Advisor Reports(My Advisees) Workspace

Purpose:

The Advisor Reports(My Advisees) workspace to complement Advisor Center for advisors with advisees assigned to them in Campus Solutions/SIS. Rather than searching for information one student at a time, these reports are to be used to find subsets of your advisees in order to facilitate targeted outreach in a timely manner. We believe that timely and meaningful advisor-advisee interactions can increase student growth and success.

How to access reports:

1. Log in to MyUNiverse from the University of Northern Iowa website.
2. Navigate to the “Reporting” Tab and look for a section labeled “My Workspaces”
   a. Note: you can add “My Workspaces” to your Reporting tab or your My Page tab by going in to “Personalize Content” link at the top of the tab.
3. Select “Advisor Reports(My Advisees)

What is included in Advisor Reports(My Advisees)

Several reports are included as Links within the workspace. From these links you can generate the list of your assigned advisees that meet the other criteria of that report. Data is real-time out of SIS.

NOTE: several reports prompt on term code. Term code is 4 characters; and the academic year has three terms, starting with summer term. You can overwrite what appears as a prompt.

- First 3 characters indicate calendar year (second number dropped): 2018 calendar year = 2018 or 218
- Last character is the term: 1 for summer, 2 for fall, 3 for spring
- Fall 2018 term code is 2182

Current reports are listed within the following folders:

1. **Advisee Lists: Currently Enrolled Advisees** - lists all of your current advisees enrolled in the prompted term. You may download in to an excel document.
2. **Advisee Lists: Enrolled Advisee Address** – includes addresses for your advisees.
3. **Test Scores: ALEKS Test Scores** – request for all of your advisees (do not change prompt), or enter one specific ID. Returns composite score or blank if no ALEKS on record for the student.
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4. **Semester Registration: Not Enrolled** – includes advisees eligible to enroll for the prompted term, but not yet enrolled. If student has been identified as not planning to return to UNI, and placed in the associated student group by the Registrar’s Office, the student will not display here.

5. **Semester Registration: Not Full-Time** – Returns assigned advisees who have enrolled for the prompted term, but are not enrolled for full-time hours.

6. **Academic Standing & Grades: Mid-Term Grades** – Returns current assigned advisees who have mid-term grade reports with grades less than B- for the prompted term. Mid-term grades will appear as soon as entered in to SIS, which may be 2-weeks before the deadline to submit.

7. **Academic Standing & Grades: Final Grades (C, D, F)** – Returns current assigned advisees final grades less than B- for the prompted term. Includes optional prompt to return only courses in a particular subject. Final grades are typically posted in SIS by the Thursday after finals week.

8. **Academic Standing & Grades: Academic Standing after Term** – Current advisees placed on an Suspension, Probation, Warning after prompted term of enrollment. Academic standing is placed on a term AFTER grades are posted. So enter a prior fall or spring term to return results.

9. **Academic Standing & Grades: Total Cumulative GPA** – Currently assigned advisees, enrolled for the prompted term to view their Current Major GPA (UNI and Transfer graded work attempted for the plan). You may enter a prompted GPA to return only advisees under that threshold.

10. **Academic Standing & Grades: Total Plan GPA** – Currently assigned advisees, enrolled for the prompted term to view their Cumulative GPA (UNI and Transfer graded work). You may enter a prompted GPA to return only advisees under that threshold.

**NOTES:**

- You may download report results in to Excel by clicking on the “Excel Spreadsheet” link above the results. From the spreadsheet you can filter and sort as needed.
- If you do not have access to one of the data elements within the report, when you try to run the report you will get an error message similar to this:

```
Access groups control which tables in the database you can run a query against. The specified record definition is not in any of the access groups to which you've been granted access.
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- If Campus Solutions does not find you as the advisor for a student’s most recent plan code, then it will not return results on this student.
- Most reports return results on advisees who are currently enrolled for the term entered. Additional criteria or explanation found by hovering cursor over the report name.

**Future Development Plans:**

i. Registration holds for advisees for prompted term
ii. Advisees grades in prompted courses (key milestone classes for plan)
iii. Transfer credit report for prompted advisee to include original title and term.
iv. Students enrolled in a course previously completed (duplicate credit)

*Questions, suggestions or problems can be communicated to michele.peck@uni.edu*