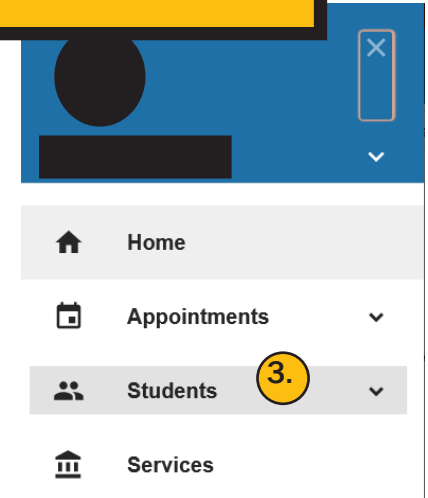# Instructions for Emailing Advisees in VandalStar: Two Methods in Seven Easy Steps

1. Log in to VandalStar at www.vandalstar.uidaho.edu using your NetID and password.

2. Click on the menu icon in the upper left corner.

2.

≡ **VandalStar**

3. Click on the 'Students' tab.

3.

🏠 Home

📅 Appointments ⌄

👥 Students **3.** ⌄

🏛 Services
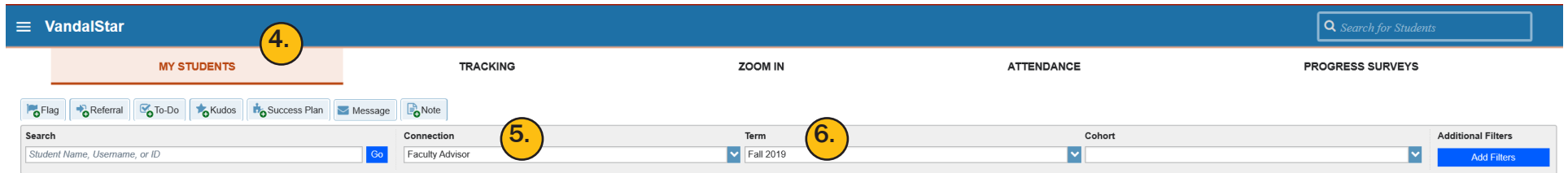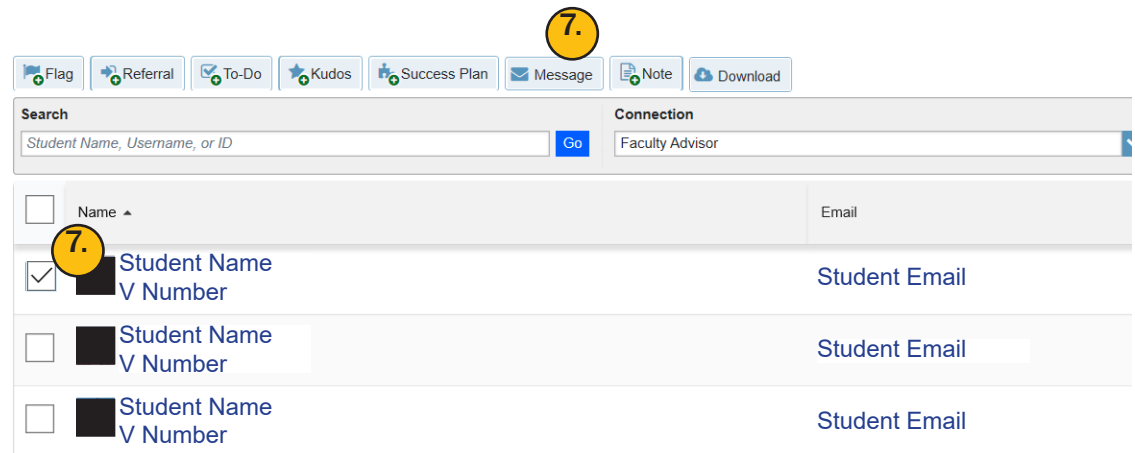
4. Make sure the 'My Students' tab is highlighted in red.

5. Make sure that 'Connection' is set to "Faculty Advisor".

6. Make sure that 'Term' is set to "Fall 2019" (or the term at the time of use).

≡ VandalStar | 🔍 Search for Students

4.

| MY STUDENTS | TRACKING | ZOOM IN | ATTENDANCE | PROGRESS SURVEYS |

🚩 Flag   👥 Referral   ☑ To-Do   ⭐ Kudos   👥 Success Plan   ✉ Message   📄 Note

| Search | **5.** Connection | **6.** Term | Cohort | Additional Filters |
| Student Name, Username, or ID   Go | Faculty Advisor ⌄ | Fall 2019 ⌄ | ⌄ | Add Filters |

7.

METHOD 1: 7. To email directly from VandalStar, select the checkboxes next to the students you would like to email and click 'Message'. This will allow you to send the same message to multiple students. The message will come from your email address and will show [VandalStar] at the beginning of the subject. This message will be visible to you in the Student Folder in VandalStar, but will not be visable to other users. To select all students, click on the box next to the 'Name' column. If you have more than one page of students, you will need to click that box on each page.

🚩 Flag   👥 Referral   ☑ To-Do   ⭐ Kudos   👥 Success Plan   ✉ Message   📄 Note   ☁ Download

| Search | Connection |
| Student Name, Username, or ID   Go | Faculty Advisor ⌄ |

☐	Name ▲	Email
7. ☑	Student Name V Number	Student Email
☐	Student Name V Number	Student Email
☐	Student Name V Number	Student Email

METHOD 2: 7. To download a list of your advisees that **includes emails**, click 'Download'. Your internet browser will download a .csv file and should either open the file or ask you what you would like to do with it. You should open it in a spreadsheet program (Excel works well) and proceed from there. (Please remember to use Bcc when emailing any group of students). This is a good option if you would like to attach a file to your email or if you prefer not to include the [VandalStar] heading in your subject line.

7.

Flag	Referral	To-Do	Kudos	Success Plan	Message	Note	Download

Search

| Student Name, Username, or ID | Go |

Connection

| Faculty Advisor |

	Name ▲	Email
☐	Student Name V Number	Student Email
☐	Student Name V Number	Student Email
☐	Student Name V Number	Student Email

7.

	lastName	firstName	studentId	username	email	secondaryEmail	phone	cellphone	homePhone	videophone
1	lastName	firstName	studentId	username	email	secondaryEmail	phone	cellphone	homePhone	videophone
2	███	███	███	███	███ @vandals.uidaho.edu					
3	███	███	███	███	███ @vandals.uidaho.edu					
4	███	███	███	███	███ @vandals.uidaho.edu		███			

NOTES:

• VandalStar should not show inactive or graduated students in the Faculty Advisor connection.

• Your advisee caseload is managed in Banner at the department level. If your caseload is inaccurate, please verify that your departmental admin has updated your caseload in Banner. Updates to Banner should be visible in VandalStar the next day as VandalStar updates nightly.

If you experience further difficulty, please email vandalstar@uidaho.edu for assistance.