

## MyAQ Advisors Menu



WELCOME TO *My* AQ

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ADVISORS - WEBADVISOR FOR ADVISORS MENU Welcome

Advisor Information

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**Please Note: All Advisor menu options are also available on the Faculty menu**

### My Advisees:

1. From the Advisors or Faculty MyAQ menu, click on the My Advisees link
2. The next screen will have three boxes. The top box is a drop down menu that allows you to select a term/semester from a list of possibilities. The second and third boxes allow you to specify a date range. Use either the dropdown menu OR the date range boxes.
3. Click Submit
4. The My Advisees screen will be displayed, consisting of a list of students assigned to you for the specified term or date range.
5. For more information about a specific student, click the dropdown arrow next to the desired student and select one of the following five options:
  - View Student's Courses - allows you to view a completed course list for an advisee
  - View Student Schedule - allows you to view the advisee's schedule for a specific term
  - View Student Test Summary - displays admissions test scores (ACT and SAT), placement tests, and any other tests on the student's record
  - View Student Profile - displays contact and academic program information for the advisee.
  - Evaluate Program – this functionality is not available for all advisees yet.



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ADVISORS Welcome

### My Advisees

Make a selection from one drop-down box in the "Action" column to get more information about one of your advisees.

Name	Action
A Bail	<input type="button" value="v"/>
Alli P. Band	View Student's Courses
R Bart	View Student Schedule
Lee M. Bask	View Student Test Summary
	View Student Profile
	Evaluate Program

You may only select one option for one student at a time!

6. Click Submit
7. At the next screen you may need to choose either UG – Undergrad or GR – Graduate and click Submit
8. The report you selected for the student will process and be displayed on the screen.
9. To return to the main menu, click Main Menu in the upper right or lower right corner.
10. On some screens the back button will work, usually you will also need to refresh the page in order for it to display.

**Advisees** displays a screen with student ID, name, active academic program, ungraded credits, attempted credits, and earned credits for every student assigned to you as an advisee.

**Search for Sections** allows you to search for classes that are offered in a specified semester by various criteria such as subject, course number, section number, meeting times, meeting days, keywords in course title, or instructor's last name. Please see the Search for Sections information for detailed instructions on using this feature.