

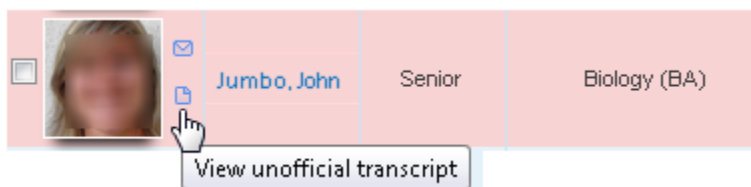
Viewing Your Advisees' Transcripts - Faculty/Advisors/Deans

When you log into SIS (go.tufts.edu/sis), and wish to view your advisees' transcripts, there are a variety of methods for access.

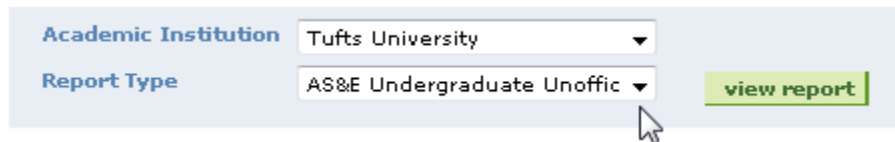
First Method

From your Faculty/Advisor Home Page, in the My Advisees area:

1. Click the **View unofficial transcript** link. The Advisee Transcript page displays.



2. In the Report Type field, make a selection based on school and/or program.

A screenshot of a form with two dropdown menus and a button. The first dropdown is labeled 'Academic Institution' and is set to 'Tufts University'. The second dropdown is labeled 'Report Type' and is set to 'AS&E Undergraduate Unoffic'. A green button labeled 'view report' is to the right of the second dropdown. A mouse cursor is pointing at the bottom of the 'Report Type' dropdown.

3. Click **view report** (give the system a few seconds to process). The transcript PDF opens in a new tab or pop-up window.

view report

If you click "view report" and nothing appears to happen, your browser may be blocking pop-ups. The steps to enable pop-ups in your browser are listed here:

http://sites.tufts.edu/sisproject/files/2014/09/Clearing_Cache_Cookies_Enabling_Popups.pdf

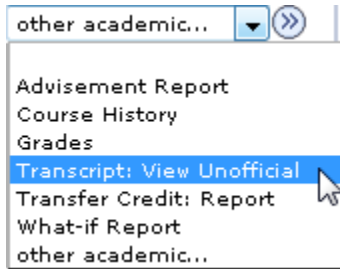
Second Method

From your Faculty/Advisor Home Page, in the My Advisees area:

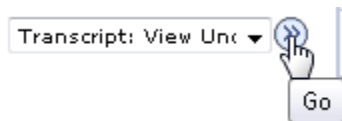
1. Click your advisee's name link. The student's Advisee Student Center page displays.



2. In the **other academic...** field, click the black down-arrow and select **Transcript: View Unofficial**.



3. Click **Go**. The Advisee Unofficial Transcript page displays.



4. In the Report Type field, make a selection based on school and/or program.

5. Click **view report** (give the system a few seconds to process). The transcript PDF opens in a new tab or pop-up window.



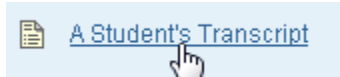
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Third Method

From your Faculty/Advisor Home Page:

1. On the left, click the **A Student's Transcript** link. The Request Advisee Unofficial Transcript page displays.



2. Search for your advisee using any of the search fields such as Student ID.

Student ID:

Last Name:

First Name:

CLEAR

SEARCH

3. Click **Search**.
4. Make sure that your advisee's name appears on this page. If no advisee name appears, click **Clear** and search again.
5. Click **View Unofficial Transcript**. The Student Transcript page displays.

[View Unofficial Transcript](#)

6. In the Report Type field, make a selection based on school and/or program.

Academic Institution: Tufts University

Report Type: AS&E Undergraduate Unoffic

view report

7. Click **view report** (give the system a few seconds to process). The transcript PDF opens in a new tab or pop-up window.

view report

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