

Student Profile User Guide

October 2024

General Information

Student Profile is an application that allows students to have an overall view of their academic information. Advisors and faculty advisors are able to see a similar view of the academic information for their advisees, or potential advisees. Student Profile also links to many other pages with useful student information. The types of information available on Student Profile are:

Biographic – Name, Email, Phone number, Vandal Number

- General – Academic Level, Class, Active Status, Student Type, Campus, First/Last Terms Attended
- Application(s) for graduation
- Advisors assigned to the student
- Current curriculum, Institutional, Transfer and Overall Earned Hours and GPA
- Prior Schools Attended and Test Scores
- Current classes
- Notes
- Registration status
- Current Holds – With the ability for a student’s advisor to remove the Advisor Hold

Faculty who are not also advisors can access Student Profile in MyUI by selecting Class List from the **My Classes card**.

Advisors and Faculty who are also advisors can access the Student Profile in MyUI from the **My Advisees card**.

Students can access the Student Profile in MyUI from the **Student Self-Service card**.

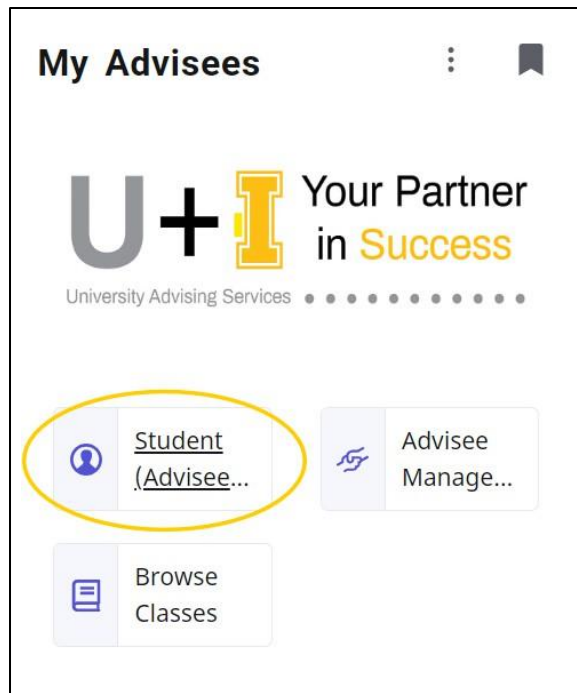


Figure 1 -MyUI Access to Student Profile

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**.

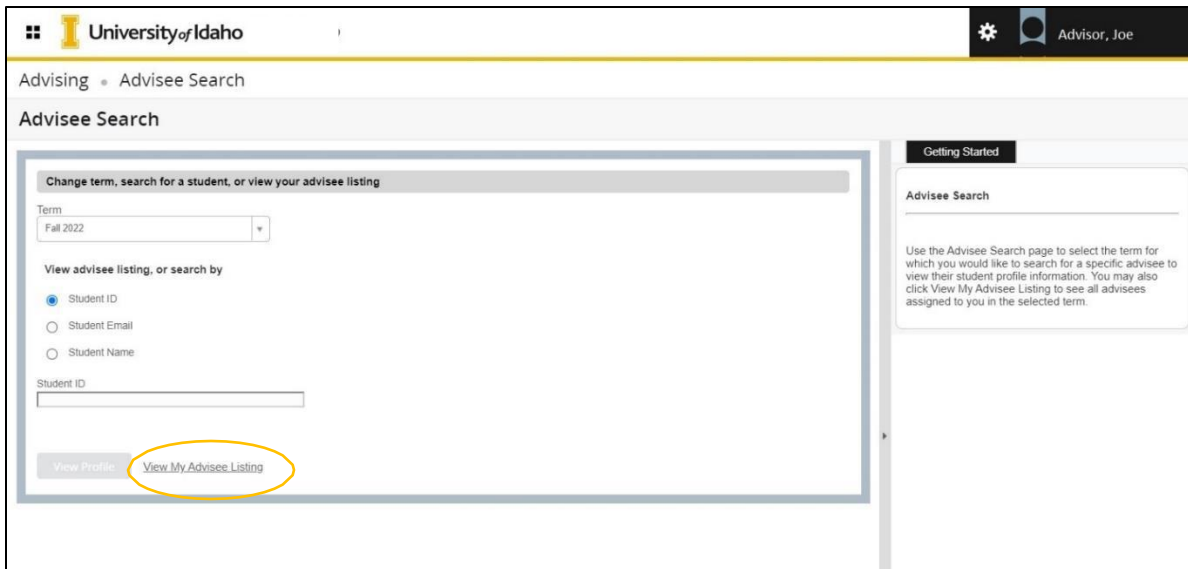


Figure 2 - Advisee Search

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's 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, updating 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.

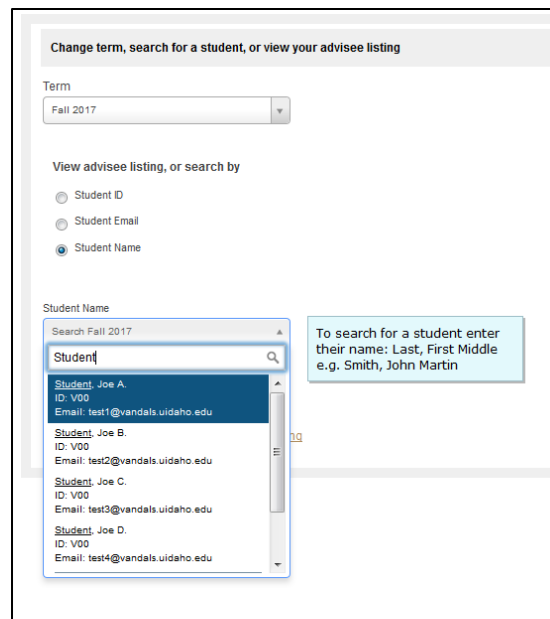


Figure 3 - Name Search

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.

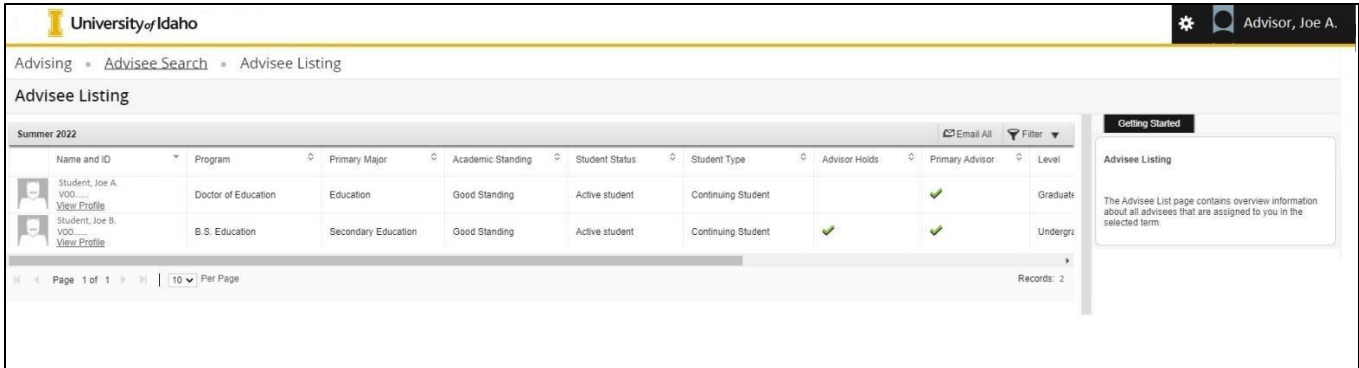


Figure 4 - Advisee Listing

Sort advisees by clicking on the desired column heading. Clicking on the column again reverses the sort order. Rearrange the columns by dragging them to the left or right. Changes to sort and 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.

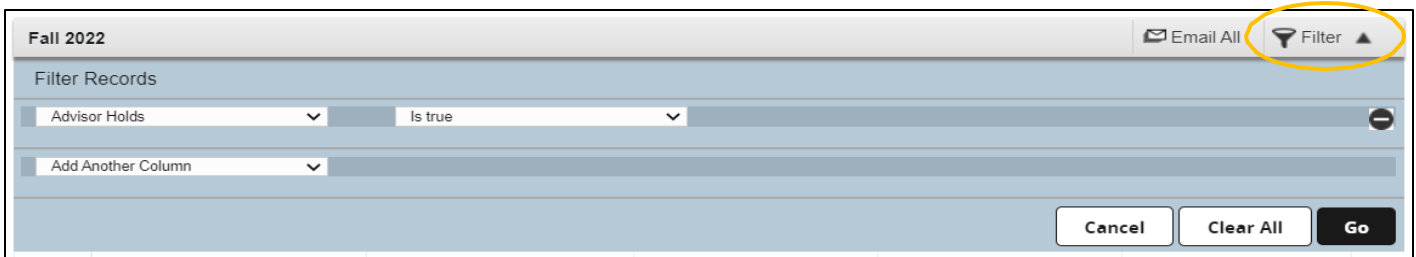


Figure 5 - Filter Box

When filters are active, a list of the filters used, as well as the number of records returned, displays above the columns. You can remove an individual filter element by clicking on the **x** beside the filter element or remove all filters by clicking the **Remove Filter** button.

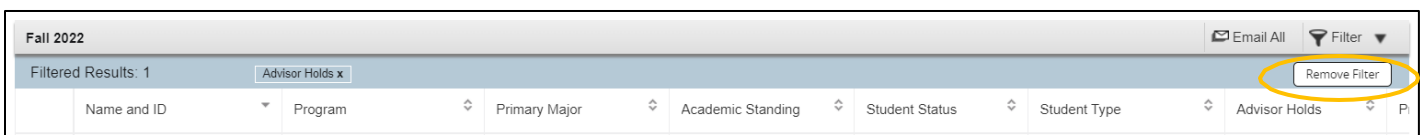


Figure 6 - Active Filter display

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** (blind carbon copy) 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.



Figure 7 – Email All button

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.

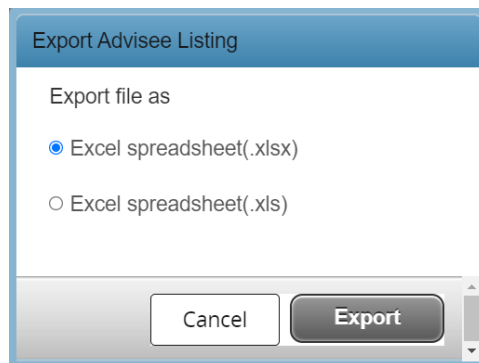


Figure 8 - Excel Export

Student Profile

The student profile page displays information about the student you have selected. It also includes links to other MyUI 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 screenshot shows the University of Idaho Student Profile page for Student, Joe A. (V00.....). The page is marked as CONFIDENTIAL. The top navigation bar includes the University of Idaho logo, a settings gear, and the user name 'Advisor, Joe A.'. Below the navigation bar, there are breadcrumbs: 'Advising > Advisee Search > Advisee Listing > Student Profile'. The main header displays 'Student Profile - Student, Joe A. (V00.....)' and 'CONFIDENTIAL'. The page is divided into several sections:

- Term:** Spring 2022
- Standing:** Good Standing, as of Spring 2021
- Overall Earned Hours:** 94
- Overall GPA:** 3.16
- Registration Notices:** 4
- Holds:** 1

The main content area is divided into three columns:

- Left Column (Navigation):**
 - Student Information
 - Curriculum and Courses
 - Prior Education and Testing
 - Additional Links
 - Degree Audit
 - Graduate Student Committee
 - Pending Major Changes
 - Retention Resource Guide
 - Schedule Planner Advisor Mode
 - Transfer Evaluation
 - Unofficial Transcript
 - SlateConnect
- Middle Column (Student Information):**
 - Bio Information:** Email: joestudent@vandal.uidaho.edu; Phone: Not Provided
 - General Information:** Level: Undergraduate; Class: Senior; Stat us: Active Student; Student Type: Continuing Student; Residency: Resident; Campus: Moscow; First Term Attended: Fall 2018; Last Term Attended: Spring 2021
 - Graduation Information:** Graduation Applications: [Active\(1\)](#)
 - Advisors:** Primary: [Advisor, Joe A.](#)
- Right Column (Curriculum, Hours & GPA):**
 - CURRICULUM, HOURS & GPA:**
 - Primary:** Degree: B.I.A.D.; Level: Undergraduate; Program: Bachelor of Int Arch & Design; College: Art & Architecture; Major: Interior Architecture & Design; Department: Art and Architecture; Concentration: Not Provided; Minor: Architecture; Concentration: Not Provided
 - REGISTERED COURSES:**

Course Title	Details	CRN	Hours	Registration Status	Instructor
Global History of Architecture II	ARCH 386 01	49327	3	**Web Registered**	Instructor, Joe A.
Introduction to Criminology	CRIM 101 01	75157	3	**Web Registered**	Instructor, Joe B.
 - Total Hours | Registered Hours:** 6 | **Billing Hours:** 6 | **CEU Hours:** 0 | **Min Hours:** 12 | **Max Hours:** 20

Figure 9 - Student Profile

The top of the Student Profile page, below the University logo, contains breadcrumbs that allow you to navigate back to where you started. If you entered a particular student on the **Advisee Search** page, 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.

The screenshot shows the top portion of the University of Idaho Student Profile page for Student, Joe A. (V00.....). The page is marked as CONFIDENTIAL. The top navigation bar includes the University of Idaho logo, a settings gear, and the user name 'Advisor, Joe'. Below the navigation bar, there are breadcrumbs: 'Advising > Advisee Search > Advisee Listing > Student Profile'. The main header displays 'Student Profile - Student, Joe A. (V00.....)' and 'CONFIDENTIAL'. The page is divided into several sections:

- Term:** Fall 2022
- Standing:** Good Standing, as of Spring 2021
- Overall Earned Hours:** 94
- Overall GPA:** 3.16
- Registration Notices:** 5
- Holds:** 1

Figure 10 - Student Profile Page Top

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:

- Currently selected term is displayed on the left; to change terms, select one from the **Advisee Search** page
- Student's academic standing and the term it was last calculated
- Overall hours earned by the student, and their overall GPA
- Registration Notices
- Active holds on the student's record

If a photo of the student is available, it will show on the left side of the page. Below it is a pair of links to switch between the current **Curriculum and Courses** view and **Prior Education and Testing**, which contains test scores and a list of previously attended schools. Beneath this is a list of links to other helpful MyUI pages.

To the right of the photo are **Student Information** and **Notes**. **Student Information** displays **Biographical, General, Graduation**, and **Advisor** information for the current student.

The right side of the page contains tabs for **Primary** and **Secondary** curriculum, and **Hours & GPA**. Below this is a section displaying sections the student is **Registered** for in the selected term.

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 items that might prevent the student from registering for the selected term. If there is a green check mark next to the item, the status allows the student to register. A red checkmark indicates a problem that needs addressed before the student can register. Finally, the **Registration Times** range shows when the student will be able to register for classes for the term selected.

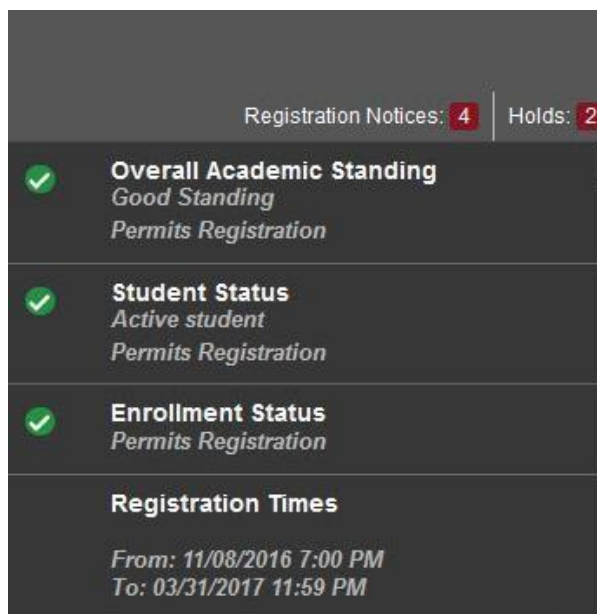


Figure 11 - Registration Notices

Hold

If you click on the **Hold** 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.

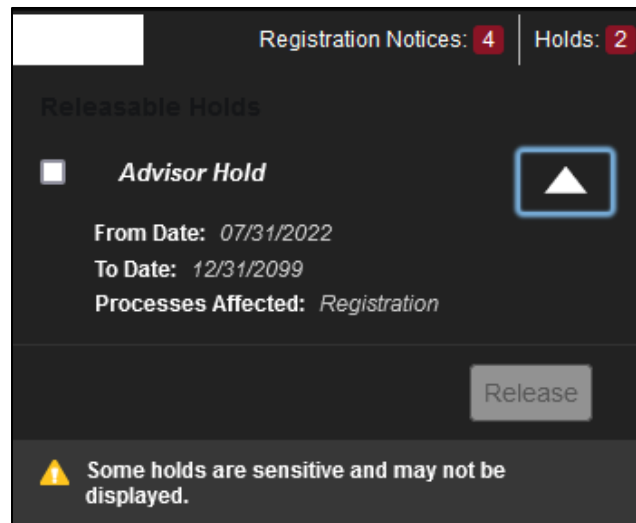


Figure 12 - Holds

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. To remove the hold, click the checkbox, then the **Release** button. A new overlay opens, allowing you to enter an optional note about why you are removing the hold. There is also 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. Unlike other notes, it will only be viewable by other advisors.

Student Information

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

- Biographic
 - Email – you can click on the email link to send the student an email
 - Phone
- General
 - Level – Undergraduate, Graduate, Law, etc.
 - Class – freshman, sophomore, etc.
 - Status – Active, Inactive
 - Student Type – Continuing, New, etc.
 - Residency
 - Campus
 - First term attended
 - Last term attended
- Graduation
 - If the student has applied to graduate, you can click on the link and a new browser tab will open showing the **MyUI 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. If there are many notes, you can sort the notes by entry date, author or category.

By default, all notes are viewable by any advisor, including faculty advisors. You can also choose to allow the student to view specific notes. When you write a note to a student, they will be able to add a note in reply from the student version of **Student Profile**.



Figure 7 - Notes Tab

Create a new note by clicking the **+ New** button. Select a note Category and, optionally, a Contact Type for the note. Clicking on the triangle in the lower right corner of the note will allow you to adjust whom can view the note. This will also expand the note and allow you to see the entire note if it is longer than a couple of lines. Click on **Post Note** to post the note to the system or click **Cancel** to return without posting the note.

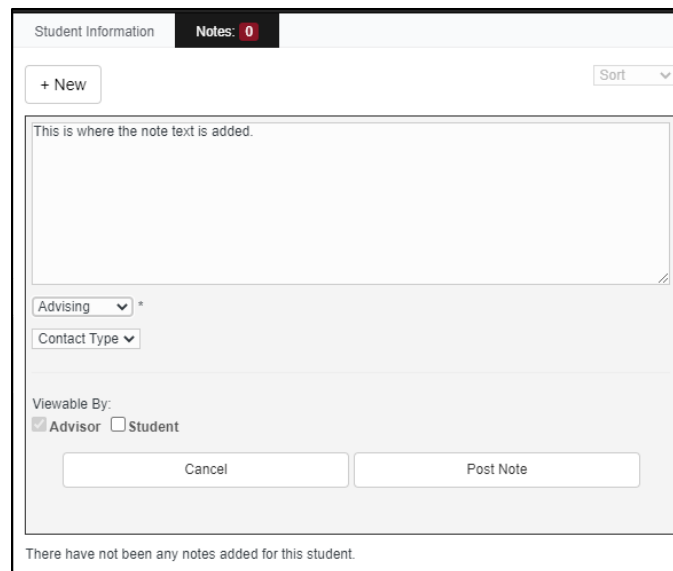


Figure 14 - New Note

Once you post a note, you will not be able to edit or delete it.

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 **Institutional GPA**.

CURRICULUM, HOURS & GPA		
Primary	Secondary	Hours & GPA
Degree:	B.I.A.D.	
Level:	Undergraduate	
Program:	Bachelor of Int Arch & Design	
College:	Art & Architecture	
Major:	Interior Architecture & Design	
Department:	Art and Architecture	
Concentration:	Not Provided	
Minor:	Architecture	
Concentration:	Not Provided	

Figure 15 – Primary Curriculum Tab

Underneath the **Curriculum, Hours & GPA** section is **Registered Courses**, a listing of the sections 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 and will reset each time.


Clicking on an instructor will display an overlay card that has a photo, name, department, and email address for the instructor. The bottom of the section displays the total hours the student is registered for and the minimum and maximum hours the student can register for.

CURRICULUM, HOURS & GPA			
Primary	Secondary	Hours & GPA	
Level	Type	Earned Hours	GPA
Undergraduate	Institution	91	3.17
Undergraduate	Transfer	3	3.00
Undergraduate	Overall	94	3.16

REGISTERED COURSES					
Course Title	Details	CRN	Hours	Registration Status	Instructor
Global History of Architecture II	ARCH 386 01	40327	3	**Web Registered**	Instructor, Joe A.
Introduction to Criminology	CRIM 101 01	75157	3	**Web Registered**	Instructor, Joe B.

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 12 | Max Hours: 20

Figure 16 – Hours & GPA and Registered Courses

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

Student Profile opens in the **Curriculum and Courses** view. Switch to the **Prior Education and Testing** view by clicking the link on the left side of the page, under the student photo and **Curriculum and Courses**. The **Curriculum, Hours & GPA** and **Registered Courses** sections will be replaced with two new sections, **Prior Education** and **Testing**.

PRIOR EDUCATION				
Secondary Education				
School Name	Graduation Date	Location	GPA	
Idaho Falls High School	05/28/2020	Idaho Falls, ID	3.7	
Post Secondary Education				
School Name	Degree Description/...	Attended Dates	Reported Hours	GPA
Northwest Nazarene University	No College Degree	08/01/2018 - 12/01/2018	33	4.0
Spokane Comm College	No College Degree	09/01/2020 - 06/01/2021	47	3.5
TESTING				
Records 11				
Description	Score	Date	Source	
ACT English	18	04/01/2019	Test Score Tape	
ACT English	18	04/19/2019	ETS Official Report	
ACT Math	19	04/01/2019	Test Score Tape	
ACT Math	19	04/19/2019	ETS Official Report	
CHE Predictor Reqmnts Met	Y	08/19/2021	UI Test	
COMPE CS200 Predictor Req Met	Y	08/19/2021	UI Test	
COMPE CSPredictor Reqmnts Met	Y	08/19/2021	UI Test	
COMPE Predictor Reqmnts Met	Y	08/19/2021	UI Test	
ECE Predictor Reqmnts Met	Y	08/19/2021	UI Test	
SAT16 Evidence Based Read/Writ	470	04/09/2019	ETS Official Report	
SAT16 Mathematics	530	04/09/2019	ETS Official Report	

Figure 17 - Education and Testing Areas

The **Prior Education** section lists all the high schools and post-secondary institutions the student has attended, when they attended, any degrees 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 links on the left open their corresponding MyUI pages in new browser tabs, to display other information about the current student. Many may only be accessed via Student Profile. The links include:

- Degree Audit
- Graduate Student Committee Information
- Pending Major Changes
- Retention Resource Guide
- Schedule Planner Advisor Mode
- Transfer Evaluation
- Unofficial Transcript
- SlateConnect