The Viewer Role is for advisors. Within this role you are able to view a student's Action Needed, In Review, and Approved tabs. The landing page will look like the screenshot below. If you are also an evaluator you can use the "Change Role" link to switch between the two.

RANSFER COURSE EVALUATIO	N				
	Change	<u>role</u>	<u>Help</u>	<u>Logout</u>	
If you have questions regarding this fo	rm, contact the Office of the University Registrar at (302) 831-2131 or email transfercred	<u>t@udel</u>	l.edu.		
Symbol key: * Required information,	Error				
Identify student					
Student name: *	Enter all or part of the name or UD email address, then choose the				
	appropriate person from the list displayed.				
	Next step →				

To view the student's information you can use: the student's name, first part of the email address, or student UD ID number.

The student's page should looking something like this:

Viewing	a student: AG Test Pe	cord Pagistrar(71000001	<u>Choose another student</u>	Change role Help Logout		
viewing	y student. Ad lest ke	cold Registral (710000001)			
If you have	e questions regarding this form,	contact the Office of the University Re	gistrar at (302) 831-2131 or email <u>tra</u>	nsfercredit@udel.edu.		
Action	needed In review App	roved				
Action						
				Search:		
	Action	School 14	Course 11	Last review		
٢	View	Delaware Technical/CC	ART 109 Drawing	Not reviewed yet.		
•	View	Delaware Technical/CC	ENG 102 Composition & Research	Not reviewed yet.		
٢	View	Delaware Technical/CC	Not entered yet.	Not reviewed yet.		
Showing 1	to 3 of 3 results.	1	1			

If any of the highlighted tabs are missing, it is likely that the student does not have anything within those tabs. For instance if a student does not have any 166T courses, or courses they've started a course evaluation process for, there may not be an Action Needed tab.

The **Action Needed** tab will have all 166T courses that are on the student's record as well as any forms they have created but not submitted.

The In Review tab will have courses submitted that are awaiting approvals.

The **Approved** tab will have all courses approved which should also be on the student's record already, as the courses will only appear in this tab once processed through the Registrar's Office.

To switch between student pages, use the "Choose another Student" link (highlighted below):

Viewina	student: AG Test Red	ord Registrar(71000000	Choose another student	Change role Help Logout							
If you have o	you have questions regarding this form, contact the Office of the University Registrar at (302) 831-2131 or email <u>transfercredit@udel.edu</u> .										
Action ne	eded In review Appr	oved									
	Search:										
	Action	School	Course 1	Last review							
•	View	Delaware Technical/CC	ART 109 Drawing	Not reviewed yet.							
٢	View	Delaware Technical/CC	ENG 102 Composition & Research	Not reviewed yet.							
•	View	Delaware Technical/CC	Not entered yet.	Not reviewed yet.							

Showing 1 to 3 of 3 results.