

Easy Access to GradTracker and BannerWeb

How to Access Advisee Information Using BannerWeb

View a list of your current advisees using BannerWeb:

1. Click on the “Faculty Services” tab
2. Click “Advisor Menu”
3. Click “View Your Advisee Listing”

You should be able to access your advisees’ basic information, email addresses, and transcripts using the above process.

Please note: As of January 20, 2022, faculty have reported being unable to find their 1L advisees using the above tried-and-true method. Janice Craft has contacted the registrar’s office to report this issue and is awaiting a response.

How to Access Advisee Information Using GradTracker

GradTracker is a very useful tool. You can use GradTracker to check your advisees’ progress toward graduation requirements, view their enrollment history, and view their grades and GPA.

Note: Students also have access to GradTracker.

There are at least a couple ways to access GradTracker. This is among the simpler methods:

1. Sign into Bannerweb
2. Click on the Faculty Services tab
3. Click on Advising Student Profile
4. Enter student name and select View Profile
5. On the Student Profile page that pops up, you’ll see a link to GradTracker on left side of screen. Click it, and the student’s GradTracker page should pop right up.