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): 2023 calendar year = 2~~0~~23 or 223
- Last character is the term: 1 for summer, 2 for fall, 3 for spring
- Fall 2023 term code is 2232

Please visit the Welcome Section of the Workspace to review updates about FERPA, troubleshooting, new reports and more.

Current reports are listed within the following folders (Hover over titles for additional details):

1. *Advisee Lists: **Currently Enrolled Advisees*** - lists all of your current advisees enrolled in the prompted term. Explore the fields. Ignore what you do not need.
2. *Advisee Lists: **Enrolled Advisee Address*** – includes local address of your advisees.

Advisor Reports(My Advisees) Workspace

3. *Advisee Lists: **New Advisees Assigned to Me*** – search based on date assigned to you. Idea: send introduction communication and expectations.
4. *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. Idea: contact ones needing to remediate/retake for course prerequisites before registration.
5. *Term Registration: **Not Enrolled*** – advisees eligible to, but not, enrolled in prompted term. If student was identified as not intending to return for the term, the RITO field will display "yes". Hold Info: See: registrar.uni.edu / Students / Current Students / Registration / Account Holds and also link to "Details" from Student Center.
6. *Term Registration: **Not Enrolled with Appointment*** – same as previous, but available during pre-registration. Also includes basic hold information and advising appointment start date and time.
7. *Term Registration: **Not Full-Time*** – Returns assigned advisees who have enrolled for the prompted term, but are not enrolled for full-time hours. This *may* indicate persistence issue.
8. *Term Registration: **Advisees with Holds*** – to get current holds, prompt on current term until enrollment set up for future term. Includes more details about holds including impact.
9. *Academic Standing & Grades: **Mid-Term Grades*** – Returns current assigned advisees who have mid-term grade reports with grades less than B- for the prompted Fall or Spring term. These will appear as soon as entered in to SIS, which may be 2-weeks before the deadline to submit.
10. *Academic Standing & Grades: **Final Grades (C, D, F)*** – Returns current assigned advisees' final grades less than B- for prompted term. Includes optional prompt to return courses in a particular subject. Final SIS grades typically posted by end of day Wednesday after finals week. Tip: review before the next semester; reach out to students who may need to adjust schedule.
11. *Academic Standing & Grades: **Final Grades (All)*** – Returns current assigned advisees' final grades of all classes for the prompted term. Includes optional prompt to return courses in a particular subject. Final SIS grades typically posted by end of day Wednesday after finals week.
12. *Academic Standing & Grades: **Academic Standing after Term*** – Current advisees on Suspension, Probation, or Alert for prompted term. Academic standing is placed on a term sometime AFTER final term grades are posted. Enter any prior fall or spring term to return results. Use prior to next semester to outreach to students needing support. Information on Registrar's Office site.
13. *Academic Standing & Grades: **Cumulative GPA*** – Current assigned advisees, enrolled for the prompted term to view their Cumulative GPAs (Total and UNI). You may enter a prompted GPA to return only advisees under that threshold for either GPA. To return all, prompt GPA 5.00
14. *Academic Standing & Grades: **Major/Minor (Plan) GPA*** – Advisees assigned and enrolled for the prompted term to view their Major GPAs (Total and UNI). You have the option to enter a prompted GPA to return only advisees under that threshold for either GPA &/or prompt on Plan Code. Also includes CUM GPAs.
15. *Progress to Degree: **Foreign Language not Satisfied*** – Currently assigned advisees who have not satisfied the Foreign Language Requirement on the advisement report. Indicates if UNI has received final official high school transcript. Also lists ANY language class taken (may or may not lead to partial or complete fulfillment). Advise students to complete early /not in Senior year.
16. *Online Orientation Reports* – Section of reports for advisors working during Undergraduate Orientation sessions. Reports covered during Orientation Training.
17. *Online Orientation Reports: **Virtual Orientation UNIFI List*** – Report that displays limited information about all sections available in UNIFI Categories. Refresh for live changes.

Advisor Reports(My Advisees) Workspace

REPORT LINK NOTES & TIPS:

- Use "**View Results**" link to generate report or update results.
- Sometimes reports will not return any results. However, if you get an error message similar to this. Contact the Office of Academic Advising with a snip of this error message and the name of the report from the top of the report page (will start with UNI_AA_...).

> 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.

- If Campus Solutions does not find you as the advisor for a student's most recent plan code, or the student does not have an active Student Record, 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 curser over the report name.
- When you see the prompt **"%"**, this represents any character. % will return all values; POL% in a subject prompt will return values that start with POL (POL AMER, POL INTL, etc.); %BAT in a plan code prompt will return all teaching major advisees that meet the other prompts.
- When a report returns **more than 100 results**, find the left ◀ / right ▶ arrows and "View All" link to see the full list.
- You may download report results to Excel through the "**Excel Spreadsheet**" link above the results. From the spreadsheet you can filter and sort as needed.
- *Navigation Tips:* To reduce time-out errors, do not navigate using the back arrow in your browser, but rather the name of the workspace "Advisor Reports(My Advisees)" to return to the main workspace page or "Portal Home" to return to MyUNIverse.
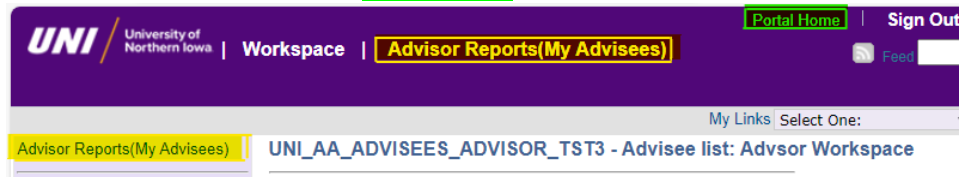
Future Development Plans:

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

Access:

- User added when department submits Instructor/Advisor form indicating potential advisor.

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