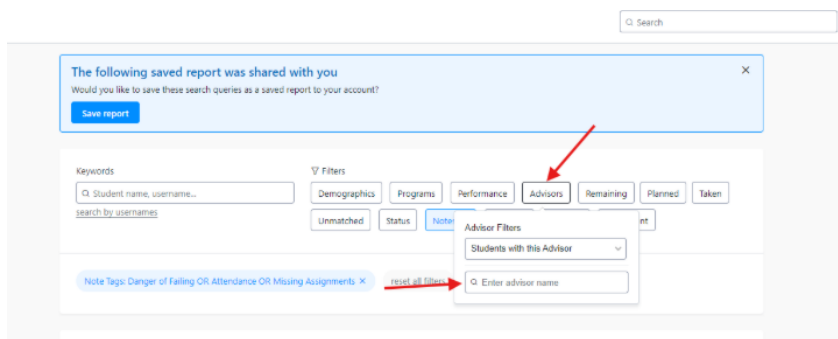


Setting Up Academic Alert Reports

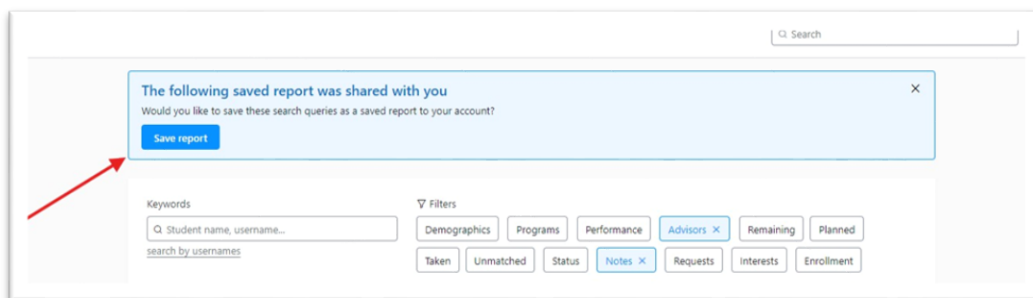
This guide provides step-by-step instructions for setting up a report to monitor advisees' academic alerts and receive notifications when updates occur.

1. Click [this link](#) to access a pre-made report. Log into Stellic with your UNK email and password to get started. <https://stellic.unk.edu/app/report/rngvLLgTw>

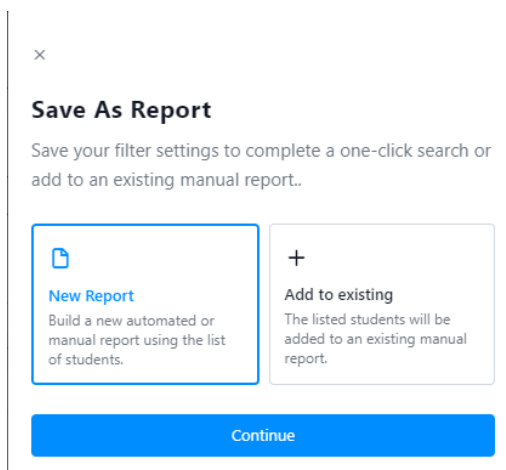
2. Select **“Advisors”** then input your name.



3. Click **“save report”**



4. Click **“New Report”**



5. **Input** a report title. Example:
“My Advisees Academic Alerts”

6. Click “**track changes**”. This will notify you when one of your advisees receives an academic alert.

7. Select “**save report**”

The screenshot shows a 'New Report' form. At the top, there is a back arrow and the title 'New Report' with a subtitle 'Save your filter settings to complete a one-click search.'. Below this is a 'Report Title' section with a text input field containing 'My Advisees Academic Alerts'. A red arrow points to this field. The 'Report Type' section has two radio buttons: 'Automated' (selected) and 'Manual'. Below this is the 'Track Changes' section with a checked checkbox and the text 'Receive notifications when the list of students changes for this report. You can receive alerts on up to 30 reports.'. A red arrow points to this checkbox. The 'Notify Students' section has an unchecked checkbox and the text 'Automatically send the following message to student(s) when they match the criteria of this saved report.'. A red arrow points to this checkbox. At the bottom is a blue 'Save Report' button with a red arrow pointing to it.

Advisors will now receive an email when an advisee receives an academic alert, with a direct link to the report. Additionally, instructors can view and interact with all of their students’ notes.

For questions, contact Sarah Rosno at rosnos@unk.edu.