Stellic: Advisor Home Screen Overview

Introduction

Stellic is a product that integrates directly into the Student Information System (SIS) and is available to all undergraduate students at CWRU and their advisors. Stellic significantly improves the ability for students to organize, track, and personalize their degree path.
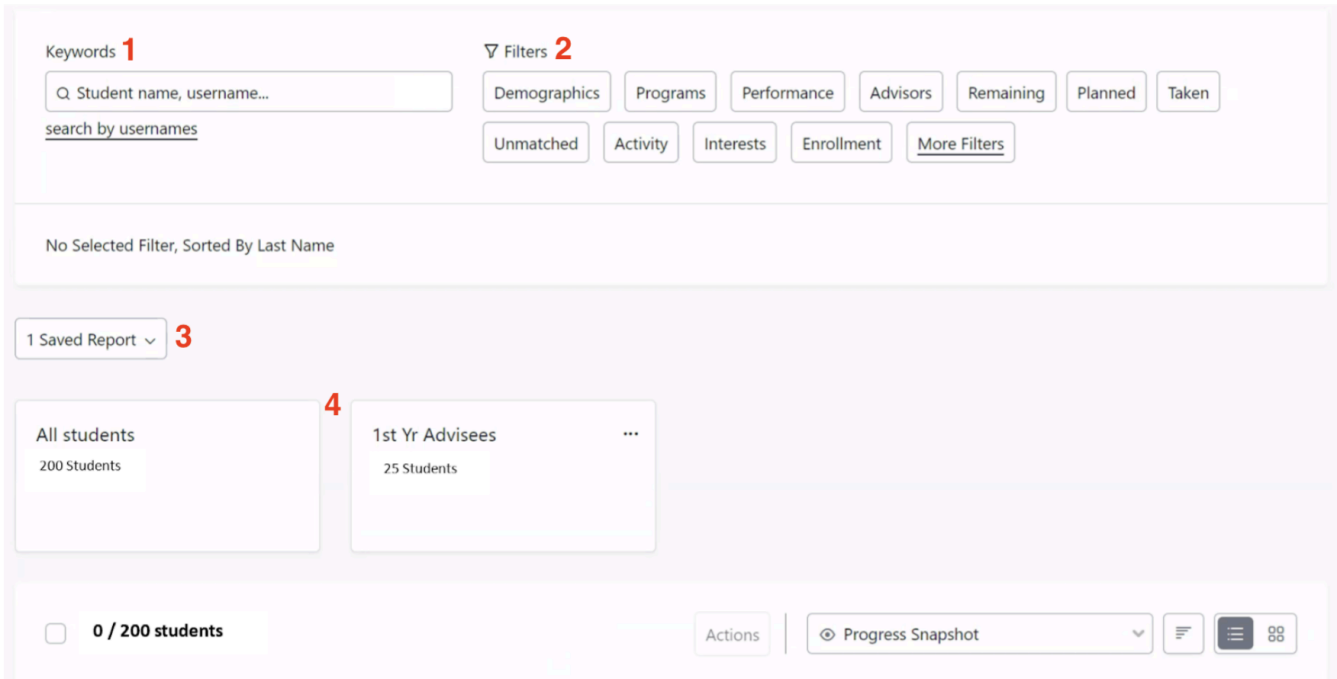
Advisor Home Screen Overview

1. Log in to SIS with your CWRU ID and associated passphrase. From the **Faculty Home page**, select the **Advising tile**.

   The **My Advisees** screen appears.

2. Click **Undergrad Academic Reqs** from the menu on the left.

3. The Stellic software will open in a new tab in your internet browser to a list of student profiles you can view based on permissions in SIS.

   In the center of the screen, you will see the following information:

1. **Keywords**: You can enter keywords to search for a specific student or group of students. Keywords include first name, last name, 7-digit student ID, and CWRU Network ID.

   Please note: Using the "search by usernames" allows users to search on a list of students. Usernames must be separated by a comma, space, or semicolon.

2. **Filters**: This feature allows you to filter the student list by a variety of options including first-year students, programs, and more.

   Please note: This screen displays all students that you have permission to view at the bottom of the screen. As you select filters, the number of students displayed will change to reflect your search results.

3. **Saved Reports**: When filters are used, the results can be saved as reports in Stellic to allow you to see the results quickly.

4. **Students**: This list will contain all students you have access to view. This security will match what you have in SIS.