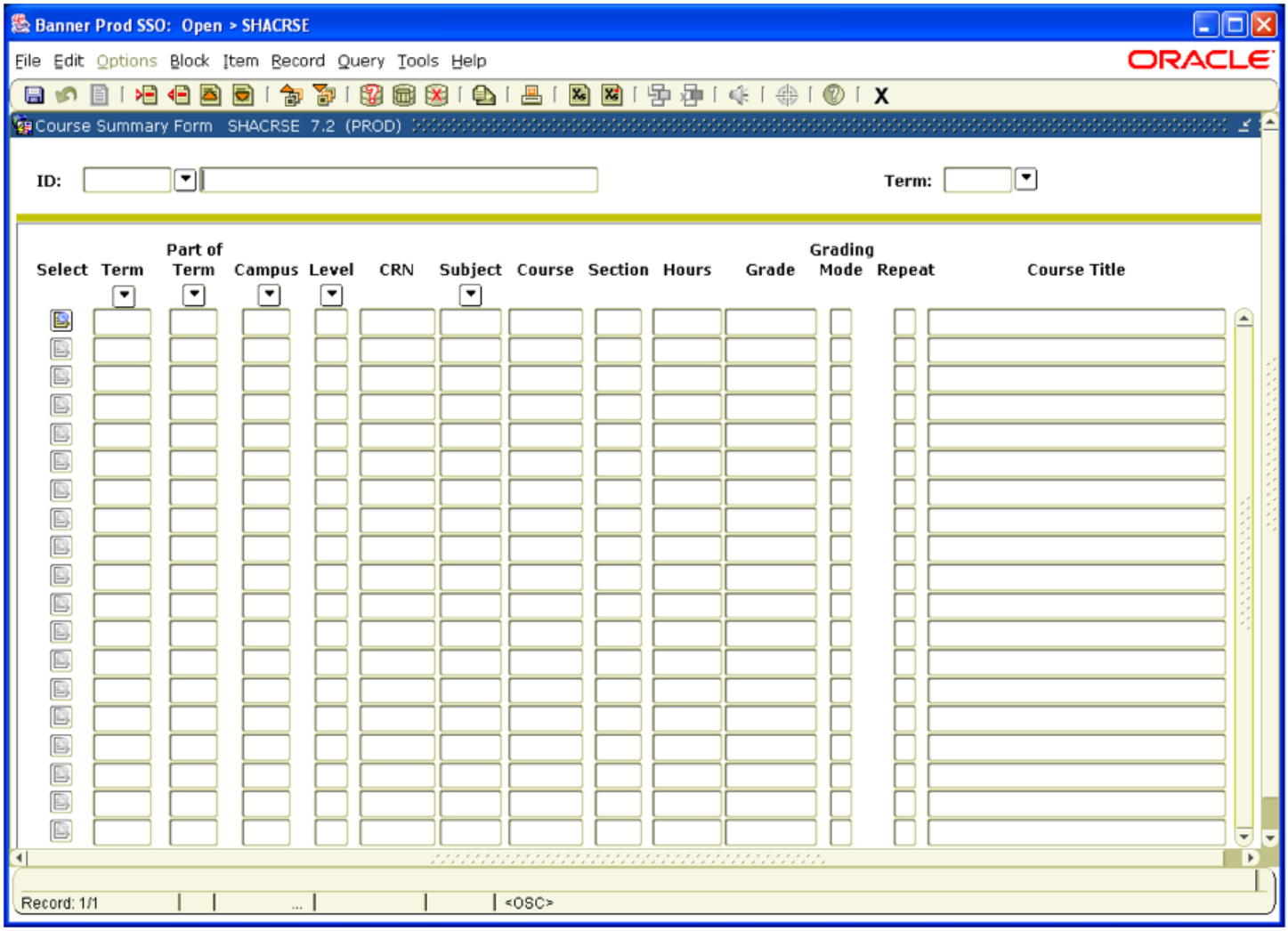
# Viewing a Student's Course History

URSA

1. Log on to Ursa at **http://ursa.unco.edu** using your network user name and password.
2. Access **Banner Production** via the link under your **Employee** tab.
3. Go to **SHATERM** using the **Go To** field.
4. Enter the student's Bear Number in the **ID** field.
5. You can enter a term in the **Term** field (or use the **Term** drop-down menu) if you are looking for a student's institutional academic history in a particular term, or you can leave it blank, which will show you all of a student's institutional academic history in term order.
6. Perform a **Next Block** using the **Block** icon or the **Block** drop-down menu in the tool bar, or by using the shortcut keys: **Ctrl + Page Down**.




***This and other Ursa help sheets are available at www.unco.edu/aboutursa or in the Help Sheets channel of the Help tab in Ursa.***

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