

## Viewing a Student's Planner (Faculty)

As an advisor, you can view a student's My Planner. My Planner allows students to plan their courses term by term. For each term, the student selects the courses to take and adds the courses to their planner. During the enrollment period, students can register for their courses directly from My Planner. However, only the student can use My Planner to plan courses.

These instructions will guide you through the steps to view a student's planner.

1.	From the Faculty Center, click the <b>Advisor Center</b> tab.	Faculty Center  Search    my schedule  class roater    Faculty Center  grade roater    My Schedule  Yim Textbook Summary My Exam Cheduls    Fail 2011   Cal State Univ., Bakersfield  change term    Select display optioni  © Show All Classes    Con Legendi  Class Roxter (S Grade Roster
		My Teaching Schedule > Fail 2011 > Cal State Univ., Bakerstrield      Mill        Class      Class Dates      Recom      Class Dates        Class      Programming      0      MotuWe 7:55AM - 9125AM      Science III 315 May 30, 2011        Undamentals (Letture)      MotuWe 7:55AM - 9125AM      Science III 315 May 30, 2011      Jun 20, 2011
2.	When the <b>Advisor Center</b> page opens, either click on <u>View Student Details</u> of one of your assigned advisees, or click the <u>View DATA FOR OTHER STUDENTS</u> button to search for a	Faculty Center  Advisor Center  Search    my advisees  student center  general info  transfer credit  academic    My Advisees
	student who is not one of your advisees.	Find [ ]    Name  ID  View Student Details    1  Buchanan,James  395963959001  View Student Details    2  Grant.Ulysses S.  467074670002  View Student Details    3  Harding,Warren G.  467972869001  View Student Details    4  Madison,James  467280630001  View Student Details
		VIEW DATA FOR OTHER STUDENTS Click one Faculty Center Advisor Center Search Learning Management My Advisees Student Center General Info Transfer Credit Academics
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 <u>Search</u> button to continue.	Maximum number of rows to return (up to 300): 300      ID:    begins with •      Campus ID:    begins with •      National ID:    begins with •      Last Name:    begins with •      Duck    First Name:      First Name:    begins with •      Case Sensitive    Save Search C
4.	From the Search Results, click the student yo	u desire.
	ID  ID  ID  ID    1111  Duck, Donald  *****  (blank)  ****    2222  Duck, Duey  ******  (blank)  ****    3333  Duck, Huey  ******  (blank)  ****	First 1 1-100 of 191 Last      Last Name      Country    Description    Last Name      USA    SSN    Duck    Donald      USA    SSN    Duck    Duey      USA    SSN    Duck    Huey      values were found' then refine your search and repeat the



When the <b>Advisee's Student Center</b> opens, click the My Planner link.	
My Class Schedule	u are not enrolled in classes.
other academic 🔻 🛞	
	and the second of the second of the second s
The <b>Advisee Planner</b> page appears. The page displays the courses term by ter selected.	rm that the student
Advisee Planner	
Sally Student	
▼ Fall 2012	
Course Description Prereq Units Typically O	Offered Req
COMM 304      Technical and Report Writing      yes      5.00      Fall, Winter Spring Term	
Vinter 2013	
	ally Offered
ENGL 364  Studies Fiction: Afro-Amer Exp  yes  5.00  Fall ar Terms	nd Winter
Spring 2013	
	ally Offered
SPAN 419      Contemp Hispanic-Amer Novel      yes      5.00      Spring	g Term
Column Usage	
ColumnUsageCourseSubject area and catalog number	
	ail when
CourseSubject area and catalog numberDescriptionCourse name link, which takes you to the Course Detail	
Course    Subject area and catalog number      Description    Course name link, which takes you to the Course Deta clicked      Prereq    If the course has prerequisites, then a yes link appears	
CourseSubject area and catalog numberDescriptionCourse name link, which takes you to the Course Deta clickedPrereqIf the course has prerequisites, then a yes link appears yes link, to view the Course Detail	s. Click the information
CourseSubject area and catalog numberDescriptionCourse name link, which takes you to the Course DetaiclickedPrereqIf the course has prerequisites, then a yes link appears yes link, to view the Course DetailUnitsNumber of unitsTypically OfferedThe term in which the course is typically offered. This is subject to change without notice, so be sure to check	s. Click the information k the course