Advising Student Profile User Guide
Feb. 2022
General Information

The **Advising Student Profile** is a VandalWeb application installed jointly by the Office of the Registrar and Information Technology Services. The application allows students to have an overall view of their academic information, and Advisors and Faculty Advisors to see a similar view of the academic information for their advisees, or potential advisees. The Advising Student Profile also links to many other pages with useful student information. The types of information available on Student Advising Profile are:

- Student biographical information – Name, Email, Phone number, and Vandal Number
- General information – Academic Level, Class, Active Status, Student Type, Campus, and the First and Last Terms Attended
- Whether or not they have applied for graduation
- A list of all the advisors assigned to the student
- Their current curriculum, Institutional, Transfer and Overall Earned Hours and GPA
- Prior Schools Attended and Test Scores
- A list of the student’s current classes
- Notes
- Registration status
- Current Holds and the ability for a student’s advisor to remove the Advisor Hold

The **Advising Student Profile** is designed with mobile devices in mind, so the layout of the page will change depending on what device is being used to view it. Students can access the new application from the **Students** tab in VandalWeb. Advisors and Faculty Advisors can access it from the **Faculty & Advisors** tab > **Student Information** menu in VandalWeb. Faculty access Student Profile from the Class List page on the Faculty & Advisors tab.

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**Faculty & Advisors Student Information**

- Term Selection
- ID Selection
- Registration Overrides
- **Student Profile**
  - For more info see the Student Profile Quick Reference Guide
- Degree Audit
  - For more info see the Degree Audit webpage
- Unofficial Transcript
- GPA and Credit Tracking
- Pending Major Changes
- Midterm Grades
- Transfer Evaluation
- Detail Schedule
- Weekly Schedule
- Graduation Application Status
- Retention Resource Guide
- **Schedule Planner Advisor Mode**
  - Add courses to your advisee’s schedule planner
  - For more info see the Schedule Planner webpage
- **VandalStar**
- Graduate Student Committee Information
  - Displays graduate student committee membership.

*Figure 1 - VandalWeb Access to Student Profile*
Advisee Search

When an Advisor clicks on the Student Profile link, a search page will open. They can then select the term they want to see information for and either search for a specific student or see a list of all their Advisees by clicking View My Advisee Listing.

![Figure 2 - Advisee Search](image2)

The text to the right of the screen gives instructions for how to use the page. You can hide the text by clicking on the triangle icon in the middle of the border separating the text from the rest of the page, or you can adjust the size of the instructions by dragging the border to the left or right.

You have the option of searching by the Student ID (Vandal Number or Student ID), any email address that is in Banner, or the student name (last name, first middle). When you search by name, partial matches will start to display after typing the first three letters of the last name, and change as you enter more characters. **The list will include inactive as well as active students.** After selecting the student you want, the View Profile button will become active.

![Figure 3 - Name Search](image3)
Advisee Listing

To select one of your current advisees, or work with a subset of your advisees, click on the **View My Advisee Listing** link next to the **View Profile** button. The Advisee Listing page lists all of your advisees as of the term selected on the **Advisee Search** page. By default, 10 advisees are shown on each page. This can be changed to 15 or 20 students per page. At the bottom, the number of pages is displayed and arrows to navigate to the next, first, or last page are available. In this Guide, student photos are not included; in the active application, student photos will display if one is available.

![Figure 4 - Advisee Listing](image)

Sort your advisees by clicking on the column you want to sort by. Clicking on the column again reverses the sort order. Rearrange the columns by dragging them to the left or right. However, the sort and new column order only apply to the current session.

Filtering Your Advisee List

Filter your advisee list by clicking the **Filter** icon in the upper right corner of the bar above the column names. The resulting dropdown section will allow you to filter your advisee list by last name, first name, or middle name, as well as all the available columns. You can filter by more than one column if desired. After selecting your filter criteria, click on the **Go** button to filter your advisee list. You can clear your current filters by clicking on the **Clear All** button or cancel your filter.

![Figure 5 - Filter Box](image)

When you have an active filter, the number of records found and a list of the current filters is displayed above the list of columns. You can remove an individual filter element by clicking on the **x** in the tab displaying the filter element. You can remove all your filters by clicking on the **Remove Filter** button.

![Figure 6 - Active Filter display](image)
Email All Advisees
Clicking on the Email All button next to the Filter button will open an email using your default email application, with your advisees listed in the BCC column. Any active filter affects the advisees listed. For example, you could send an email to all of your advisees who still have an active Advisor Hold, by filtering on that column and then clicking on the Email All button. Please see the Email Setup Instructions on the Registrar’s website for one-time email setup instructions.
Note: When emailing more than 70 students or advisees, use Firefox, not Chrome or Edge, for the browser.

Export Advisee List to Excel
Click on the gear icon in the upper right of the page just to the left of your name to export your advisees as an Excel spreadsheet. You can export the list in either the newer Excel (.xlsx) open file format, or the older (.xls) proprietary file format. The export will include all the available columns in the list and will reflect any active filters.
Student Profile

The student profile page displays information about the student you have selected. It also includes links to other VandalWeb pages that you may find useful. In this Guide, the student photos are displayed with the default photo icon, but the actual application will display the student photo if one is available.

The top of the Student Profile page, below the University logo and your name, contains breadcrumbs that allow you to navigate back to where you started. If you entered a particular student on the Advisee Search page, you can click on the link to return to it. If you went to your Advisee Listing page from the Advisee Search page, you will be able to navigate back to either page.

Under the breadcrumbs is the page title, the name, and the Vandal Number of the student you are currently viewing. Below that is some general information about the page and student:
• The term that you are currently viewing information for is displayed on the left; this is the term you selected on the Advisee Search page
• The student’s academic standing and the term it was last calculated
• The overall hours earned by the student, and their overall GPA
• Registration Notices
• Active holds on the student’s record

The left side of the page contains a photo of the student, and a list of links to other sections of the Student Profile as well as to other helpful VandalWeb pages.

In the center of the page are the Student Information and Notes tabs. The Student Information tab displays Biographical, General, Graduation, and Advisor information about the current student.

The right side of the page contains curriculum, GPA, registered classes, previous schools, and test scores.

Registration Notices
If you click on the Registration Notices link, an overlay will drop down that will display the student’s registration notices. The number to the right of the link is the number of notices that are available. The notices show things that might prevent the student from registering for the term you are looking at. If there is a green check mark next to the item, then the status allows the student to register. A red checkmark indicates that there is a problem that needs to be addressed before the student will be able to register. Finally, the times that the student will be able to register for classes for the term selected are listed.

![Registration Notices](image_url)

*Figure 11 - Registration Notices*
**Holds**

If you click on the **Holds** link, an overlay will drop down and display all the active holds on the student’s record. The number to the right of the link displays the number of holds that the student has. If the student has a hold that is not viewable for privacy reasons you will see text to that effect. Clicking on the triangle next to a hold will display more information.

![Holds overlay](image)

*Figure 12 - Holds*

If the student has a hold that you are authorized to remove, you will see a check box next to the hold and a greyed-out **Release** button. If you want to remove the hold, click the checkbox, then the **Release** button. A new overlay will open and allow you to enter an optional note about why you are removing the hold and a warning that removing the hold cannot be undone. If you enter a note, it will be available in the **Notes** tab in the center of the page and will only be viewable by other advisors.

**Student Information Tab**

The **Student Information** tab displays the following information about the student:

- **Biographical Information**
  - Email – you can click on the email link to send the student an email
  - Phone

- **General Information**
  - Level – Undergraduate, Graduate, Law, etc.
  - Class – freshman, sophomore, etc.
  - Status – Active, Inactive
  - Student Type – Continuing, New, etc.
  - Campus
  - First term attended
  - Last term attended

- **Graduation Information**
  - If the student has applied to graduate, you can click on the link and a new browser tab will open showing the VandalWeb **View Graduation Application** page for the student

- **Advisors**
  - A list of the student’s current advisors. If you click on an advisor name, an overlay card will open with the advisor’s photo, department, and email address
Notes Tab

The Notes tab will show the number of notes that are available for viewing. You can write a note to a student, and they will be able to add a note in reply when they use the student version of the Student Profile.

![Figure 7 - Notes Tab](image)

If there are many notes, you can sort the notes by entry date, author or category.

You can create a new note by clicking the + New button. By default, all notes are viewable by any advisor, including faculty advisors. You can also choose to allow the student to view the note. In addition, you will need to select a note Category and optionally a Contact Type for the note. Click on Post Note to post the note to the system or click Cancel to return without posting the note.

![Figure 14 - New Note](image)

Once you post a note, you will not be able to edit or delete it. If it was a note written by you, you will be able to edit who is able to view it. Clicking on the triangle in the lower right corner of the note will allow you to adjust whom can view the note, it will also expand the note and allow you to see the entire note if it is longer than a couple of lines.
Curriculum and Courses

The Curriculum, Hours & GPA section on the right side of the page has three tabs. The first shows the student’s Primary curriculum, and the second tab shows the student’s Secondary and Tertiary curricula. The third tab contains the Earned Hours and GPA for transfer courses, institutional courses, and overall.

![Figure 15 – Primary Curriculum Tab](image)

Underneath the Curriculum, Hours & GPA section is the Registered Courses section, a listing of the courses that the student is registered for in the selected term. If desired, you can change the order of the columns by dragging them to the right or left. However, the new column order only applies to the current session. Clicking on an instructor will display an overlay card that has a photo, name, department, and email address for the instructor. Along the bottom of the section is the total hours the student is registered for and the minimum and maximum hours the student can register for.

![Figure 16 – Hours & GPA and Registered Courses](image)

Clicking the chevron in the upper right corner of each area will collapse that area to save space on the screen.
Prior Education and Testing

Another view available on the Student Profile page is the Prior Education and Testing view. There is a link on the left side of the page under the student photo and the Curriculum and Courses link. Clicking on this link will replace the Curriculum, Hours & GPA and Registered Courses sections with two new sections, Prior Education and Testing.

The Prior Education section lists all the high schools and post-secondary schools that the student has attended, when they attended, degree if they graduated, and their GPA.

The Testing section contains information about all the tests the student has taken. These include ACT, SAT, Advanced Placement, and UI-based tests. You can sort the rows in this section by clicking on a column header.

Additional Links

The rest of the links on the left side of the page can be used to display other information about the current student. Many of these pages may only be accessed via the Advising Student Profile. These links open a new browser tab and display the corresponding VandalWeb page. These links include:

- Degree Audit
- GPA & Credit Tracking – more information about the current student (details below)
- Graduate Student Committee Information
- Midterm Grades
- Pending Major Changes
- Registration Overrides
- Retention Resource Guide
The **GPA & Credit Tracking** VandalWeb page contains two charts: **GPA by Term** and **Hours by Term**. The **GPA by Term** chart shows the student’s institutional term and cumulative GPA as well as their overall GPA for all the terms they have attended at their current level. The student’s primary major for each term is also listed.

The **Hours by Term** chart shows the attempted and earned hours for all the terms the student has attended at their current level.