FIND STUDENT INFORMATION
(Classes student has taken, grades, phone number, etc.)

1. Log on to MyCSN. Make sure you have clicked Faculty tab, click on Enter Faculty Self Service

2. On side panel, click on Campus Community:

3. Click on Student Services Ctr (Student):

4. Type in the Last Name and other information you might have to narrow the search. Click Search button:
5. If you just entered the Last name it will give you hundreds of names! You can click on the Name link to put it the list in alphabetical order by first name:

Total records
To go to the next page of names, click on the next button

6. This screen will display when you click on the student’s name. You will see the student’s first and last name and NSHE number. Scroll to the Personal Information box to look at address, phone number and e-mail address. Note: I deleted that information to protect the innocent.

Class schedule
Address, phone, and e-mail will show
7. Want to know what classes the student has taken? In the Academics box click on the down arrow and choose Course History. Click the go button.

8. Shows all the classes students has taken, the grades and what class(es) student will or is taking:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term</th>
<th>Grade</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 112R</td>
<td>Networking</td>
<td>2011 Spring 11</td>
<td>AU</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>CIT 151</td>
<td>Beginning Web Development</td>
<td>2009 Spring</td>
<td>AU</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>CIT 202R</td>
<td>Excel Certification Prep</td>
<td>2004 Fall</td>
<td>A</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>CIT 203R</td>
<td>Access Certification Drop</td>
<td>2005 Fall</td>
<td>AU</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>COT 208</td>
<td>Tablet Comp Voice/Handwr</td>
<td>2004 Spring</td>
<td>A</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>CUL 125</td>
<td>Principles of Baking</td>
<td>2005 Fall</td>
<td>AU</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>CUL 175</td>
<td>Cakes Design</td>
<td>2003 Fall</td>
<td>A</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>FLOR 102</td>
<td>Introduction to Floral Design</td>
<td>2011 Spring</td>
<td>AU</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>FLOR 204</td>
<td>Traditional Weddings</td>
<td>2011 Fall</td>
<td></td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>
9. If you want to know more about the class (does it transfer, etc.), in the Description column, click on the class:

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</tbody>
</table>

10. This will show:

My Course History

Course Detail

Return to My Course History

CIT 112R - Networking

Course Detail

Career: Undergraduate
Units: 3.00
Grading Basis: Graded
Course Components: Lecture Required
Campus: College of Southern Nevada
Academic Group: Advanced & Applied Technology
Academic Organization: Computing and Engineering Tech

Condition Information

Typically offered: Spring, Summer and Fall
Course Attribute: Non-transferable for a NSHE baccalaureate degree

Description

NETWORKING +

11. To exit, scroll to the bottom and click Return to My Course History:

12. To go back, click Cancel

13. To return to the Search window, scroll to the bottom and click on Return to Search button:

14. To log off, at top of screen, click Sign out: