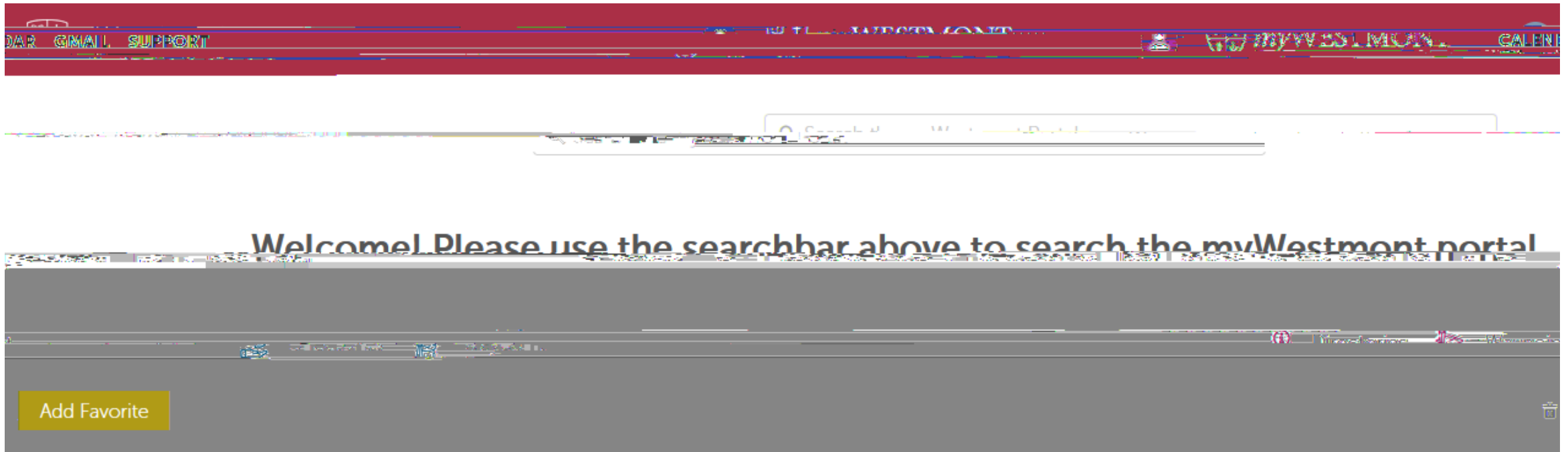


WAYPOINT TRAINING

VIEWING STUDENT GRADES

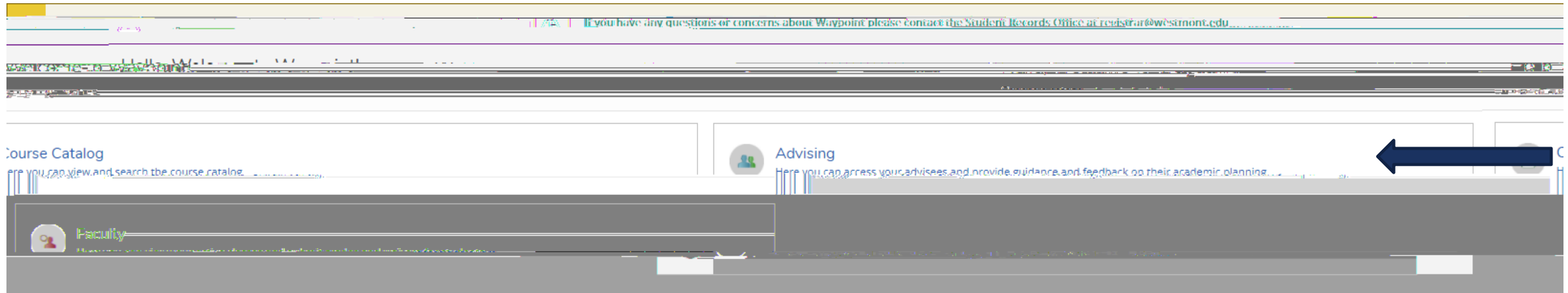


NAVIGATE TO MY.WESTMONT.EDU



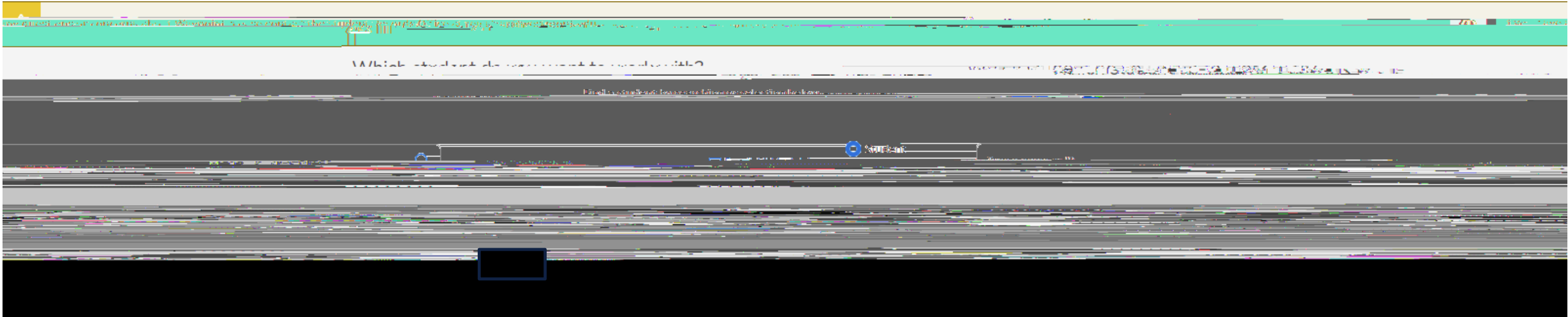
Navigate to my.westmont.edu and click on the Waypoint link

WAYPOINT MAIN LANDING PAGE



This is the main landing page for Waypoint. Click on Advising.

ADVISEE LANDING PAGE



Locate one of your advisees in the list and click on View Details.



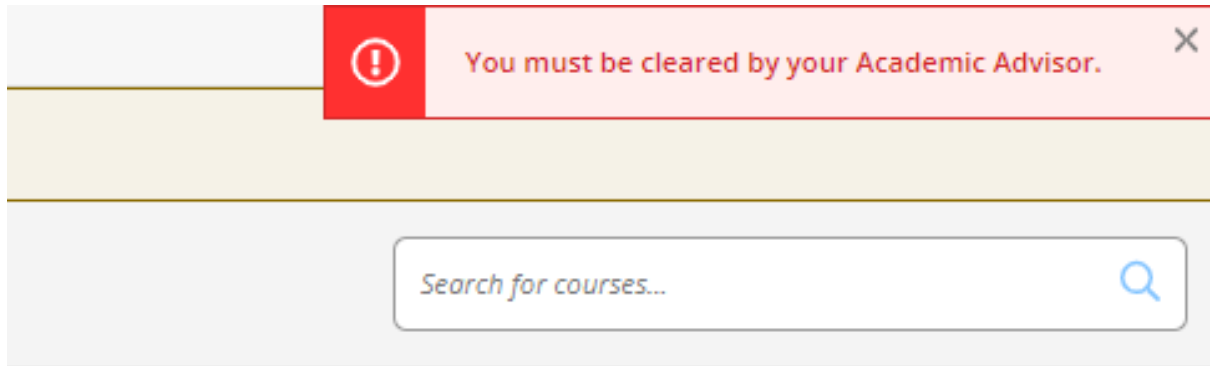
ADVISEE HEADER PAGE DETAILS

The screenshot shows the 'Advisee Details' page for a student. At the top, there is a navigation bar with the email 'registrar@westmont.edu' and a contact instruction: 'If you have any questions or concerns about Waypoint please contact the Student Records Office at'. Below this is a breadcrumb trail 'Advisee Details' and a green link '< Back to Advisees'. The main content area displays a student's profile with a blacked-out photo, name, ID number, and email address. Three blue arrows point to these fields. Below the profile, there is a section for 'Declared Majors and Minors' and 'Assigned Advisors', with another blue arrow pointing to the 'Assigned Advisors' section. A 'View Full Profile' link is visible at the bottom left.

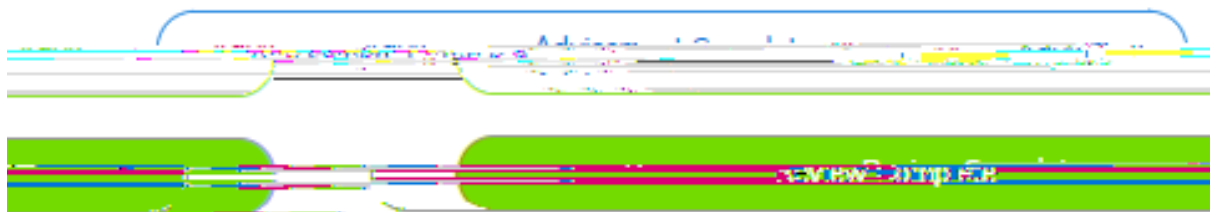
Note you can see the student's picture, name, ID number, and Westmont email address.

You can also see their declared majors and minors as well as their assigned advisors.

ADVISEE HEADER PAGE DETAILS



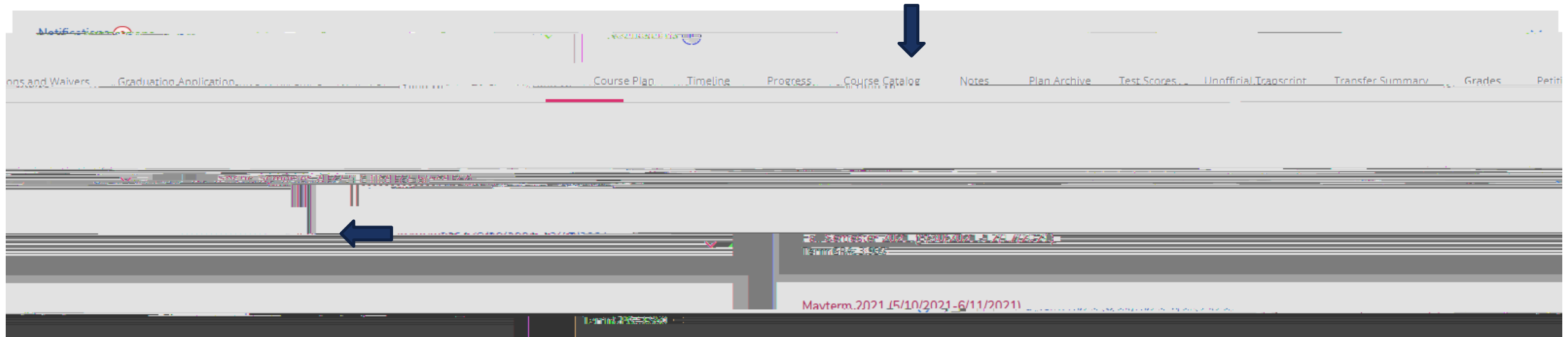
Students needing advisor clearance will have a warning note in the upper right hand corner.



You can clear your advisee to register by clicking on the Advisement Complete button.



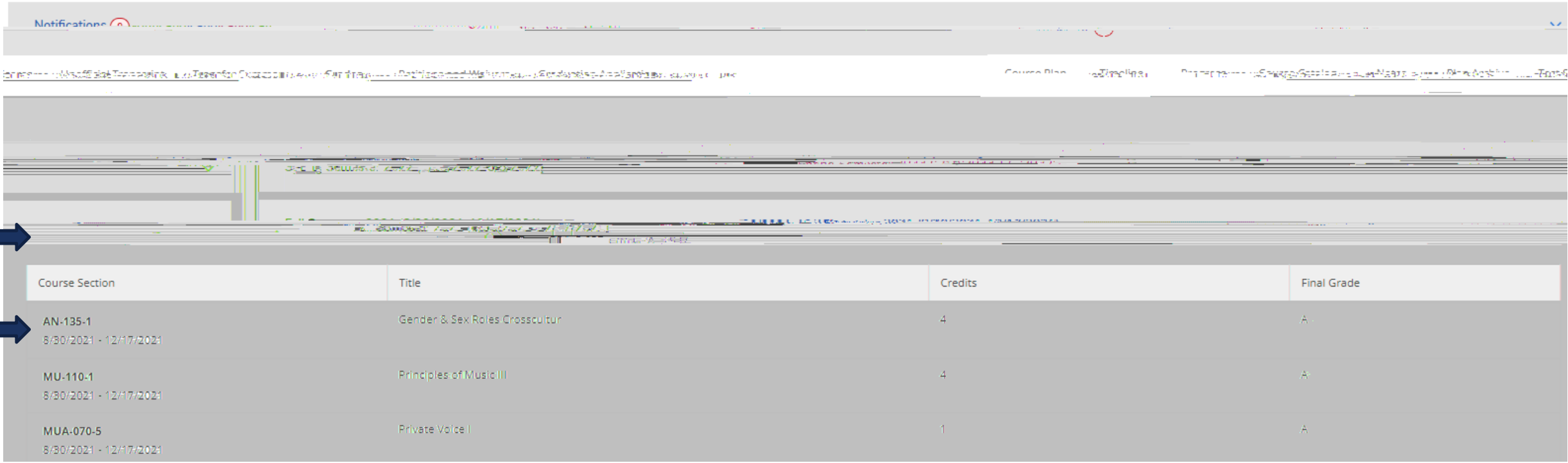
GRADE SUMMARY DETAILS



Under Grades you can see all of the grades received each term for the student.

Click on each term to view details.

GRADE SUMMARY DETAILS



The screenshot shows a student's grade summary page. At the top, there are navigation tabs for 'Notifications', 'Course Plan', 'Timeline', and 'Program'. Below these is a table with the following columns: 'Course Section', 'Title', 'Credits', and 'Final Grade'. Three course sections are listed in the table, each with a blue arrow pointing to its 'Course Section' cell.

Course Section	Title	Credits	Final Grade
AN-135-1 8/30/2021 - 12/17/2021	Gender & Sex Roles Crosscultur	4	A-
MU-110-1 8/30/2021 - 12/17/2021	Principles of Music III	4	A-
MUA-070-5 8/30/2021 - 12/17/2021	Private Voice I	1	A

You can see the term GPA as well as the individual grades for each course.