

Identifying Academic Alerts for Advisees

Step 1: Click [this link](https://stellic.unk.edu/app/report/rngvyLLgTw) 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>

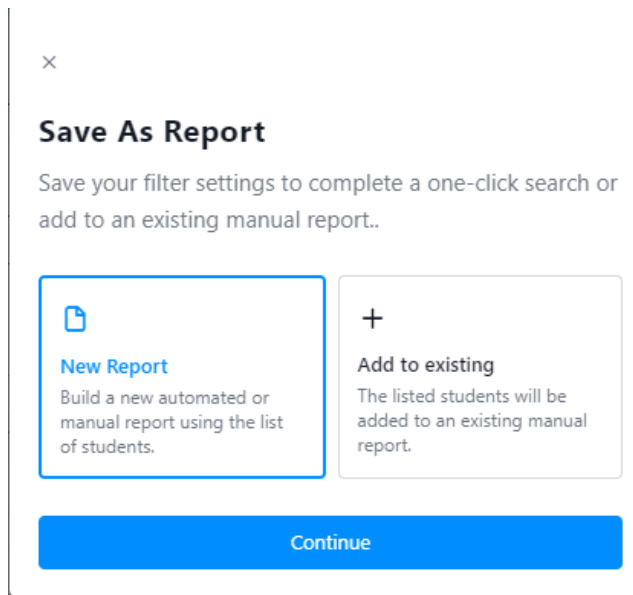
Step 2: Select “**Advisors**” then input your name

The screenshot shows the 'Students' report interface. At the top, there's a search bar and a notification box that says 'The following saved report was shared with you' with a 'Save report' button. Below this, there's a 'Keywords' section with a search bar and a 'Filters' section. The 'Filters' section has several tabs: Demographics, Programs, Performance, Advisors, Remaining, Planned, and Taken. The 'Advisors' tab is selected, and a dropdown menu is open showing 'Advisor Filters' with options 'Students with this Advisor' and 'Enter advisor name'. A red arrow points to the 'Advisors' tab, and another red arrow points to the 'Enter advisor name' input field. Below the filters, there's a 'Quick filters' section and a 'Fall 2024' dropdown menu.

Step 3: Click “**save report**”

The screenshot shows the 'Students' report interface after selecting the 'Advisors' filter. The 'Advisors' tab is now highlighted with a blue border. Below the filters, there's a 'save as report' button. A red arrow points to this button. The 'Keywords' section and 'Filters' section are still visible. Below the filters, there's a 'Quick filters' section and a 'Fall 2024' dropdown menu. At the bottom, there's a '3 Saved Reports >' button and a message that says 'No advisees matched your search' with a link to 'Try removing some of the search controls and search again'.

Step 4: Click “New Report”

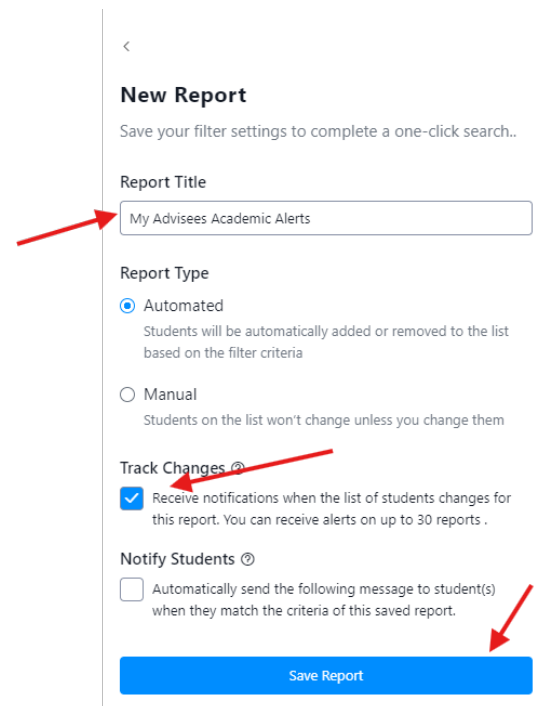


A dialog box titled "Save As Report" with a close button (X) in the top left corner. Below the title is the text: "Save your filter settings to complete a one-click search or add to an existing manual report..". There are two main options: "New Report" (highlighted with a blue border) which says "Build a new automated or manual report using the list of students.", and "Add to existing" which says "The listed students will be added to an existing manual report.". At the bottom is a blue "Continue" button.

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. Below the title is the text: "Save your filter settings to complete a one-click search..". The form has three sections: "Report Title" with a text input field containing "My Advisees Academic Alerts" (a red arrow points to this field); "Report Type" with two radio buttons: "Automated" (selected) and "Manual"; and "Track Changes" 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 the checkbox). Below this is a "Notify Students" section with 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 text). At the bottom is a blue "Save Report" button (a red arrow points to this button).

You will now receive an email when an advisee receives an academic alert. Click the link in your email and it will take you directly to the report.

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