Advisor KNOW HOW: Advisor Reports(MyAdvisees) Workspace

Office of Academic Advising ITTC 007 / 319-273-3406 / academic-advising@uni.edu advising.uni.edu

Our focus will be on how to how advisors can use the workspace to manage their assigned advisee caseload in an intentional and proactive manner. Specifically:

- Resources available in the workspace
- Reports which return details about assigned advisees
- Tips on how to use report prompts and data
- Time for Q & A



^{*} This session will be recorded but not released on the website.

What is the Advisor Reports(My Advisees) Workspace?

- Complement to Advisor Center
- Available to advisors with assigned advisees
- Create efficiencies in your outreach efforts
- Up-to-date reports from Advisor Center information and most recent Advisement Report
- Result in timely and purposeful communication



Today's Agenda:

 How to Access the Workspace and Overview of Components

- Visit the live report links to show what is available to you
 - How to use prompts
 - Use cases
- Additional technology tips to increase your effectiveness

Q&A / Input into future development



Accessing Workspaces / Advisor Reports(My Advisees)

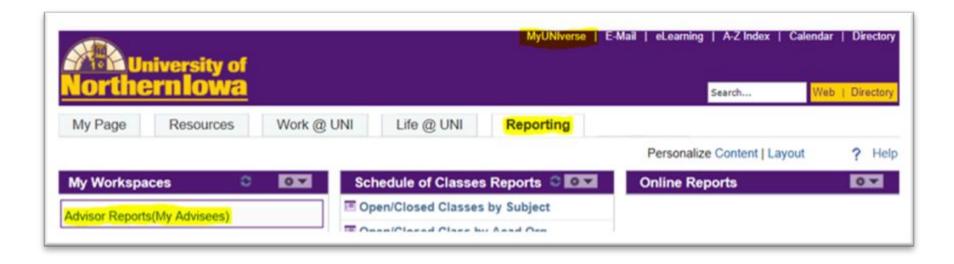


Finding the Advisor Reports(My Advisees)

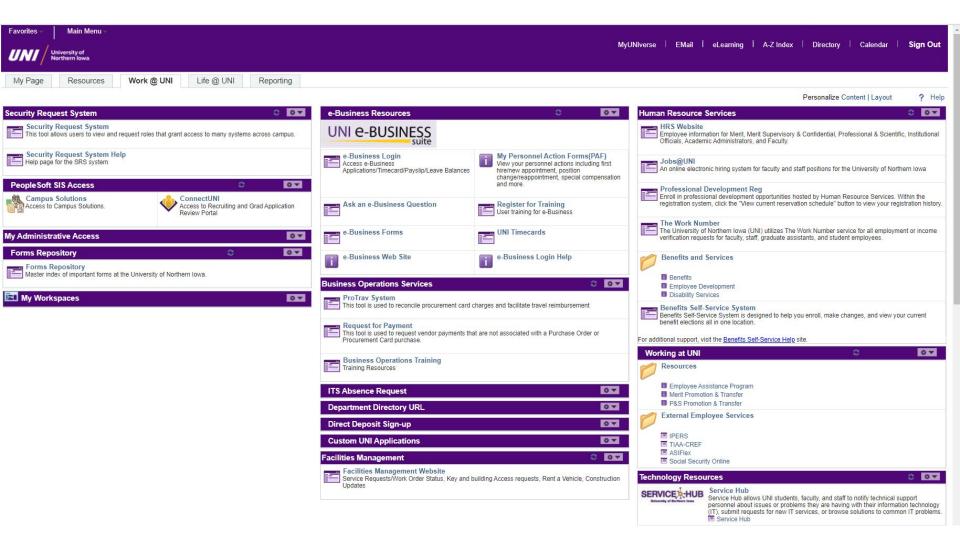
- MyUNIverse OR portal.uni.edu
 - Reporting Tab
 - My Workspaces section
 - Advisor Reports(MyAdvisees) link
- **TIP**: How to add to My Page



Demonstration







Questions?



Security for Advisor Reports (My Advisees)

- Added to reports when department submits Instructor/Advisor form indicating potential advisor.
- Reach out to Office of Academic Advising or michele.peck@uni.edu



Supporting Resources

 Advisor Portal / Training & Development / Advisor KNOW HOW / Archive



Academic Advising Essentials

THURSDAY, SEPTEMBER 21, 2023 3:00 - 4:00 P.M.

Academic Advising & Meeting with Students

Our focus will be on why academic advising is important, what are the foundations of advising, how to conduct your advising meetings (including for general advising, dropping a class, and scheduling/registration), and making effective referrals.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete <u>this form</u> to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the <u>Office of Academic Advising</u> at 319-273-3406 for information.

THURSDAY, SEPTEMBER 28, 2023 3:00 - 4:00 P.M.

Understanding UNIFI

We will review the new UNI Foundational Inquiry (UNIFI) program with focus on learning area requirements and policies, courses, and the opportunity for students to earn General Education certificates.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete this form to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the Office of Academic Advising at 319-273-3406 for information.

THURSDAY, OCTOBER 12, 2023 3:00 - 4:00 P.M.

Reading the Advisement Report

Take a walk with us through the advisement report as well as discuss policies related to graduation requirements, undergraduate academic standing, and transfer credits.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic.

Complete <u>this form</u> to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the **Office of Academic Advising** at 319-273-3406 for information.

THURSDAY, OCTOBER 19, 2023 3:00 - 4:00 P.M.

Scheduling & Registration

We will address scheduling/registration through the questions of what information students should know, how they plan for registration, and what happens at their registration date/time. Using and viewing the student information system (SIS) from both the advisor and student side will be integrated into this session.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic.

Complete this form to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the Office of Academic Advising at 319-273-3406 for information.

