How do I view student grades from Faculty and Advisor Self Service?

1. Log into Pirate Port and click on the Faculty and Advisor Self Service card.

2. Click on Advisee Search on the Faculty and Advisor Self Service dashboard.

3. Select the current term from the Term pull down menu.

4. Search for an advisee using Student ID, Student Email or Student Name. See instructions, “How do I search for an advisee?” from the Pirate Port /Banner Self Service page on the Registrar’s Web site.
5. Click View Profile.  
NOTE: A student profile can be accessed from several screens in Faculty and Advisor Self Service including, Faculty Grade Entry, Course Rosters, Advisee Search and Advisee Listing.

6. Click the View Grades link.

7. A new tab will open named Student Grades.

8. Click the down arrow next to Select a Term, to select an available term with grades.
9. Click the down arrow next to Select a Course Level to select a level for which you would like to view grades for.

![Select a Course Level](image)

10. Grades are displayed for the term and level selected.

![Grades Displayed](image)

11. To return to the Faculty and Advisor Dashboard, click the Faculty Services Dashboard tab in the browser.

![Faculty Services Dashboard](image)

12. To search for another student, click the Advisee Search in the cookie trail to return to the Advisee Search window.

![Advisee Search](image)

When you exit out of Faculty and Advisor Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.