

Stellic: Create a Saved Report of Your Advisees

Introduction

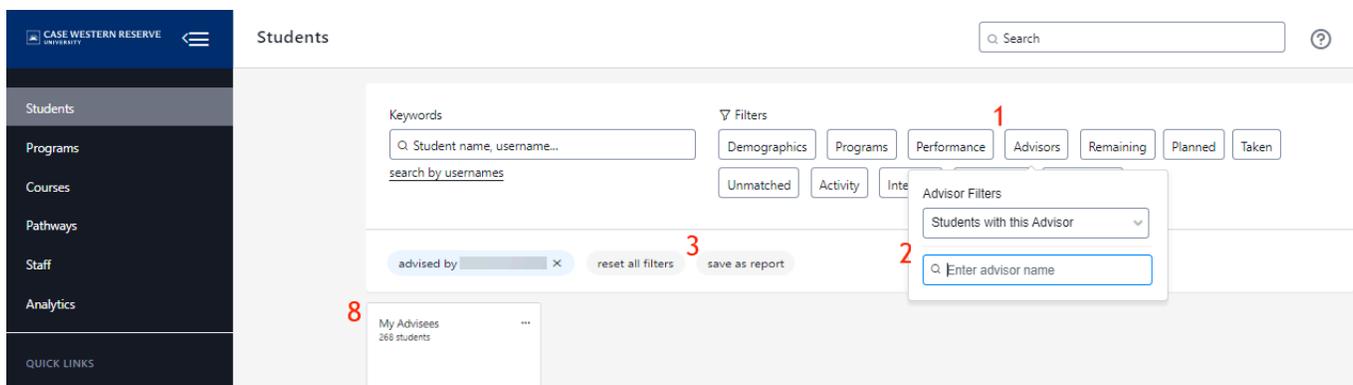
If you are an advisor assigned to specific students and also have additional administrative access to other groups of students, you may find it helpful to create a saved report. A saved report will help you quickly differentiate the groups of students to which you have access.

Create a Saved Report of Your Advisees

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.
4. To create a saved report for only your advisees:



1. Click the **Advisors** filter.
2. Enter your name in the **Enter advisor name** field.
 - a. Once entered, it will apply that criteria to the list of students below.

3. Click **save as report**.
 - a. A pop-up for **New Report** will appear on the screen.
4. Enter a **Report Title** such as “My Advisees.”
5. Select **Automated** for the **Report Type**.
 - a. This will allow students to be automatically added or removed from the saved report as you are added or removed as their advisor in SIS.
6. Advanced options for the report include:
 - a. Track Changes that will notify you (in-app or email based on your settings) when the list has had a change.
 - b. Please note: Notify Students is not a feature we have available in Stellic as we have messaging turned off.
7. Click **Save Report**.
8. A **tile** for your new saved report will appear above the list of students.
 - a. Each time you want to filter your full student list to your list of advisees, click the tile to apply the saved report filter criteria.