

Identifying Academic Alerts for Advisees

Step 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/rngvyLLgTw>

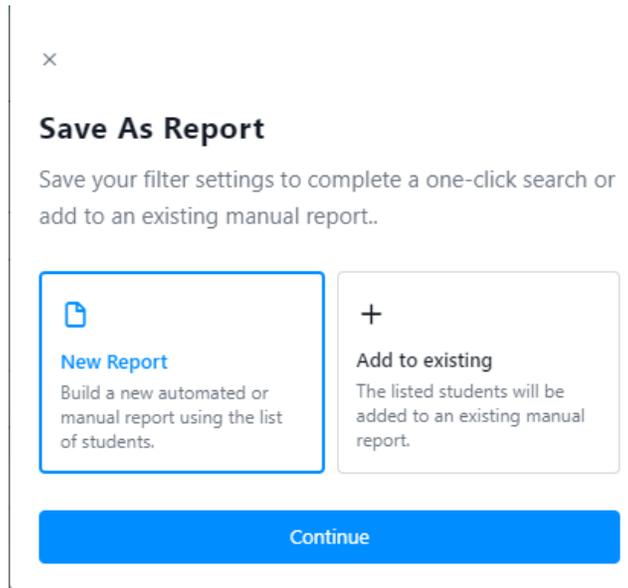
Step 2: Select “**Advisors**” then input your name

The screenshot shows the 'Students' page in Stellic. At the top, there is a search bar and navigation icons. A blue notification box at the top left asks if the user wants to save the current search queries. Below this, the 'Keywords' section has a search box for 'Student name, username...'. The 'Filters' section includes buttons for 'Demographics', 'Programs', 'Performance', 'Advisors', 'Remaining', 'Planned', and 'Taken'. The 'Advisors' button is highlighted with a red arrow. A dropdown menu for 'Advisor Filters' is open, showing 'Students with this Advisor' and a search box for 'Enter advisor name', also highlighted with a red arrow. Other filters like 'Unmatched', 'Status', and 'Notes' are visible. At the bottom, there are 'Quick filters' and a 'Fall 2024' dropdown.

Step 3: Click “**save report**”

This screenshot shows the same 'Students' page as the previous one, but with the 'save as report' button highlighted by a red arrow. The 'Advisors' filter remains selected, and the 'Advisor Filters' dropdown is now closed. The notification box at the top left is still present. The 'Keywords' search box and other filter buttons are visible. At the bottom, there is a '3 Saved Reports >' button and a message stating 'No advisees matched your search'.

Step 4: Click “New Report”



A dialog box titled "Save As Report" with a close button (X) in the top left corner. Below the title is the instruction: "Save your filter settings to complete a one-click search or add to an existing manual report..". There are two main options presented in boxes:

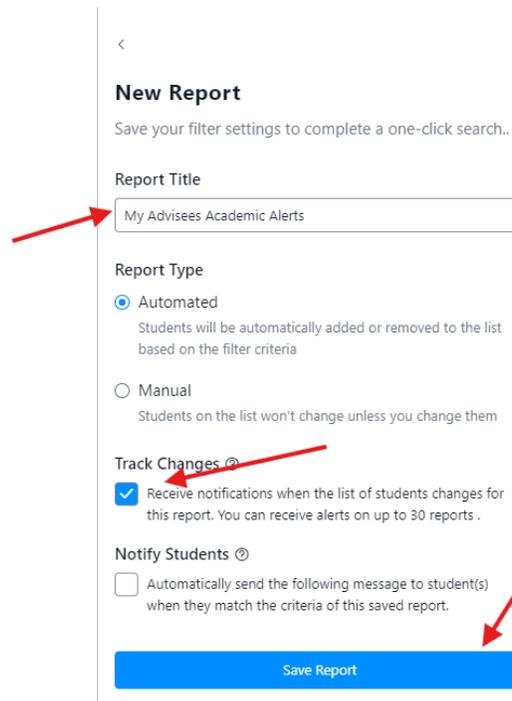
- New Report**: Build a new automated or manual report using the list of students.
- Add to existing**: The listed students will be added to an existing manual report.

At the bottom of the dialog is a blue button labeled "Continue".

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

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

Select “**save report**”



A form titled "New Report" with a back arrow (<) in the top left corner. Below the title is the instruction: "Save your filter settings to complete a one-click search..".

Report Title

My Advisees Academic Alerts

Report Type

- Automated
Students will be automatically added or removed to the list based on the filter criteria
- Manual
Students on the list won't change unless you change them

Track Changes ⓘ

Receive notifications when the list of students changes for this report. You can receive alerts on up to 30 reports .

Notify Students ⓘ

Automatically send the following message to student(s) when they match the criteria of this saved report.

Save Report

Red arrows point to the "Report Title" input field, the "Track Changes" checkbox, and the "Save Report" button.

Step 6: To access the academic alerts for your advisees, remove all filters, select “**saved report**” and then select your report.

The screenshot shows the 'Students' interface. At the top, there is a search bar and a notification bell. Below, there are 'Keywords' and 'Filters' sections. The 'Filters' section includes buttons for Demographics, Programs, Performance, Advisors, Remaining, Planned, Taken, Unmatched, Status, Notes, Requests, Interests, and Enrollment. A message states 'No Selected Filter, Sorted By Last Name'. Below this is a 'Quick filters' section with a dropdown menu and a 'Fall 2024' filter. At the bottom, there is a '1 Saved Report' dropdown menu. A red arrow points to this dropdown. Below it are three report cards: 'All students', 'My Advisees Academic Alerts' (with a 'Tracked' indicator), and '+ Add New Manual Report'. Another red arrow points to the 'My Advisees Academic Alerts' card.

Step 7: **Download** a report of your advisees who have an academic alert and offer support by communicating with them

The screenshot shows the 'SAVED REPORT' interface for 'John Gibbs Academic Alerts'. At the top, there are 'Edit Report' and 'Delete' buttons. Below, there are 'Tracked Changes' and 'Updates since today' options. There are three filter buttons: 'New (0)', 'Removed (0)', and 'All (1)'. Below this is a table with one student listed. The student's name is redacted with a black box, and their status is 'Undergraduate Deciding'. A red arrow points to the checkbox next to the student's name. Another red arrow points to the 'Actions' button above the student's row. A dropdown menu is open from the 'Actions' button, showing several options: 'Print Audit Report', 'Generate Report For 1 Student' (highlighted with a red arrow), 'Send Message To 1 Student', 'Leave Note For 1 Student', 'Leave Note Using Template For 1 Student', and 'Create Or Update Manual Report With 1 Student'.

Step 8: Click **Notes**

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Generate Report

Report for 1 student

Student Reports

Student Information

Select and customize from a range of data including student identifiers, programs, courses and more.

Notes

Export notes from student's profile

Progress Reports

Remaining Requirements

Export a list of remaining requirements for students including program, requirement and sub-requirement names.

Step 9: Scroll to the bottom, select “**specific notes**”, use the drop-down to select “**notes type**”, type “**active concern**” into the text box, and then click “**download CSV**”.

The image shows a vertical filter menu with several sections. The 'Notes (1/1)' section is expanded, showing 'Notes' selected with a blue checkmark. Under 'Notes', 'Specific Notes' is selected with a blue radio button. Below this, there is a 'Filter by criteria' section. A dropdown menu labeled 'Notes type' is open, and a text input box contains the text 'Active Concern'. Two red arrows point to the 'Specific Notes' radio button and the 'Notes type' dropdown. A red box highlights the text input box containing 'Active Concern'. At the bottom of the menu, there is a blue button labeled 'Download CSV' and a white button labeled 'Close'.

Reach out to John Gibbs at gibbsjm@unk.edu if you have any questions.