Advising Student Profile Quick Reference

Advisee Listing

Click on a student to see their Profile
Sort columns by clicking or re-order them by dragging.
Click gear icon to export advisee list to Excel
Email advisees
Filter Advisee List by one or more columns
Change number of records per page
Student Status column may also include inactive or graduated students. Use the filter to set status to include only active students before using Email All.

Student Profile

There are two slightly different versions of Student Profile, one for advising, one for students.

To quickly determine which one you are on, check the breadcrumbs to see the menu origin (Advising or Student). Advisors with University of Idaho coursework will have access to both versions, but generally students only see the student version and advisors can only see the advising version. This guide covers the Advising version, but also contains a view of the student version so you can see what options they have.

To move between profiles, click Advisee Listing to select the next student.
Navigation breadcrumbs show this is the Student View

View Notes

Completed credit hours and Institutional GPA

Drag columns to re-order, collapse areas with ▲

Contact information for advisors and instructors

Registered classes for the term

Change My Major and Degree Audit are accessible from the Additional Links menu

Registration pages are linked alphabetically in the left-hand menu.

Add/Drop Classes goes to the registration landing page. Some options there are visible only to students.

Schedule Planner is used before registration opens to choose sections from the courses available that term.

New!
View your Weekly Class Schedule
Building links open in Google Maps