

Advisee Search

When an Advisor clicks on the Advisee Listing link, a search page will open. They can then select the term they want to see information for and either search for a specific student or see a list of all their Advisees.



Advisee Search

**The text to the right of the screen gives instructions for how to use the page. You can hide the text by clicking on the triangle icon in the middle of the border separating the text from the rest of the page, or you can adjust the size of the instructions by dragging the border to the left or right.*

You have the option of searching by the Student ID, any email address that is in Banner, or the student name (last name, first). When you search by name, partial matches will start to display after typing the first three letters of the last name and change as you enter more characters. The list will include inactive as well as active students. If typing in an ID, you will need to hit "Tab" on your keyboard to have the student populate.

After selecting the student, you want, the View Profile button will become active.

Change term, search for a student, or view your advisee listing

Term
 Fall 2017

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student Name

Search Fall 2017

Student

Student: Joe A.
ID: V00
Email: test1@vandals.uidaho.edu

Student: Joe B.
ID: V00
Email: test2@vandals.uidaho.edu

Student: Joe C.
ID: V00
Email: test3@vandals.uidaho.edu

Student: Joe D.
ID: V00
Email: test4@vandals.uidaho.edu

To search for a student enter their name: Last, First Middle e.g. Smith, John Martin

If you want to select one of your current advisees, or work with a subset of your advisees, you can click on the View My Advisee Listing link next to the View Profile button. The Advisee Listing page lists all of your advisees as of the term you selected on the Advisee Search page. By default, ten advisees are shown on each page, and you can change this to fifteen or twenty students per page, see the number of pages, and move between them or jump to the first or last page. In the images used in this manual, student photos are not included; in the active application, you will be able to see a photo of each of your advisees if one is available.

Advising > Advisee Search > Advisee Listing

Advisee Listing

Fall 2017 Email All Filter

Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds
Hude, Christopher Gene V00 View Profile	Bachelor of Science - S.	Mathematics-App St.	Good Standing	Active student	New Freshman From HS	
Student, Joe A. V00 View Profile	Bachelor of Science - C.	Psychology	Good Standing	Active student	Continuing Student	✓
Student, Joe B. V00 View Profile	B.S. Exercise Sc & Hea.	Exercise Science & H.	Good Standing	Active student	Continuing Student	✓
Student, Joe C. V00 View Profile	B.S. Exercise Sc & Hea.	Exercise Science & H.	Good Standing	Active student	Continuing Student	✓
Student, Joe D. V00 View Profile	B.S. Mechanical Engine.	Mechanical Engineer...	Good Standing	Active student	Continuing Student	✓

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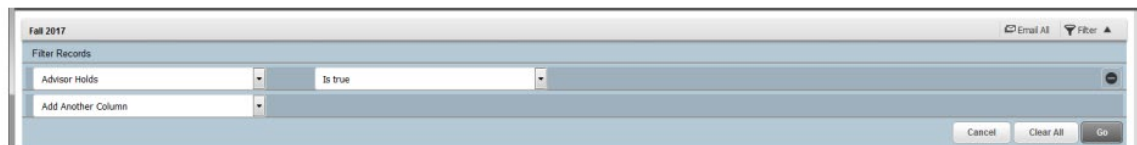
Advisee Listing

The Advisee List page contains overview information about all advisees that are assigned to you in the selected term.

You can sort your advisees by clicking on the column you want to sort by. Clicking on the column again reverses the sort order. You can rearrange the columns by dragging them to the left or right. However, the sort and new column order only apply to the current session.

Filtering Your Advisee List

You can filter your advisee list by clicking the Filter icon in the upper right corner of the bar above the column names. The resulting dropdown section will allow you to filter your advisee list by last name, first name, or middle name, as well as all the available columns. You can filter by more than one column if desired. After selecting your filter criteria, click on the Go button to filter your advisee list. You can clear your current filters by clicking on the Clear All button, or cancel your filter.



When you have an active filter, the number of records found and a list of the current filters is displayed above the list of columns. You can remove an individual filter element by clicking on the x in the tab displaying the filter element. You can remove all your filters by clicking on the Remove Filter button.

Email All Advisees

Clicking on the Email All button next to the Filter button will open an email using your default email application, with your advisees listed in the BCC column. Any active filter affects the advisees listed. For example, you could send an email to all of your advisees who still have an active Advisor Hold, by filtering on that column and then clicking on the Email All button.

Export Advisee List to Excel

If you click on the gear icon in the upper right of the page, just to the left of your name, you will be able to export your advisees as an Excel spreadsheet. You can export the list in either the newer Excel (xlsx) open file format, or the older (xls) proprietary file format. The export will include all the available columns in the list and will reflect any active filters.

