**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.

- **a.** Pull down the arrow on each field to view the list of 7 variables which can be used.
- **b.** Use one, two or all three of the fields to get the exact listing you want.
- **c.** 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.