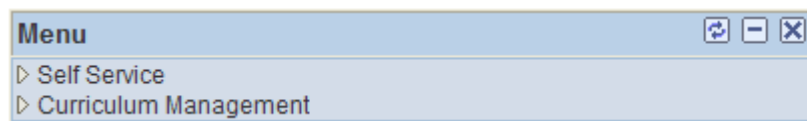


Academic Self Service

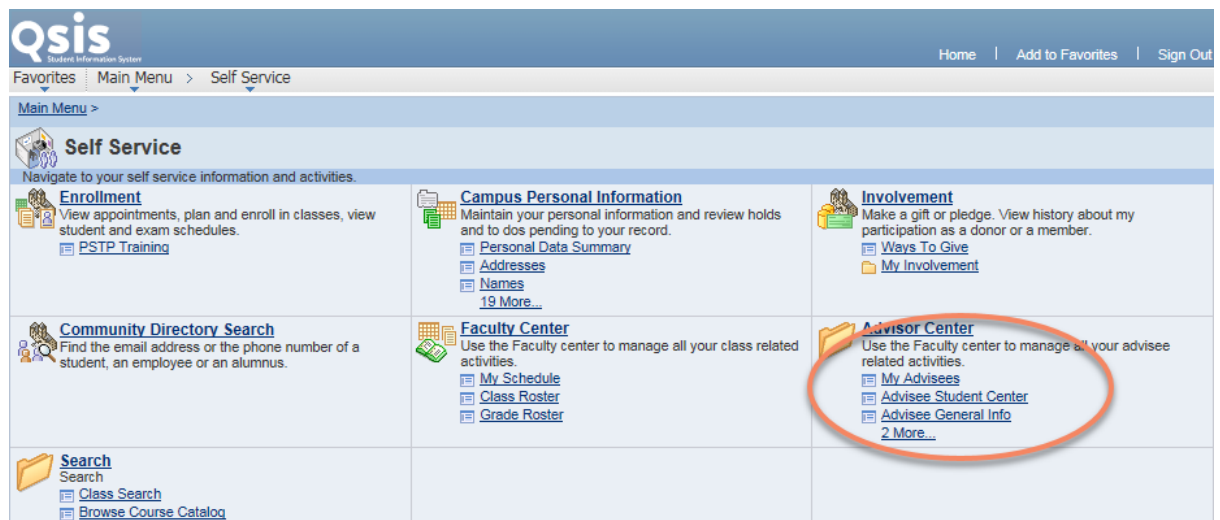
Student Information

Viewing student information on Qsis

1. Go to Qsis (<https://qsis.gub.ac.uk>) and login using your QoL username/password.
2. Under **Main Menu** click **Self Service**



3. Click on **Advisor Center** → **My Advisees**



4. This will list any active students that are attached to you in Qsis in any capacity e.g. Advisee, Personal Tutee, PhD Students etc.

5. To access a student's Academic Record (which is a transcript with more information than what is printed on the official/unofficial transcript) select **"View Academic Record"**. A separate window will open with a PDF file (please ensure that pop-ups are permitted in your browser).

Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

academics

My Advisees

Select display option: ☒ Link to Photos ☐ Include photos in list

	Notify	Photo	Name	ID	View Student Details	View Academic Record
1	<input type="checkbox"/>		Bo	402	View Student Details	View Academic Record
2	<input type="checkbox"/>		Ch	401	View Student Details	View Academic Record
3	<input type="checkbox"/>		De	402	View Student Details	View Academic Record
4	<input type="checkbox"/>		Dh	402	View Student Details	View Academic Record

6. To access personal student information click on **View Student Details**

Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

academics

My Advisees

Select display option: ☒ Link to Photos ☐ Include photos in list

	Notify	Photo	Name	ID	View Student Details	View Academic Record
1	<input type="checkbox"/>		Bo	402	View Student Details	View Academic Record
2	<input type="checkbox"/>		Ch	401	View Student Details	View Academic Record
3	<input type="checkbox"/>		De	402	View Student Details	View Academic Record
4	<input type="checkbox"/>		Dh	402	View Student Details	View Academic Record

7. From **Student Centre** you can view classes, addresses, phone numbers, emails, emergency contacts and view transcripts and Academic Records.

Faculty Center		Advisor Center		Search	
my advisees	student center	general info	transfer credit	academics	

Advisee Student Center

*Change Advisee

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic...

[View Academic Record](#)
[View Unofficial Transcript](#)
[Register for Resit Exams](#)
[View Unofficial HEAR](#)

Deadlines

URL

Descr

View Class Activities - Action Required

This Week's Schedule	
Class	Schedule
RES R013-ADV ADV (11058)	Room: TBA
RES R014-ADV ADV (11059)	Room: TBA
RES R015-ADV ADV (11060)	Room: TBA
RES R016-ADV ADV (11061)	Room: TBA
RES R017-ADV ADV (11062)	Room: TBA
RES R018-ADV ADV (11063)	Room: TBA
RES R019-ADV ADV (11064)	Room: TBA
RES R020-ADV ADV (11065)	Su 00:00 - 00:00 Room: TBA

[weekly schedule](#) ▶

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

Secondary Supervisor
Sa

Principal Supervisor
Lo

RSL Panel Member
Ri

[details](#) ▶

Viewing Data for other Students

Under GDPR it is no longer possible to view data for students who are not directly attached to your account or your advisees who have been 'Completed' (graduated) in Qsis.

However, if you are writing a reference for a completed student **who you have previously taught** then you can still find their transcript through any class they have attended **in a previous term**.

1. To view class lists from a previous term, click on the **Faculty Center** tab from the Advisor Center or from the **Main Menu**, select **Self Service → Faculty Center**.

Faculty Center

Advisor Center

Search

2. This will, by default, show the current term or the last term you viewed. Click the green **Change Term** button.

Faculty Center

My Schedule

Academic Year 2018/19 | Queen's University Belfast [change term](#)

3. You will see a list of academic years. This will vary in length depending on how many years you have been attached to classes in Qsis. **Select the appropriate year** and click **Continue**.

Faculty Center

Select Term



[View FERPA Statement](#)

CONTINUE

Select a term then select Continue.		
	Term	Institution
<input type="radio"/>	Academic Year 2018/19	Queen's University Belfast
<input type="radio"/>	Academic Year 2017/18	Queen's University Belfast
<input type="radio"/>	Academic Year 2016/17	Queen's University Belfast
<input type="radio"/>	Academic Year 2015/16	Queen's University Belfast
<input type="radio"/>	Academic Year 2014/15	Queen's University Belfast
<input type="radio"/>	Academic Year 2013/14	Queen's University Belfast
<input checked="" type="radio"/>	Academic Year 2012/13	Queen's University Belfast
<input type="radio"/>	Academic Year 2011/12	Queen's University Belfast

CONTINUE

4. To access a class roster (class list) click on the **class roster icon** 

Faculty Center

Advisor Center

Search

my schedule

class roster






Faculty Center

My Schedule





Academic Year 2012/13 | Queen's University Belfast [change term](#)






[View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only








Icon Legend:  Class Roster  Grade Roster  Gradebook  Assignments  Learning Management

My Teaching Schedule > Academic Year 2012/13 > Queen's University Belfast

View All   First  1-5 of 5  Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 PAI 1009-LT01 (18977)	Britain and Ireland in Compara (Lecture)	182	Mo 11:00 - 12:00	Physics/LARM	Jan 28, 2013-Mar 18, 2013
 PAI 2013-LT01 (17037)	Irish Politics (Lecture)	58	Mo 14:00 - 15:00	6 University Square/G05	Jan 28, 2013-Mar 18, 2013
 PAI 2045-LT01 (19764)	The Politics & Economics (Lecture)	28	Th 11:00 - 12:00	26 University Square/01/005	Jan 31, 2013-Mar 21, 2013
 PAI 7006-SM01 (20157)	Ireland and Europe (Seminar)	17	Tu 19:00 - 21:00	Peter Froggatt Centre/03/006B	Jan 29, 2013-Mar 19, 2013
 PAI 7022-SM01 (20220)	The Politics of the Republic o (Seminar)	12	Th 17:00 - 19:00	25 University Square/01/011	Feb 7, 2013-Mar 21, 2013

5. The class list will display. You can click on the **Academic Record** link to view the appropriate Academic Record, including for any completed students.

Enrolled Students							Find		First		1-182 of 182		Last
	Notify	Photo	ID	Email	Name	Grade Basis	Units	Program and Plan	Level	Academic Record			
1	<input type="checkbox"/>		40			Graded	20.00	Law - UG - LLB (MM) Law	1st Year	Academic Record			
2	<input type="checkbox"/>		40			Graded	20.00	Law - UG - LLB (MM) Law	1st Year	Academic Record			
3	<input type="checkbox"/>		40			Graded	20.00	Politics - UG - BA (S) Politics	1st Year	Academic Record			
4	<input type="checkbox"/>		40			Graded	20.00	Law - UG - LLB (MM) Law	1st Year	Academic Record			