

Viewing a List of All Courses and Grades for a Student by Term Using SHACRSE

Course Summary Form:

Use the Course Summary form (SHACRSE) to view a student's list of courses and grades sorted by term. This form only displays posted courses and grades. Transfer credits do not display in this form.

1. Open the **Course Summary** form by typing **SHACRSE** in the **Direct Access** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.
2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.
4. Press the **[Tab]** key on the keyboard to navigate to the **Term** field. If the **Term** field is left empty, Banner will display all courses with grades since the student was admitted. If a term code is in the **Term** field, Banner will display all courses with grades for a single term.

Term Field:
If the Term field is left blank, it will display all undergraduate and graduate courses if applicable.

Term: [Dropdown menu]

Select Column:
Opens a maintenance form used by Records & Registration.

Select	Term	Course	Grade	Mode	Repeat	Course Title
[Icon]	200540		A	N		Multimedia
[Icon]	200540		A-	N		Issues & Em
[Icon]	200530		A	N		Reads in C
[Icon]	200520		A	N		Curriculum
[Icon]	200520	1	A	N		Adv Techn I
[Icon]	200510	1	A	N		Design&Use
[Icon]	200430	2	A	N		Industr Des&D
[Icon]	200430	1	A-	N		Psych of Ad
[Icon]	200430		A	N		Technology
[Icon]	200430		B+	N		Tech & Stud

Grade Column:
Use the Grade column to view the student's grade for a section.

Rpt? Column:
If the class has been repeated, it is either:
I: Included in GPA and credit hours
E: Excluded in GPA and Credit hours
Blank: Not a Repeat

Term Code, press Select button or DUP RECORD on desired line for course details.
Record: 1/10 | | | List of Valu. | | <OSC>

5. Click the **Next Block** icon on the toolbar to populate the **First Information** block.
6. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.