

# Student Advisor Profile Overview

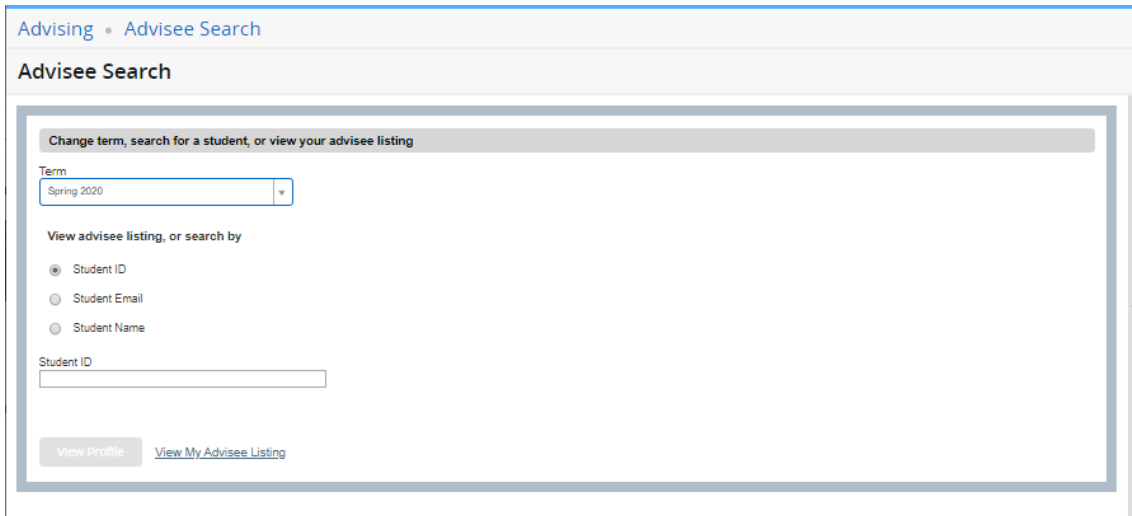
## General Information

The Student Advisor Profile allows advisors an overall view of their advisees' academic information in a centralized location. This application includes an advisee search, an advisee listing, and the addition of an advisee profile that consolidates into a single page key advisee information.

The Student Advisor Profile is our latest implementation of the new Banner 9 applications. With this application comes a more user-friendly interface that is also designed with mobile devices in mind. The layout of the page will change depending on what device is being used to access it.

## Advisee Search

The *Advisee Search* is used to select the term to be used to display your enrolled advisees. Just as in the Banner 8 (the existing TruView) advisee listings, only enrolled advisees will display for the selected term.



The screenshot shows the 'Advisee Search' page. At the top, there is a breadcrumb trail: 'Advising > Advisee Search'. Below this is the title 'Advisee Search'. A grey bar contains the text 'Change term, search for a student, or view your advisee listing'. Underneath, there is a 'Term' dropdown menu currently set to 'Spring 2020'. Below the dropdown is the text 'View advisee listing, or search by'. There are three radio buttons: 'Student ID' (which is selected), 'Student Email', and 'Student Name'. Below the radio buttons is a text input field labeled 'Student ID'. At the bottom left, there are two buttons: 'View Profile' and 'View My Advisee Listing'.

You can search for advisees by Banner ID, email address, or student name. To search for a specific student, select the radio button that indicates the search criteria you wish to use (Student ID, Student Email, Student Name).

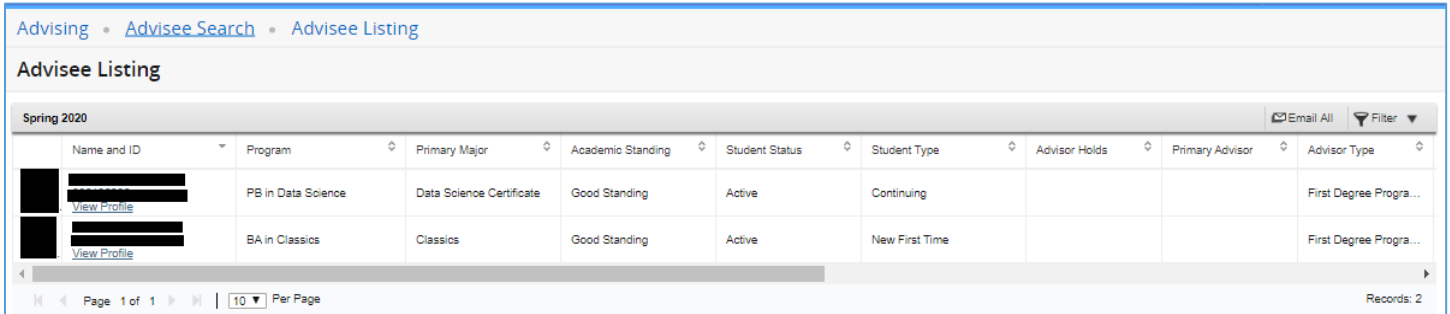
- When searching by name, you must search using the format of last name, first name. Once you have entered 3 characters, Banner 9 will return a list of students matching your criteria. You may continue to enter letters to further limit the search, or select a student and click the *View Profile* button.
- After entering a student ID or email address, press either the Enter or Tab key on your keyboard to initiate the search. When the student's name appears, click the *View Profile* button.
- When multiple student names appear, click the correct one and then click the *View Profile* button.



## Advisee Listing

The *Advisee Listing* provides a list of all students with whom you have an active advising relationship for the selected semester.


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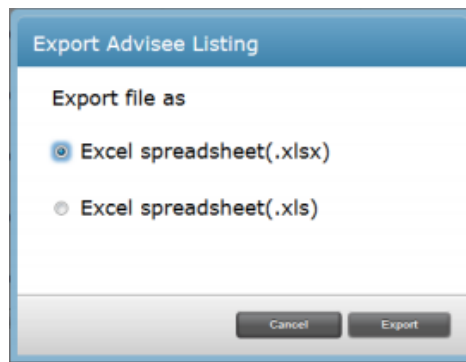
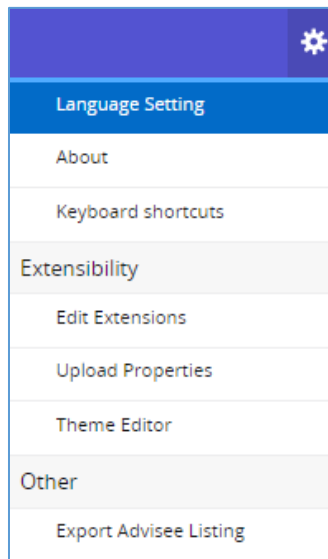
You can sort, filter, and/or download the list of advisees, email advisees, or access an individual student's profile from this page:



Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds	Primary Advisor	Advisor Type
[Redacted] 	PB in Data Science	Data Science Certificate	Good Standing	Active	Continuing			First Degree Progra...
[Redacted] 	BA in Classics	Classics	Good Standing	Active	New First Time			First Degree Progra...

Here are some tips about the Advisee Listing:

- Students who have requested confidentiality are indicated with an orange lock icon  to the right of their name and ID. No information may be released to third parties about these students, including whether or not the person is a student at Truman.
- Use the *Tools* icon (the cog the upper right corner) to export your Advisee Listing to Excel by clicking on *Export Advisee Listing* under Other. Then select which Excel spreadsheet format you prefer. When you click the Export button, a new tab will open. The Excel spreadsheet should download and show as such in the bottom left of the new tab. Click back to the original tab to continue in the **Advisee Listing** application.



- Use the vertical scroll bar at the bottom to scroll to the right and view more advisee details, and use the page navigation tools in the lower left corner to access more search results and/or adjust the number of students that display per page:

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## Student Profile

The *Student Profile* contains a wealth of information about a student on a single page. It also includes links to other self-service applications that you may find useful.

Advising • [Advisee Search](#) • [Advisee Listing](#) • Student Profile

Student Profile - [Redacted]

Term: Spring 2020 Standing: Good Standing, as of Fall 2019 Overall Hours: 58 Overall GPA: 3.62 Registration Notices: 4

**Student Information** Notes: 2

**Bio Information**  
Email: [Redacted]  
Phone: [Redacted]  
Gender: [Redacted]

**General Information**  
Level: Undergraduate  
Class: Sophomore  
Status: Active  
Student Type: New First Time  
Residency: In-State  
First Term Attended: Fall 2019  
Last Term Attended: Fall 2019

**Graduation Information**

**Advisors**  
Primary / NSP Advisor [Redacted]  
First Degree Program Advisor [Redacted]

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Arts	
Level:	Undergraduate	
Program:	BA in Classics	
College:	Sch of Arts and Letters	
Major:	Classics	
Department:	Classical & Modern Languages	
Concentration:	Not Provided	
Minor:	Pre-Education/Secondary	
Department:	Not Provided	
Concentration:	Not Provided	
Admit Type:	History	
Admit Term:	Not Provided	
Catalog Term:	First Time Undergraduate	

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instructor
Roman Lit in Translation	CLAS 282 01	1070	3	***Web Registered**	[Redacted]
Intermediate Latin II	LATN 251 02	1151	3	***Web Registered**	[Redacted]
WE/The Art of Greece & Rome	ART 328 01	1315	3	***Web Registered**	[Redacted]
Basic Statistics	STAT 190 13	1880	3	***Web Registered**	[Redacted]
Exploratory Field Experiences	ED 388 02	1905	1	***Web Registered**	[Redacted]
WE/World History II:1200 to Pr	HIST 212 02	2058	4	***Web Registered**	[Redacted]

Total Hours | Registered Hours: 17 | Billing Hours: 17 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 17

The top of the Student Profile page (top line in the image above) 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 Banner ID 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

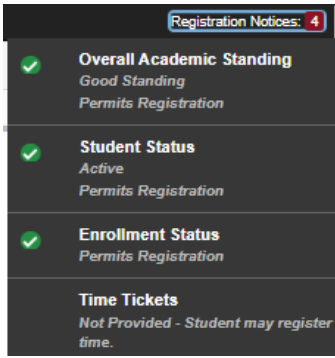
The left side of the page contains a photo of the student, and a list of links to other sections of the Student Profile as well as to other helpful pages.

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 (Note: Select test scores are coming soon.)

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### 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 making any registration changes. 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.



### Student Information Tab

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

- Biographical Information
  - o Email – you can click on the email link to send the student an email
  - o Phone
- General Information
  - o Level – Undergraduate, Graduate
  - o Class – freshman, sophomore, etc.
  - o Status – Active, Inactive
  - o Student Type – Continuing, New, etc.
  - o Campus
  - o First term attended
  - o Last term attended
- Graduation Information
  - o Previous Truman degrees will display here
  - o If the student has applied to graduate will display here
- Advisors
  - o A list of the student's current advisors. If you click on an advisor name, an overlay card will open with the advisor's department and email address

### Notes Tab

The **Notes** tab will show the number of notes that are available for viewing. This will be used for Advising Notes. Notes that used to be maintained in the previous advising tool have been migrated to this new tool. You can create a new note by clicking on the **+New** button. You will need to select a note Category and a Contact Type for the note. Click on **Post Note** to post the note to the system, or **Cancel** to return without posting the note.

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Once you post a note, you will not be able to edit or delete it. All notes are viewable by all advisors. Clicking on the triangle in the lower right corner of the note will allow you to expand the note and 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 curricula. The third tab contains the Earned Hours and GPA for transfer courses, institutional courses, and overall.

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 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.

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

### Prior Education and Testing

The **Prior Education and Testing** section is another view available on the **Student Profile** page. 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**.

**Prior Education** will display high schools and transfer institution including graduation date and GPA.

**Testing** will display undergraduate placement tests, ACT, and SAT test scores. It will display all test scores records for the student for each of these test types. (Note: Select test scores are coming soon.)

PRIOR EDUCATION <span>▲</span>			
Secondary Education			
School Name	Graduation Date	Location	GPA
Hellas Interparish High School	██████████	Jefferson City, MO	██████
Post Secondary Education			
No data available.			
TESTING			Records 3 <span>▲</span>
You do not have access to view testing information for this student.			

### 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. These links open a new browser tab and display the corresponding TruView Banner self-service page. Including in these links is DegreeWorks. This will open DegreeWorks in a new tab. From there you can enter the Banner ID of whatever advisee you would like to view in DegreeWorks.