

My Advisees

The My Advisees tool enables you to view a complete list of your advisees, access their academic and contact information, release holds and approve them for registration, sort and filter by specific criteria, view unofficial transcripts in two clicks, download the list to Excel or PDF, and email one or more at the same time. To access the My Advisees tools:

- Log in to SIS: go.tufts.edu/sis The My Advisees list displays on your Faculty/Advisor home page.

Sorting and Filtering

Perform a simple sort by clicking a column header, sort by multiple criteria, or use filtering to sort by more specific criteria of your choosing (e.g. approve a group of selected students at the same time).

Sorting

- Click the column headers to sort by Name, Class, Plan(s), etc. The default sort is by Class, then by Name (Last Name).



If you prefer to sort by multiple columns:

- Click the first column header (such as Approve). The students are sorted by approval.



- Hold down the Shift key and click the second column header (such as Name). The students are sorted by name within their approval status.

NAME	CLASS	PLAN(S)	ADVISOR TYPE	APPROVE
View Record	Junior	Undecided (BA)		✓
View Record	Senior	Child Development (BA), Psychology		✓

Filtering

Use the Filter rows tool to sort by specific criteria of your choosing. Case is ignored, so there is no need to capitalize.

- In the upper right corner of the toolbar, click **Filter rows**. In the column header area, the filtering criteria entry spaces display.



- a) Under the column headings in the filtering criteria entry spaces, type search criteria. In the example below, the advisor “martha” is being search for. Filtered results display immediately.

Plan(s)	Advisor(s)
	martha
Child Development (BA),Psychology	Martha Pott, Heather L. Ury

- b) For a more refined search, you can:

- Enter search criteria into multiple columns. Results display immediately.

NAME	CLASS	PLAN(S)	ADVISOR TYPE
s, Jake	soph	un	
	Sophomore	Undecided (BA)	

- Use the asterisk (*) as a wildcard to narrow your search for a term. For example, in the name field, if you know that a student’s name begins with the letter a, and contains the letter x, you would type a*x. Results display immediately.

NAME	CLASS	PLAN(S)
a*x		
Alexander	Graduate Year 2	Compu

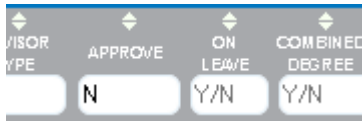
- In either the Class or Plan(s) fields, you may search for more than one term at a time by using the pipe symbol (|).For example, in the Class field, you could search for both sophomores and juniors by typing soph|jun. Do not use any spaces on either side of the pipe symbol.

CLASS	PLAN(S)
soph jun	
Sophomore	Undecided (BA)



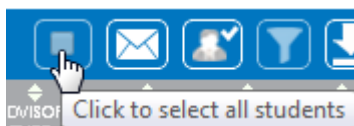
To approve (release holds and approve for registration) a group of students at the same time:

- a) In the upper right corner of the toolbar, click **Filter rows**.
- b) In the space under the Approve column heading, type **N**. All non-approved students are filtered and displayed.



My Advisees						
ADVISOR TYPE	NAME	CLASS	PLAN(S)	ADVISOR TYPE	APPROVE	ON LEAVE
					N	Y/N
<input type="checkbox"/>		Not Set	Post-Bac Computer Sci. Prg		<input type="checkbox"/> Spring <input type="checkbox"/> Fall	
<input type="checkbox"/>		Not Set	Post-Bac Computer Sci. Prg		<input type="checkbox"/> Spring	
<input type="checkbox"/>		Not Set	Post-Bac Computer Sci. Prg		<input type="checkbox"/> Spring	
<input type="checkbox"/>		Not Set	Post-Bac Computer Sci. Prg		<input type="checkbox"/> Spring	
<input type="checkbox"/>		Not Set	Post-Bac Computer Sci. Prg		<input type="checkbox"/> Spring	
<input type="checkbox"/>		Not Set	Post-Bac Computer Sci. Prg		<input type="checkbox"/> Fall	
<input type="checkbox"/>		Not Set	Post-Bac Computer Sci. Prg		<input type="checkbox"/> Fall	

- c) Click **Select all**. The non-approved students are selected.



You can select an individual student or many students by clicking once anywhere on the student's row or by clicking the classic checkbox to the left of the student's picture.

- d) Click **Approve selected students**. The selected students are approved and grayed out approved checkmarks will appear next to the students in the Approve column. The process is now complete and cannot be reversed.



If you navigate away from this screen and then return, any grayed out approved checkmarks in the checkboxes will turn to green approved checkmarks.



You can approve students for multiple terms at a time (if advisor holds for multiple terms exist).

	NAME	CLASS	PLAN(S)	ADVISOR TYPE	APPROVE	ON LEAVE	COMBINED DEGREE
		Not Set	Post-Bac Computer Sci. Prg		<input type="checkbox"/> Spring <input type="checkbox"/> Fall		
		Not Set	Post-Bac Computer Sci. Prg		<input type="checkbox"/> Spring		

Use this same kind of sorting then selecting process to email a specific group of advisees (an email message is addressed with the students' names placed in the BCC field).

Other Tools

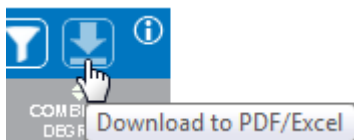
- To select (or deselect) all students, click **select all students**. The students are selected. This is usually a step in a process.



- To email one or more students, click to select the student(s) and, in the upper right corner of the toolbar, click **Email selected students**. An email message is addressed with the student(s) names placed in the BCC field.

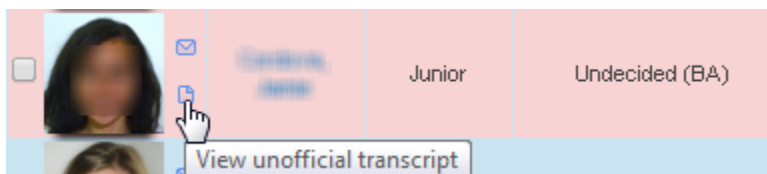


- To download the list to either PDF or Excel, in the upper right corner of the My Advisees list, click **Download to PDF/Excel**. Select **PDF or Excel**. Click **Download**. The My Advisee Report downloads. Either choice displays one row for each student. The PDF displays student photos.

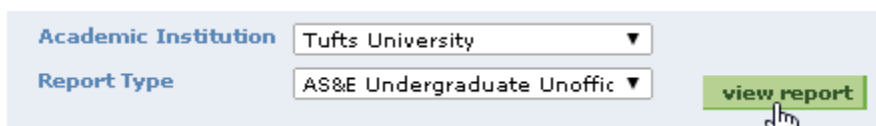


Viewing a Student's Unofficial Transcript

1. In the My Advisees area, click the **View unofficial transcript** icon link. The Advisee Transcript page opens.



2. Click **view report**. The unofficial transcript opens in PDF.



Viewing Additional Student Information

1. In the My Advisees area, click the **student's name** link. The Advisee Student Center page opens.



- The student's Week's Schedule box displays the selected student's schedule for the current week.

This Week's Schedule	
Class	Schedule

- If there is a hold on the student's record, the message "Active Hold(s)" will be listed under Holds.

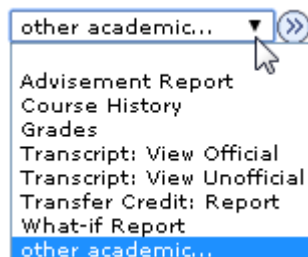


- The My Planner link shows the courses a student may be planning on taking over the course of his/her years at Tufts.

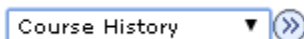
[My Planner](#)

- To see a student's course history, grades, transfer credit report, etc.:

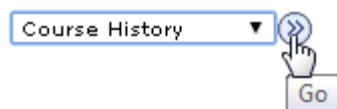
a) Click the **other academic** menu down-arrow.



b) Make a selection.



c) Click **Go**. The report displays.



Course	Description	Term	Grade	Units	Status
CD 0062	Childhood Across Culture	Fall Term 2012	A	1.00	✔
CD 0090	Exceptional Child	Fall Term 2013	A	1.00	✔
CD 0099	Community Field Placement	Spring Term 2014		1.00	◆
CD 0193	Pediatric Psychology	Spring Term 2014		1.00	◆
EC 0002	Prin Macroeconomics	Fall Term 2011	AP	1.00	←
JS 0078	Jewish Women	Spring Term 2013	A-	1.00	✔
JS 0150	Jewish Music & Prayer	Spring Term 2013	A	1.00	✔
MATH 0011	Calculus I	Spring Term 2012	A-	1.00	✔