	Professional Teacher	--	Mon, Tue, Wed, Thu, Fri 8:30-12:00 PM (5/31 - 6/30/2017);
ED 570 (Q)	Professional Teacher	--	Mon, Tue, Wed, Thu, Fri 12:01-2:30 PM (6/27 - 7/21/2017);
ED 570 (W)	Professional Teacher	--	
ED 574 (A)	Methods:Teaching Reading/Ela	--	Mon, Tue, Wed, Thu, Fri 8:30-10:29 AM (5/31 - 6/30/2017);
ED 576 (A)	Methods:Teaching Math/Science	--	Mon, Tue, Wed, Thu, Fri 10:30-12:29 PM (5/31 - 6/30/2017);
ED 715	Data Driven School LeadershipData Driven School	--	Mon, Tue, Wed, Thu, Fri 8:30-12:29 PM (6/19 -

Step 4:

Here you can search for a specific advisee by last name or id number. If you want to narrow the list by graduate division, you can do so at the division drop down. When you have entered the information specific to your search, click search. If you want a comprehensive list of all your advisees simply click the search button without using any criteria. Search results will appear below the search criteria search engine.

**Search for Advisee(s)**

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Need Registration Clearance,' 'New Students' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisee Status: All

ID:

Last Name:

Division: All

[Advanced Search](#)

Step 5:

To select an advisee click his or her name.

The screenshot shows the 'Advisors' page with a search filter for 'Advisee Status' set to 'All'. The search results table is as follows:

FERPA Restrict	Email	Name	Student ID	Needs to Register?	Advisors
<input type="checkbox"/>	<input type="checkbox"/>	Student( Name and ID#)			Whatley, Tylisha <input type="button" value="✕"/> Caples, Philip Reid <input type="button" value="✕"/> Craig, Amy Shalyne <input type="button" value="✕"/>

Step 6:

Once you have clicked on a specific advisee, you will be given the option to view an unofficial transcript under the TOOLS AND INFORMATION section of the page. If you wish to print, click the icon that looks like a printer near the upper right corner of the page.

The screenshot shows the 'Adviser Roster - Advisee Details' page for a student. The student's details are:

- Classification: Sophomore
- Enrolled Date: 8/24/2015
- Planned Grad: 5/10/2019
- Max Credits: 21.00
- Academic Status: Full-time
- Degree: Bachelor of Arts
- Major: Christian Education
- Advisor(s): Tylisha Whatley, Dr. Philip Reid Caples, Dr. Amy Shalyne Craig

The 'Tools and Information' section includes links to:

- Academic Records
- Academic History
- Course History
- GPA Projection
- Grade Report
- Unofficial Transcript
- Advising
- Adviser Meetings
- Course Needs
- Degree Audit
- Major Exploration
- Financial Aid
- Financial Aid Awards
- Missing/Received Documents
- Housing
- Residence Info
- Registration
- Add/Drop Courses
- Student Schedule
- Advanced Course Search
- Address
- Student Address will appear here.