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# Stellic Reporting

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# Stellic Reports: Creating Saved & Tracked Reports

- Reports are created based off the results from a student search. Reports can be tracked and send out automatic notifications when changes occur.
- The reporting tool is beneficial for capturing a wide range of student data to assist in advising as well as analyzing course demand for departments and programs.
- Topics Covered:
  - Creating a Saved and Tracked Report
  - Automated & Manual Reports
  - Viewing Tracked Report Changes
  - Sharing Reports
  - Generating/Exporting Reports
  - Reporting Actions



# Stellic Reporting

## Creating Saved & Tracked Reports

- Save the results of student search criteria into a saved report.
- Once the desired search filters have been selected, click on the "save as report" button to create your custom report or update an existing report.

**Example:** Undergraduate students that are currently enrolled in the BS in Political Science program.

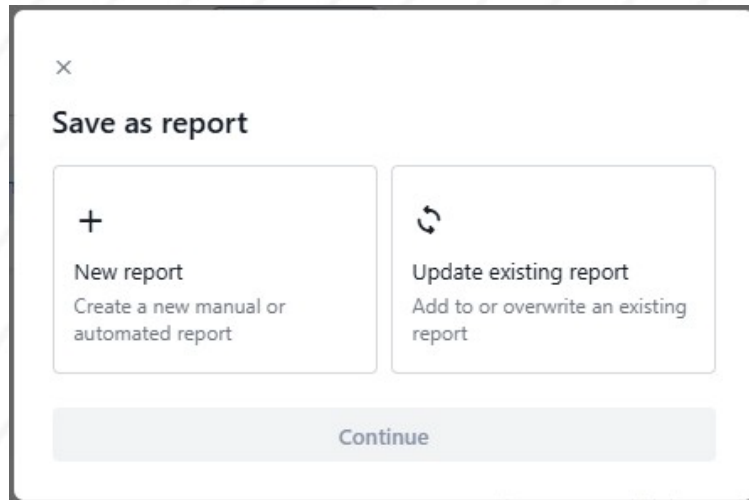
The screenshot displays the Stellic Reporting interface. On the left, there is a 'Keywords' search box with the placeholder text 'Q Student name, username...' and a link for 'search by usernames'. To the right of the search box is a 'Filters' dropdown menu, which is highlighted with a yellow box. Below the dropdown, several filter buttons are visible: 'Demographics X', 'Programs X', 'Performance', 'Advisors', 'Remaining', 'Planned', 'Taken', 'Unmatched', 'Status', 'Notes', 'Requests', 'Interests', and 'Enrollment'. At the bottom of the interface, there are two active filter buttons: 'BS in Political Science X' and 'Enrollment Levels: Undergraduate X', both highlighted with a yellow box. To their right is a 'reset all filters' button, and further right is a 'save as report' button, also highlighted with a yellow box.



# Stellic Reporting

Creating Saved & Tracked Reports:

Select New Report or Update existing report.



A dialog box titled "Save as report" with a close button (X) in the top left corner. It contains two main options: "New report" (with a plus icon) and "Update existing report" (with a refresh icon). Below these options is a "Continue" button.

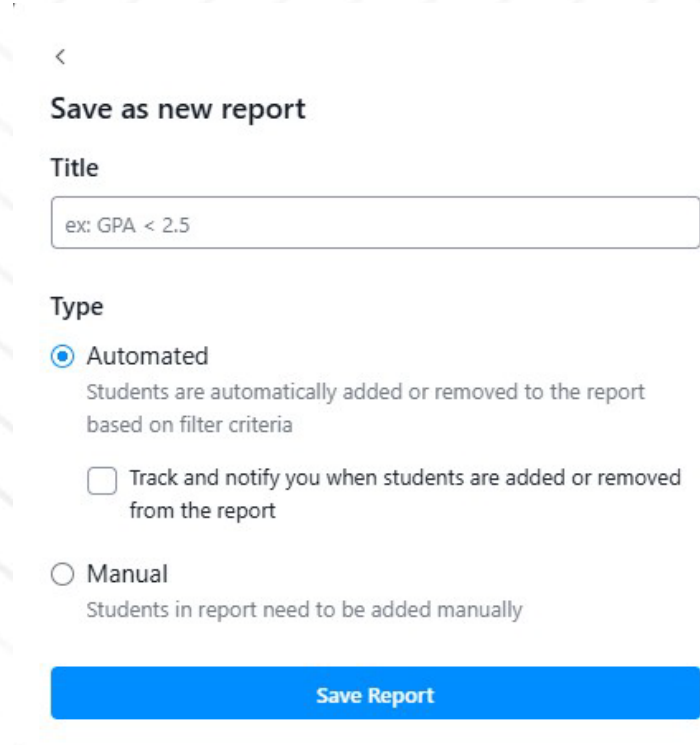
Save as report

+  
New report  
Create a new manual or automated report

↻  
Update existing report  
Add to or overwrite an existing report

Continue

Provide a title for your report. Reports can be accessed from your Home and Students tab.



A form titled "Save as new report" with a back arrow in the top left corner. It includes a "Title" field with the example text "ex: GPA < 2.5", a "Type" section with radio buttons for "Automated" and "Manual", and a checkbox for "Track and notify you when students are added or removed from the report". A blue "Save Report" button is at the bottom.

<

Save as new report

Title

ex: GPA < 2.5

Type

Automated  
Students are automatically added or removed to the report based on filter criteria

Track and notify you when students are added or removed from the report

Manual  
Students in report need to be added manually

Save Report



# Stellic Reporting

## Creating Saved & Tracked Reports:

### Type

Automated

Students are automatically added or removed to the report based on filter criteria

Track and notify you when students are added or removed from the report

Manual

Students in report need to be added manually

Save Report

### Report Types:

- An **Automated** report is dynamic meaning students will be added or dropped from the report as data updates in Stellic/Myblue. For example, advisor changes or if a student adds or drops a course.
- A **Manual** report is static. Creating a snapshot of students frozen in time that you want to refer to in the future.
- Click Save Report and this will save the search parameters to create a one-click search.
- The next time you need to perform that search, you can click on your Saved Report instead of repeating the filtering process.



# Stellic Reporting

## Creating Saved & Tracked Reports:

After creating a report, it is saved in the Student tab under 'Saved Reports'. Reports can also be "Pinned" or saved to your dashboard in the advisor Home. You can always rename, edit, or delete the saved search by clicking into the Saved Report.

## Saved Reports from Students tab:

2 Saved Reports ▾

All students

Non Declared Political Science Students  
6 students  
🔔 Tracked ▲ 2 ▼ 1

BS Political Science Students  
85 students  
▲ 85

+ Add New Manual Report

## Saved Reports Pinned in Home:

^ Reports [View All](#)

BS Political Science Students  
100 students  
🔔 Tracked ▲ 21 ▼ 4

Non Declared Political Science Students  
6 students  
🔔 Tracked ▲ 2 ▼ 3

Add reports  
Add up to 8 from Students



# Stellic Reporting- Automated Reports

When creating an Automated Report select Track and notify. Then when a student is added or dropped off the report you will receive a notification about the change. Notifications are summarized in the Stellic Inbox and emailed to you. Advisors can update notification settings within the user settings in the upper right-hand corner.

When creating an Automated report, advisors can add a note to all students included in the report. A note can be customized or choose from an existing template.

Type

Automated  
Students are automatically added or removed to the report based on filter criteria

Track and notify you when students are added or removed from the report

Add a note to the student [Select template](#) ⓘ

Send students [In-app message](#) ▾

Manual  
Students in report need to be added manually

[Save Report](#)

If you would like to send all the students on your report a message via the in-app messaging tool, select this option. This can be useful when reminding students of upcoming appointments or announcements.



# Stellic Reporting- Viewing Tracked Changes

- To view students that have been added or removed from an Automated tracked report, click on the New or Removed buttons.
- Once you have viewed the changes to the report, you can refresh the tracked report by clicking on the Reset link.
- This action cannot be undone, and the report will then track new and removed students starting from the time you clicked “reset.”

SAVED REPORT Share ...

**Non Declared Political Science Students** [change name](#)

Tracked Changes Updates since today [reset](#)

New (2) Removed (3) All (6)



# Stellic Reporting- Sharing & Editing

- Reports can be shared with other faculty and staff advisors that have Stellic access.
- To do this click on the Share button in the Report heading, and a Report URL will be created.
- This URL can be used by any Stellic user with administrative privileges.

## Share report

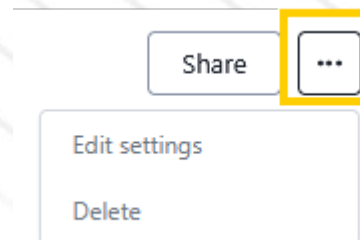
Copy the report URL and share it with another staff member. They will be able to view a list of students matching these search criteria and can also save the report to their own account if they choose.

## Report URL

<https://stellic.unk.edu/app/report/7ZwyQTliYv>

Copy report URL to clipboard

- To edit report settings or delete, click on the three dots to make changes. If a report is changed from an automated report to a manual report, it cannot be undone.



# Stellic Reporting- Generating a Report

Report data can be exported into a spreadsheet. When a student search is completed click on the check box to select all the students to include in the report and click on the Actions button to select what action to take next.

The screenshot displays a user interface for student reporting. At the top left, a blue checkmark icon is next to the text "85 / 85 students". To the right, there is a button labeled "Actions" and a dropdown menu currently set to "Enrollment". Below the "Actions" button, a dropdown menu is open, listing several options: "Print Audit Report", "Generate Report For 85 Students" (highlighted with a yellow box), "Send Message To 85 Students", "Leave Note For 85 Students", "Leave Note Using Template For 85 Students", and "Create Or Update Manual Report With 85 Students".



# Stellic Reporting- Student Report

Generate Report

Report for 85 students

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

Select the Student Information button, to select options of what student information to include in the report.

Student Information

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

Search data elements

Report for 85 students

Student Basic (5/5) ▾

- NUID
- Student ID
- First Name
- Last Name
- Email

Demographics (4/4) ▾

- Class Level
- Entry term
- Campus
- Schools

Student Basic and Demographic information provides the necessary information needed. Additional data elements such as Support Staff (advisors), Programs, Graduation information, Performance (GPA) Plan, Progress, Stellic Usage, Tags, and Notes can be included in a generated report.

Once all the additional student information options have been selected, scroll to the bottom of the list and click on the Download CSV button. The spreadsheet will then be downloaded to your device.

Download CSV

Close



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# Stellic Reporting- Export Notes

Notes that have been made on a student profile can be exported into a spreadsheet. Select the students from the report to be included, click the Actions button, Generate report, Notes. Then make any further specific selections of student information to include. Finish by clicking on the Download CSV button.

## Generate Report

Report for 6 students

## 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

## Notes

Export notes from student's profile

Report for 6 students

## Student Basic (5/5) ▾

- NUID
- Student ID
- First Name
- Last Name
- Email

## Demographics (0/4) >

## Support Staff (0/2) >

## Programs (0/1) >

## Graduation (0/3) >

## Performance (0/4) >

## Plan (0/2) >

## Progress (0/16) >

## Usage (0/1) >

## Tags (0/1) >

## Notes (1/1) ▾

- Notes
  - All Notes
  - Specific Notes

Download CSV

Close

# Stellic Reporting- Progress Report Types

Advisors can generate four types of Progress Reports:

- **Remaining Requirements** Export a list of remaining requirements for students including program, requirement and sub-requirement names.
- **Unmatched Course Details** Export a list of student's unmatched courses, including details on grades and number of repeat attempts.
- **Taken Credits Towards Process** Export a list of student's total number of credits taken and credits counting toward their progress
- **Registered Credits by Term** Export a list of student's registered credits broken down by term and program.

## Remaining

- Remaining requirements with metadata ⓘ
  - Official ⓘ
  - Planned ⓘ
- Number of remaining credits
  - Total remaining credits
  - Remaining credits by program
- Number of remaining requirements
  - Official ⓘ
  - Planned ⓘ

## Unmatched

- Total number of unmatched courses
- Total number of unmatched credits
- Number of unmatched credits by term
- Unmatched course details ⓘ
  - Official ⓘ
  - Planned ⓘ
  - Enrollment semester
  - Grade
  - Eligible for programs
  - Unmatched reasons
  - Course repeat history

## Taken

- Number of taken credits by program and/or term
  - By term
  - By program
- Total number of taken credits
- Taken milestones with additional details

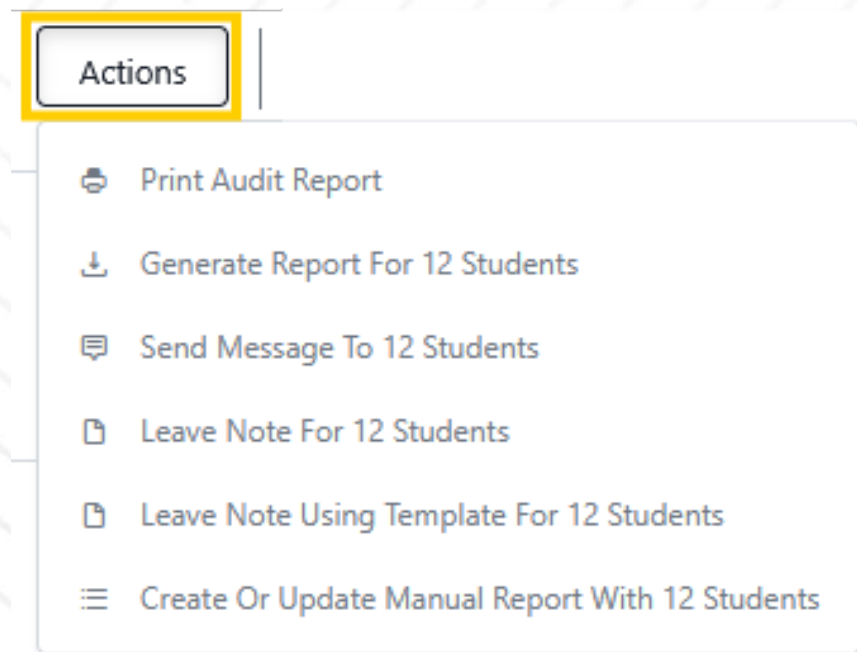
## Registered

- Registered courses for specific semester
- Number of registered credits
  - By term
    - Specific Semesters
    - Summer 2026
    - [+ add another](#)
  - By program
- Registered courses by programs

# Stellic Reporting- Report Actions

There are several additional actions that can be made when generating a report:

- Print Audit Report
- Generate Report
- Send Message
- Leave Note
- Leave Note Using Template
- Create/Update Manual Report



# Stellic Reporting- Report Actions

**Print Audit Report** Export student audit information into a PDF. Select all the students from a saved report that you would like to include in the audit report.

## Audit Report Printing Options:

- Audit Format, standard or compact audit view
- Print Option, aggregate file which includes all selected audits into one PDF or One File Per Student
- Audit Version, Official or Planned
- Options include grades, exception details, show hidden courses, specific program level

## AUDIT REPORT PRINTING OPTIONS

REPORT FOR 45 STUDENTS

### FORMAT

Standard

### PRINT OPTION

Aggregate file  One file per student

### VERSION

Official

Planned

Official version only includes taken/registered courses and enrolled programs. Does not include planned courses and undeclared programs.

### OPTIONS

- Include Grades
- Include Exception Details
- Show Hidden Courses
- Specific Program Level

This report includes all programs and unmatched courses

Create audit report

# Stellic Reporting- Report Actions

## Send Message to ... Students

Send bulk messages to the students included in a report by selecting this action item. This can be beneficial when making announcements for advising or program level communications.

Send a message to 45 students

Bulk send an in-app and email message

saved report: "Brachle's Advisees"

advised by Benjamin Brachle

Message

**B** *I* U ~~S~~ |  |  

Type here...

0 out of 10000 characters

Send message



# Stellic Reporting- Report Actions

**Leave Note for ... Students** Advisors can leave a note on student profiles in bulk by selecting this option. The Note format and process is the same as it would be on an individual student.

## Leave Note for 45 Students

This note will be posted for 45 selected students. Do not include student names or personal information in this note.

### Type

### Note

**B** *I* U

Make a Note

0 out of 10000 characters

[+ Link Courses](#)

[+ Add Tags](#)

[+ Add Attachments](#)

### Visibility

This note will be visible only to you, and all staff with access. [Edit](#)

Link courses,  
add specific  
tags, and  
attachments  
to any note




# Stellic Reporting- Report Actions

## Choose Template

Select a template below or [Create New Template](#)

Personal (0) ⓘ    Shared (0) ⓘ    Official (4) ⓘ

Q Search Template 

---

> **Academic Alert: Danger of Failing**  
Student will likely have difficulty passing class due to performance.

[Concern](#)   [High](#)   [Other](#)   [Danger of Failing](#)

---

> **Academic Alert: Attendance**  
Student has excessive absences

[Concern](#)   [High](#)   [Other](#)   [Attendance](#)

---

> **Academic Alert: Missing Assignments**  
Student has not submitted assignments

[Concern](#)   [High](#)   [Other](#)   [Missing Assignments](#)

---

> **Senior Check Complete**  
General note template used for senior checks.

[General](#)   [Senior Check Complete](#)

**Leave Note Using Template** Leave a Note on student profiles in bulk by selecting this option. This option allows the use of created templates. Advisors and or departments can create templates best suited for their specific needs by clicking on the Create New Template link.



# Questions?

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