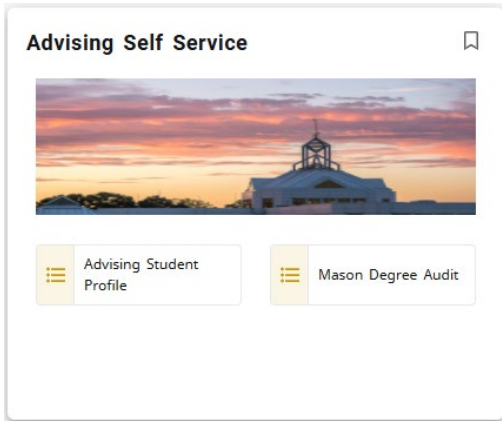


Patriot Web: Advisee Listing

All advisees assigned to an advisor for the selected term will be displayed, whether they are registered or not. You can sort, filter, and/or download the list of advisees, email advisees, and access an individual student's profile from this page

1. From the Faculty & Advisor tab in Patriot Web, select **Advising Student Profile**.



2. Select the appropriate term from the drop-down menu and click **View My Advisee Listing**.

A screenshot of the 'Advisee Search' page. The page has a green header with 'GMU - DEVL'. Below the header is a breadcrumb 'Advising > Advisee Search'. The main heading is 'Advisee Search'. Below this is a search box with a dropdown menu showing 'Fall 2022'. Below the search box are three radio buttons: 'Student ID' (selected), 'Student Email', and 'Student Name'. Below the radio buttons is a text input field labeled 'Student ID'. At the bottom are two buttons: 'View Profile' and 'View My Advisee Listing'. The 'View My Advisee Listing' button is highlighted with a red border.

3. The **Advisee Listing** page contains overview information about *all advisees* that are assigned to you in the selected term. The columns can be rearranged by dragging and dropping to a desired position. You can sort, filter, and/or download the list of advisees, email advisees, and you can access an individual student's profile from this page

Advisee Listing

Fall 2022								
Email All Filter								
Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds	Prima	
	BA Communication	Communication	Probation	Active	Re-Enrolled			
	BS Psychology	Psychology	Good Standing	Inactive - Not Enrolled	Continuing			
	BS Criminology, Law and ...	Criminology, Law and S...	Good Standing	Active	Re-Enrolled			
	BS Computer Science	Computer Science	Good Standing	Leave of Absence	Re-Enrolled			
	BS Mathematics	Mathematics	Good Standing	Inactive due to Gradu...	Continuing			

Page 1 of 1

10 Per Page

Records: 5

4. Advanced filtering allows the user to filter on specific values between one or multiple criteria. The first field allows the user to select what criteria to filter on. The second field allows the user to determine the command of the value. Use **“Add Another Column”** to add multiple criteria records to your filter. To delete a criteria record, press the **minus symbol** on the right.

Fall 2022

Email AllFilter

Filter Records

Study Level

Equals

Undergraduate

Student Status

Equals

Active

Add Another Column

Cancel

Clear All

Go

- Only the student records that meet the filtered criteria requirements will be displayed.

Fall 2022

Email AllFilter

Filtered Results: 1

Study Level xStudent Status x

Remove Filter

Name and ID	Program	Primary Major	Academic Standing	Study Level	Student Status	Student Type	Advisor
	BA Communication	Communication	Probation	Undergraduate	Active	Re-Enrolled	

Page 1 of 1

10 Per Page

Records: 1

- To export, click on the **Tools** icon (the wheel in the upper right corner of the page) to export your Advisee Listing to Excel.

[Advising](#) • [Advisee Search](#) • [Advisee Listing](#)

Advisee Listing

Fall 2022

Email All

Filter

	Name and ID	Program	Primary Major	Academic Advisor
View Profile	Vrr, Staufref 10/31/21 T1 20... 000074008	BS Mathematics	Mathematics	Go

Page 1 of 1

10 Per Page

Records: 1

About

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Export Advisee Listing

This section on this page contains overview information about all advisees that are assigned to you in the selected term.