

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.

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 look something like this:

	Action	School	Course	Last review
+	<a href="#">View</a>	Delaware Technical/CC	ART 109 Drawing	Not reviewed yet.
+	<a href="#">View</a>	Delaware Technical/CC	ENG 102 Composition & Research	Not reviewed yet.
+	<a href="#">View</a>	Delaware Technical/CC	Not entered yet.	Not reviewed yet.

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):

[Choose another student](#) [Change role](#) [Help](#) [Logout](#) 

Viewing student: AG Test Record Registrar(71000001)

If you have questions regarding this form, contact the Office of the University Registrar at (302) 831-2131 or email [transfercredit@udel.edu](mailto:transfercredit@udel.edu).

**Action needed** [In review](#) [Approved](#)

Search:

	Action	School	Course	Last review
	<a href="#">View</a>	Delaware Technical/CC	ART 109 Drawing	<i>Not reviewed yet.</i>
	<a href="#">View</a>	Delaware Technical/CC	ENG 102 Composition & Research	<i>Not reviewed yet.</i>
	<a href="#">View</a>	Delaware Technical/CC	<i>Not entered yet.</i>	<i>Not reviewed yet.</i>

Showing 1 to 3 of 3 results.