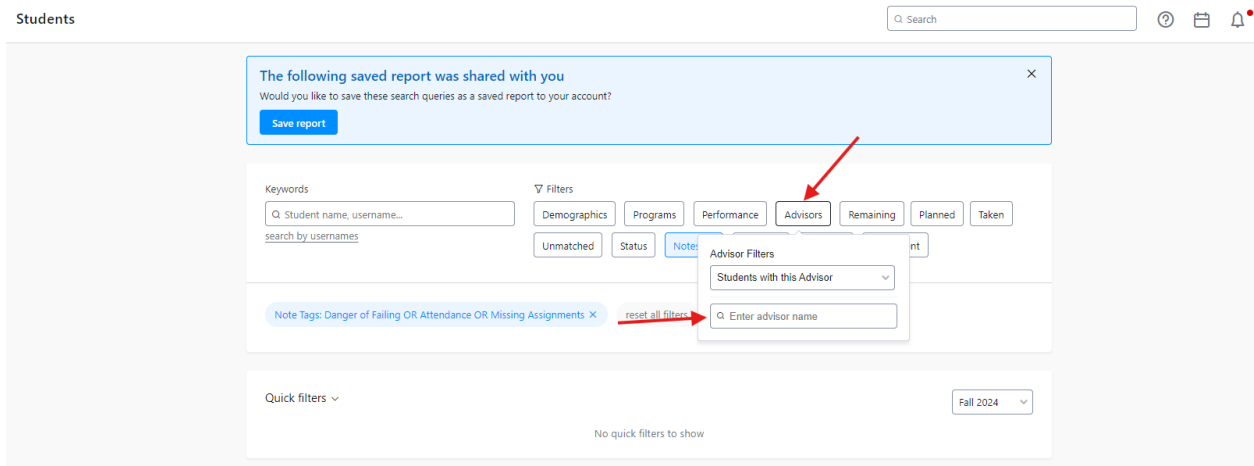


# Identifying Academic Alerts for Advisees

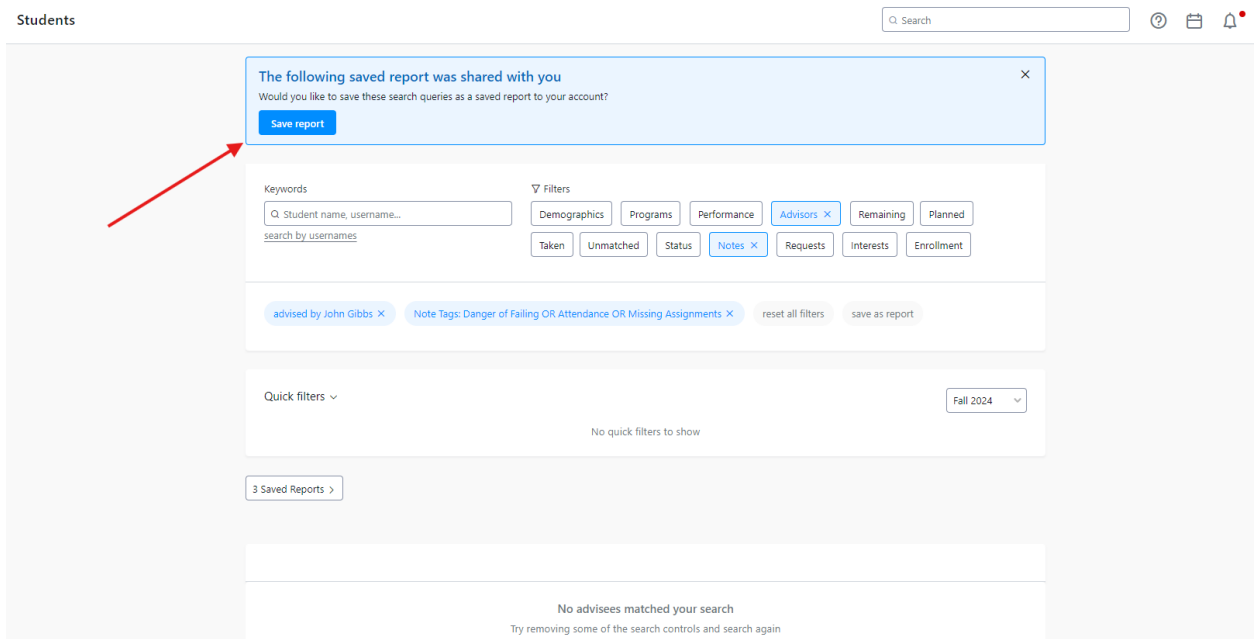
Step 1: Click [this link](#) to access a pre-made report. Log into Stellic with your UNK email and password to get started.

<https://stellic.unk.edu/app/report/rngvyLLgTw>

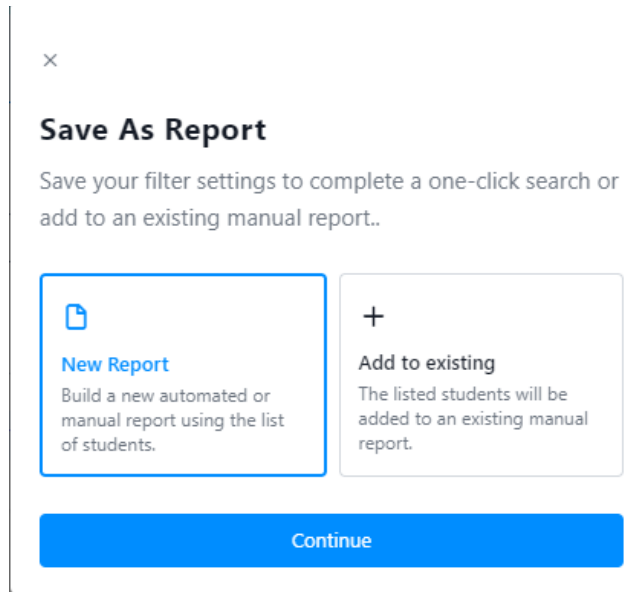
Step 2: Select “**Advisors**” then input your name



Step 3: Click “**save report**”



## Step 4: Click “New Report”



A dialog box titled "Save As Report" with a close button (X) in the top left. 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:

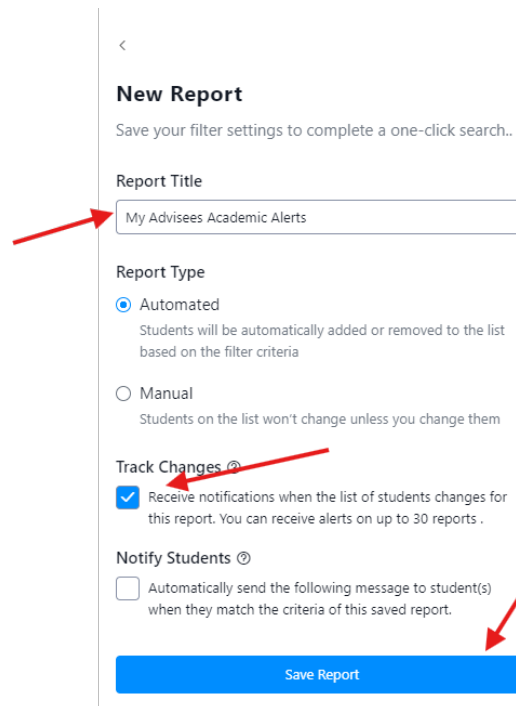
- New Report**: Represented by a document icon. Text: "Build a new automated or manual report using the list of students."
- Add to existing**: Represented by a plus sign icon. Text: "The listed students will be added to an existing manual report."

At the bottom 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. 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 .

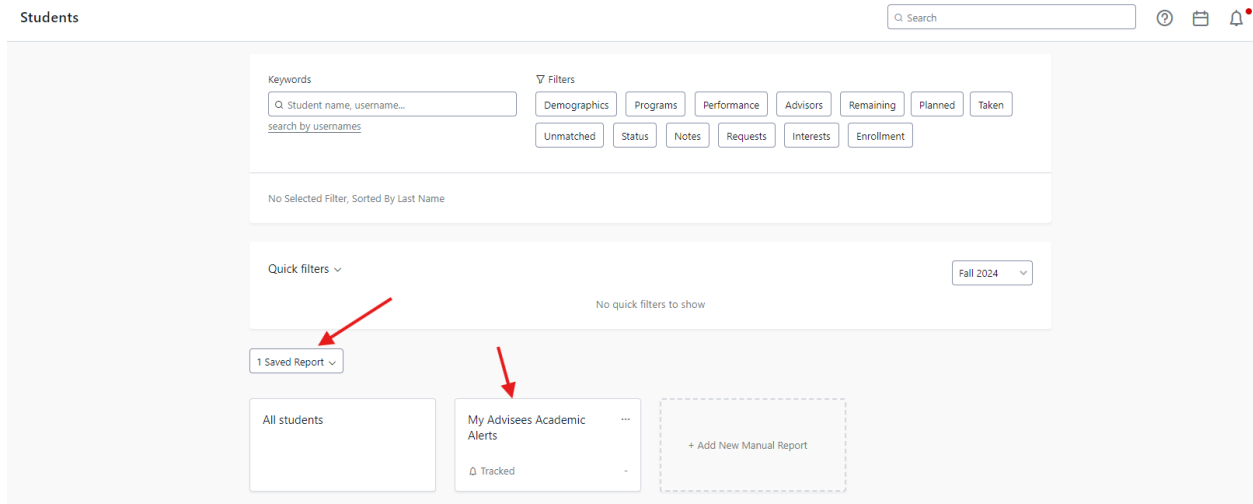
**Notify Students** ⓘ

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

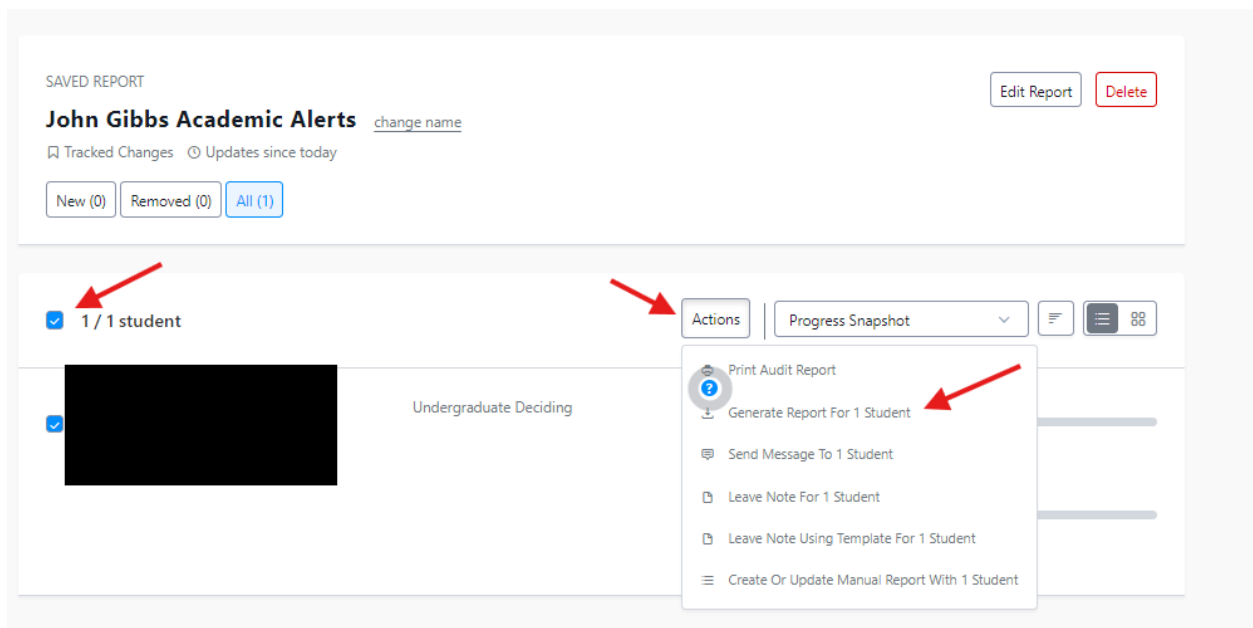
Save Report

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.



Step 7: **Download** a report of your advisees who have an academic alert and offer support by communicating with them. If no students appear on the report, none of your advisees have an academic alert.



Reach out to John Gibbs at [gibbsjm@unk.edu](mailto:gibbsjm@unk.edu) if you have any questions.