

View My Advisees: Show My Query Options

What is it?

Advisors can display subsets of advisees who share some common characteristic.

How do I use it?


The **Query Options** panel allows you to manipulate your advisee listing in two distinct ways. You can sort the list by up to three of these variables: GPA, class level, name, plan, program, SUID or number of units earned. And in addition to displaying the complete list of your advisees, you can select a subset of students based on a specific characteristic such as plan or GPA or academic level. The resulting subset can also be sorted.

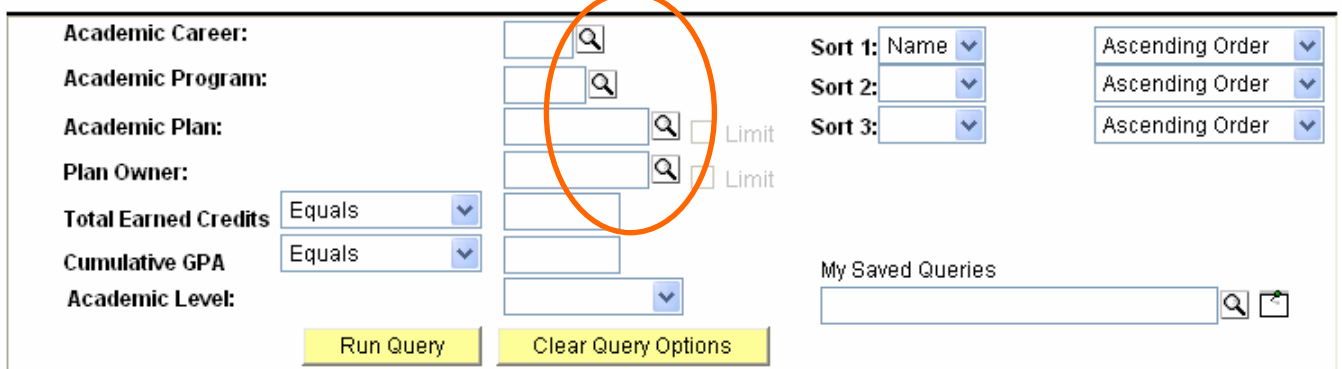
1. Select a subset of your advisees


If the query options portion of the panel is not already open, click the **Show My Query Options** button. The variables you see listed can all be used to select a subset of your advisees:


- **Academic Career**
- **Program**
- **Plan**
- **Plan Owner** (school or college)
- **Total Earned Credits**
- **Cumulative GPA**
- **Academic Level**


To select a value for the variable:


- a. Click on the magnifying glass  next to a variable.



Academic Career: 

Academic Program: 

Academic Plan:  Limit

Plan Owner:  Limit

Total Earned Credits: Equals



Cumulative GPA: Equals

Academic Level:

Sort 1: Name Ascending Order

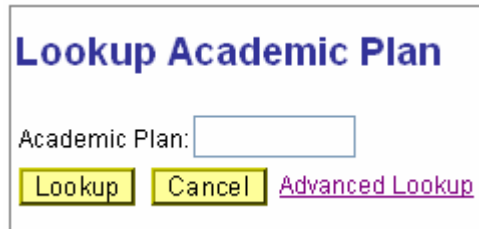
Sort 2: Ascending Order

Sort 3: Ascending Order

My Saved Queries  

Run Query Clear Query Options

- b. A search box will appear, in this example, for Academic Plan.

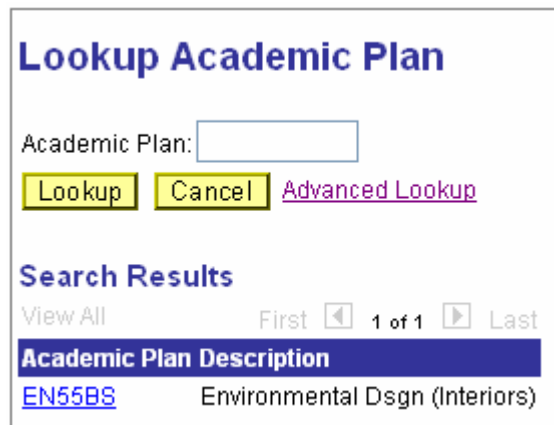


Lookup Academic Plan

Academic Plan:

[Lookup](#) [Cancel](#) [Advanced Lookup](#)

- c. Click **Lookup** and the system will return a list of **only** the values applicable to your advisees. This means you do not have to know the values to do a search.



Lookup Academic Plan

Academic Plan:

[Lookup](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View All First 1 of 1 Last

| Academic Plan Description |
|---|
| EN55BS Environmental Dsgn (Interiors) |

- d. Select the value you want.
- e. You will automatically be returned to the main **View My Advisees** page.
- f. Click **Run Query**.
- g. The **Query Options** box will turn bright yellow to indicate that you are seeing a subset of your advisees.
- h. The actual listing of the subset will appear below.

Tip

You may decide to use more than one variable to select the advisees, and to sort the list as well.

Example:

You want to display all advisees with a plan (either major or minor) of Environmental Design. You would do the following:

- Click the magnifying glass next to **Academic Plan**.
- Click **Lookup** on the next page.
- In response, the system would list only the plans that your advisees have declared.

- d. Highlight the plan in which you are interested. In this case, Environmental Design.
- e. You would return you to the main **View My Advisees** page.
- f. Click **Run Query**.
- g. The **Query Options** box would turn a bright yellow.
- h. A listing of Environmental Design advisees would display below.

2. Saving a query and retrieving a saved query

- a. Once you have constructed a query, you may find that you want to save it for future use. That way, the logic of the query will not need to be constructed from scratch every time you want to use it. To do so,
 - 1. Go up to the **My Saved Queries** box.
 - 2. Give the query a name.
 - 3. Click the post/save button.

My Saved Queries

- b. To retrieve a list of your saved queries,
 - 1. Click the magnifying glass.
 - 2. Click **Lookup**, and a list of your saved queries will appear.
 - 3. Highlight the one you wish to use.

Tips

Whenever you see the yellow box you will know that you are seeing only a portion of your advisees.

Use the **Print View** button to print out the advisee listing.

To clear out all modifications, click the **Clear Query Options** button.

A line of data appears in the listing for each plan, major or minor, that the student has declared. Information for students with multiple plans therefore occupies multiple lines. If you wish to see only one line per student, click on the **Limit** box, next to either **Plan** or **Plan Owner**.

Academic Career:

Academic Program:

Academic Plan: **Limit**

Plan Owner: **Limit**

Total Earned Credits

Cumulative GPA

Academic Level:

Run Query

Clear Query Options