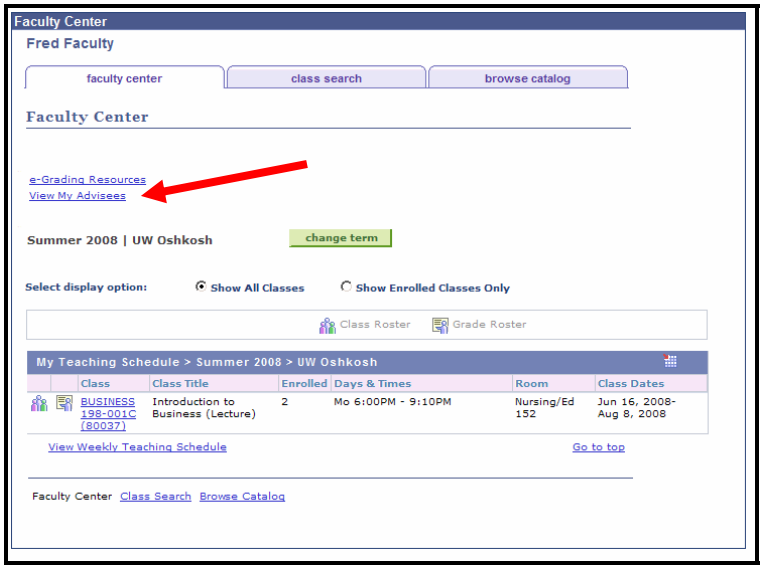
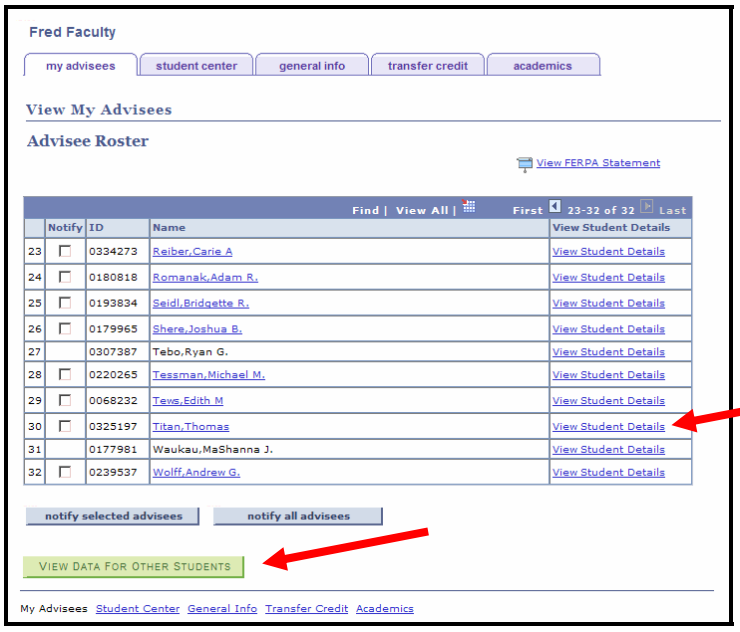
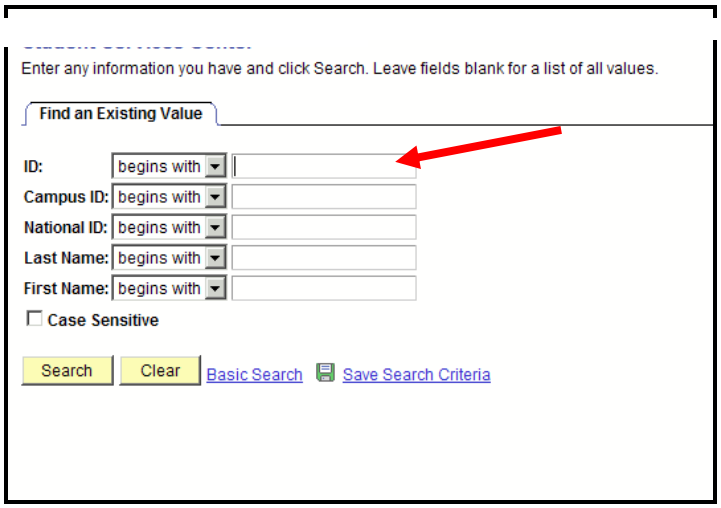
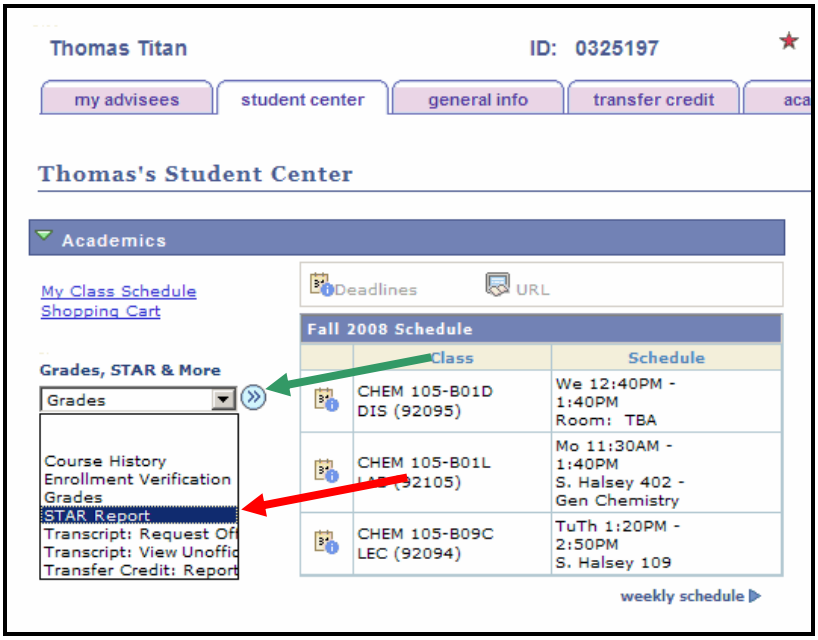
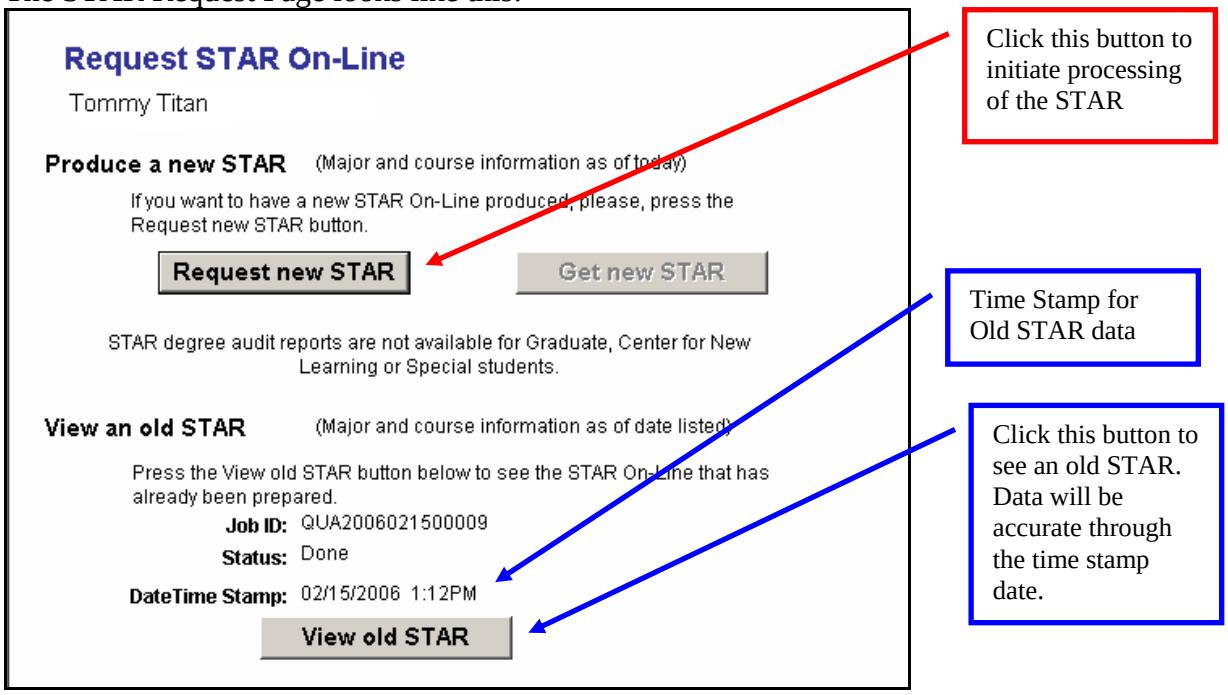
View a STAR Report from Titan Web: Advisor View

Step	Action	Result
1.		
2.	From the Faculty Center Page shown above, click on **View My Advisees**	The Advisee Roster will display
3.		
4.	Select View Student Details - OR - **View Data For Other Students** **Note:** If you have a large number of advisees you may find selecting **View Data For Other Students** more useful.	A list of all assigned advisees will be returned. A search page will display if you select **View Data For Other Students**

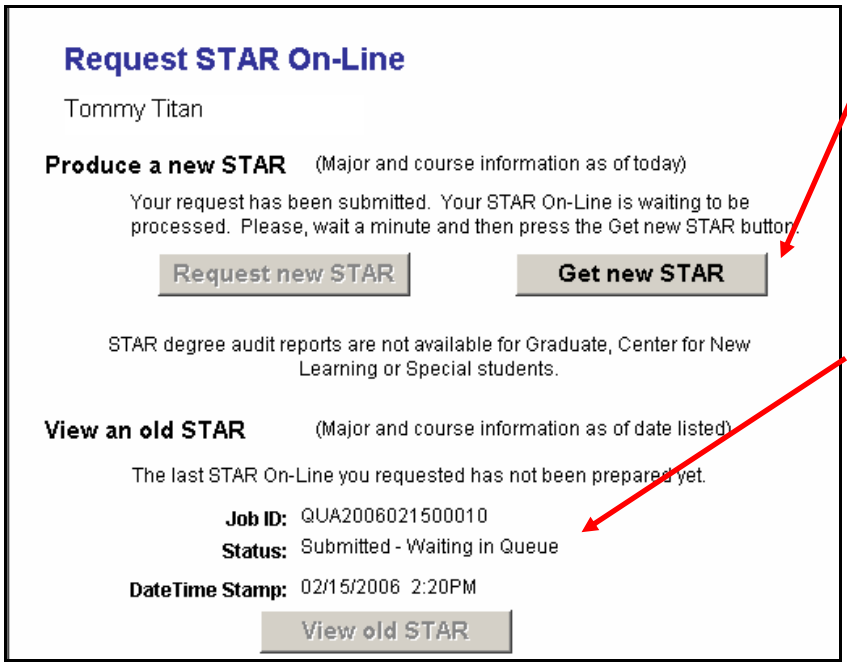
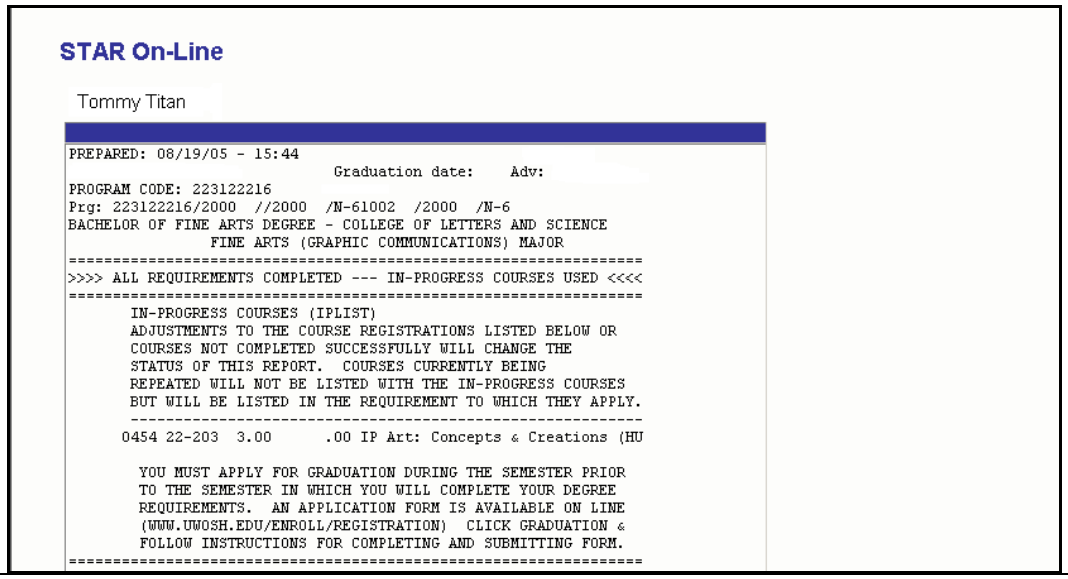
Step	Action	Result
5.	If you selected **View Data For Other Students.** If you picked a student from the Advisee Roster proceed to step 7 	
6.	Enter the Student's ID in the ID box on top or search by Name.	The student you wish to view will be activated
7.		
8.	Select **STAR Report** from the **Grades, STAR & More** drop down box. (red arrow) Click the Go Arrow (green arrow) **Special Note:** The other items on the drop-down list are also active.	The list of options will display as a drop-down list.

<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>9.</td><td colspan="2">The STAR Request Page looks like this:
 
</td></tr>
<tr><td>10.</td><td>Produce a new STAR section
To get a STAR with current information:
• Click on the Request new STAR button.
• The processing status of your request is now displayed in the View old STAR section of the page.
• Wait about 30 seconds and click on the Get new STAR button.
• If the STAR does not appear wait 30 seconds and try again.
• The audit to will return to your screen.

View an old STAR section
To view a STAR that has already been processed with the data current as of the Time Stamp:
• Click on the View old STAR</td><td>Special note about the data contained in your STAR:

Your course history, major, grades and other data needed by your STAR is refreshed only when you process a New STAR. It is recommended that you use the Request new STAR button in most cases to be sure that the data is as up to date as possible

The View old STAR button exists to give you a back-up copy of the STAR. This option should only be used if you are absolutely sure the have not been any changes to the students’s record since the Time Stamp date or if there is some technical problem that prevents a new STAR request from finishing its processing.</td></tr>
</table>

Step	Action	Result
11.		Click to view your new STAR. You must click this button to see the STAR it will not automatically appear on your screen. When the Get new STAR button is active, the processing status of your request is displayed here. Clicking the Get new STAR will refresh the status or return the new STAR to the screen.
12.