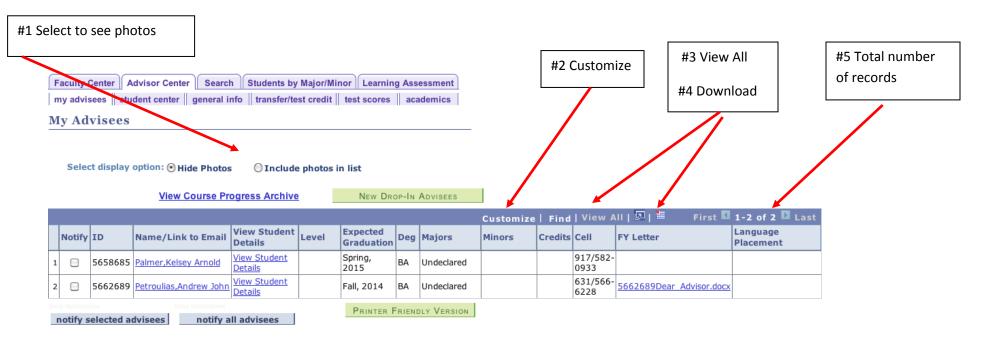
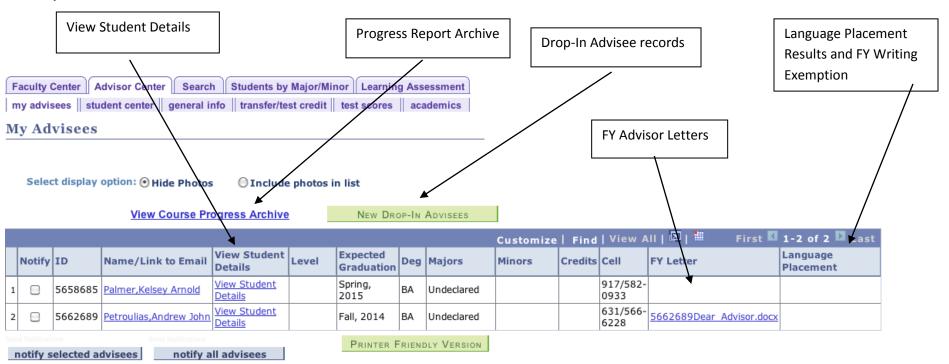
Advisee Roster Format-- Your Advisee Roster is similar to your class rosters.

- Photos: To see photos of your advisees, select the button labeled "Include photos in list"—Arrow #1.
- Select the Customize link to reduce the number of visible columns—Arrow #2.
- Be sure to select View All -Arrow #3-- if the chart is displaying only a portion of the total number of records--Arrow #5.
- To download the chart information to Excel, select the checkerboard symbol. Arrow #4
- Be sure to **scroll across the bottom** to see all available columns.
- To sort the information on the chart by a column title, select the blue column title you wish to use. Click twice to reverse the order—low/high or A/Z.



Using your Advisee Roster

- Email To send an email to ONE advisee, just select the student's name; to send an email to SOME but not all, check the boxes in the Notify column at the left and select the "notify selected advisees" button at the bottom; to send an email to ALL your advisees, just select the button at the bottom labeled "notify All Advisees."
- View Student Details: in addition to the information on the roster, use this link to reach each advisee's Student Center page where you can see information in the same way the student sees it: Class Schedule, Degree Requirements, Unofficial Transcript, Transfer/AP/Test report, cell phone numbers, etc.
- Progress Report Archive Since all progress reports your advisees have received are contained in this archive, there is no need to story the initial email messages you receive notifying you that a report has been logged.
- The Language Placement column also contains a notation if the student has been exempted from the First Year Writing Requirement.
- FY student Advisor Letters are available from the roster AND from the student's own Student Center page. See below on "View Student Details" link. If your computer blocks this from popping up, hold CTRL while you click on the file in this column.
- New Drop-In Advisees Select the button on this page to find similar information about students you are advising who are not assigned to you as advisees.



Student Center Information for each of your own Advisees or Drop-In Advisees

From the Drop-down menu select the item you want to see AND then select the "Go" button—Arrow #1." Here is a partial list of items you can access from this page:

Academic Requirements: This is the student's degree audit report organized by categories, e.g., Gettysburg Curriculum requirements or Major requirements.

Course History: shows course titles, term transferred/completed/in progress/planned and graded. You can sort the chart by selecting a heading or using the "sort" tool.

Transfer/Test Credit: use this tab to see AP credit and Transfer credit.

Exam schedule, Grades by semester, Language Placement Results, Unofficial Transcript. Transfer Credit Report -which also shows AP credit. See Arrow #3.

Planner: If the student makes use of the course planner, you will also be able to this information. The Planner allows students to organize course plans for several semesters.

PHONE NUMBERS and other info: General Info TAB—Arrow #2--select this TAB then select the blue link Phones to access ALL PHONE NUMBERS for DROP-IN Advisees or your

own. Cell phone numbers for your own advisees also appear on your Advisee Roster.

