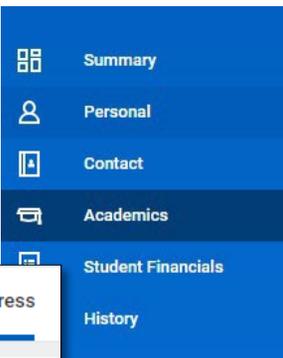


## STAFF

### View Academic Progress

1. Search for the student using the student's name or PSC ID number in the search bar, found at the top of your Workday screen.
2. Choose the student's *Student Profile*.

TIP: Type **Student:** followed by a name for quick search results.



**Notes:** If they are a student assistant or PSC employee, they will have two profiles, employee and student. Click *Student* under *Categories* to narrow your search results.

3. Click *Academics*.
4. Click on the *Academic Progress* tab.

### Review Student Competencies

1. From the Student's Profile, click *Academics*.
2. Click on the *Competencies* tab.

Here you can view any entered competencies for the student.

### Review Completed Programs

1. From the Student's Profile, click *Academics*.
2. Click on the *Completed Programs* tab (if this tab is not visible, the student has not completed any programs).

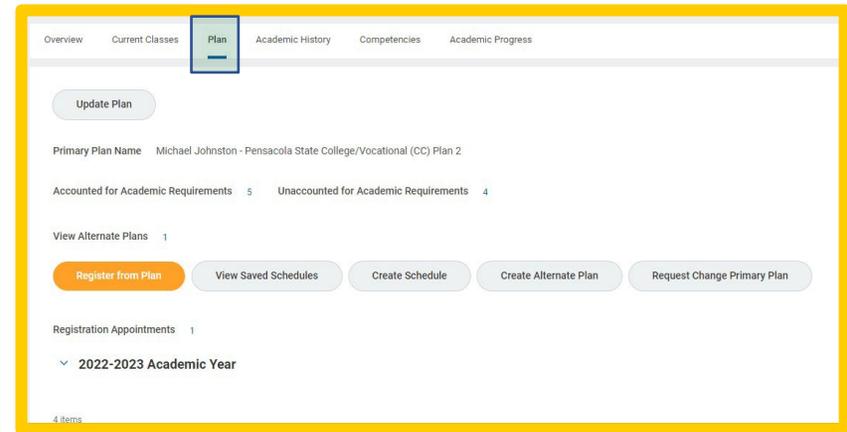
### Review Student Academic History

1. From the Student's Profile, click *Academics*.
2. Click on the *Academic History* tab.

The student's *Academic History* will display based on *Program of Study*, *Academic Year*, and *Academic Period*.

### Review Student Plan

- From a student profile, click *Academics*.
- Click on the *Plan* tab.



Here an advisor can update, register, and edit a student's plan.

### Review Current Classes

- From a student profile, click *Academics*.
- Click on the *Current Classes* tab.

