

View My Advisees: Show My Sort Options

What is it?

Advisors can sort their lists of advisees.

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.

Sort Advisee list.

Click **Show All Advisees**. Click the **Show My Query Options** button to open the query section of the page.

On the right side of the panel are three sort fields.

FERPA Regulations prohibit sharing student information with a third party
Contact the Advising Administrator in your school or college if you have questions about this list

Show All Advisees ?

Hide My Query Options ?

Academic Career:	<input type="text"/>	<input type="button" value="Q"/>	Sort 1:	Name	Ascending Order
Academic Program:	<input type="text"/>	<input type="button" value="Q"/>	Sort 2:	GPA	Ascending Order
Academic Plan:	<input type="text"/>	<input type="button" value="Q"/>	Sort 3:	Level	Ascending Order
Plan Owner:	<input type="text"/>	<input type="button" value="Q"/>		Name	
Total Earned Credits	Equals	<input type="text"/>		Plan	
Cumulative GPA	Equals	<input type="text"/>		Program	
Academic Level:	<input type="text"/>	<input type="button" value="Q"/>		SUID	
				Units	

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Run Query Clear Query Options

Show My Email Options ?

- Pull down the arrow on each field to view the list of 7 variables which can be used.
- Use one, two or all three of the fields to get the exact listing you want.
- In the upper right, specify the sort order: ascending or descending.

- d. When you have selected your sort criteria, click the **Run Query** button.
- e. The list of advisees, sorted by the field(s) you selected will appear below.

To remove a sort, select the blank line found at the top of each sort field, or click **Clear Query Options** to remove all modifications.