

Advisor Assignment Application Guide



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Advisor Assignment Overview

The **Advisor Assignment** application allows Department Administrators and their proxies to create, view, and edit primary advisor assignments online, at any time.

Login

The login process uses Touchstone which makes the system available on your computer using certificates or any computer using your Kerberos username and password.

Roles

As you log in you are given access to students and advisors based on your role which has been set up for you. This ensures that you only make assignments for advisors and students in course/level/options for which your role grants access.

Key Features of the System

- the system makes assignments for the current term but rolls forward those assignments into future terms until a different assignment is made
- this system allows for the assignment of one academic advisor / registration officer for each of a student's major(s) or program(s)
- any employee may be assigned as an advisor
- students are only assigned advisors for relevant course/level/options
- assignments may be imported into the system

This document will show how to

1. **Assign Advisors to Students**
2. **Assign Students to Advisors**

You may access the Advisor Assignment Home Page at the following address: <https://edu-apps.mit.edu/assignadvisors/> .

Advisor Assignment Home Page

This is the Home screen for **Assign Academic Advisors/Registration Officers to Students**.

MIT OFFICE of the REGISTRAR

Assign Advisors to Students Assign Students to Advisors View Assignments Import Assignments Help Log Off

Assign Academic Advisors/Registration Officers to Students

SELECT EFFECTIVE TERM

Summer Term 2011 Change Term

Selected Effective Term: Summer Term 2011 (all assignments below will be made starting with the effective term and carried forward.)

SELECT STUDENTS

+ Student Filters

ASSIGN ADVISORS FOR EFFECTIVE TERM: SUMMER TERM 2011

Displaying 1-20 of 234« Previous 1, 2, 3, 4, 5, 6, 7, 8 Next » Display: 20 Go

MIT ID	Kerberos	Name	Reg Type	Year	Course	Advisor
999999999	benacer	Acer, Benjamin	R	3	9	Wexell, Peter M.
999999999	XXXXXXXXXXXXX	XXXXXXXXXXXXX	R	3	9	XXXXXXXXXXXXX
999999999	XXXXXXXXXXXXX	XXXXXXXXXXXXX	R	4	9	XXXXXXXXXXXXX
999999999	XXXXXXXXXXXXX	XXXXXXXXXXXXX	R	2	9	XXXXXXXXXXXXX
999999999	XXXXXXXXXXXXX	XXXXXXXXXXXXX	R	3	9	XXXXXXXXXXXXX

The title of this screen is displayed immediately below the maroon menu bar (see arrow above).

Assign Advisors to Students View Assignments Import Assignments Help Log Off



Assign Academic Advisors/Registration Officers to Students

Menu Options

Assign Advisors to Students – select an advisor for a student (current page shown above)

Assign Students to Advisors – assign groups of students to an advisor

View Assignments - displays a list showing students and their advisor assignments for current projected terms (usually one “major” (aka, Fall, Spring) and one “minor” (aka, IAP, Summer) term)

Import Assignments – allows you to upload a file of stored advisor assignment information

Help – displays Help documentation pages

Log Off - ends your session but be sure to close your browser to complete the process

Assign Advisors to Students

From here you will be able to:

1. Select the effective term
2. Search for students by filtering
3. Assign an advisor to an individual or group of students
4. Print and export data


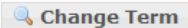
Select the Effective Term

The selection of the effective term is significant because advisor assignments are carried forward to future terms. The assignment you make will be effective from the selected term to all future terms projected in MITSIS (one or two terms past the current term).

****This assignment will remain in effect for future terms until it is changed through this system.**

The Effective Term defaults to the current term.


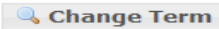
SELECT EFFECTIVE TERM

Spring Term 2010-2011  

Selected Effective Term: Spring Term 2010-2011 (all assignments below will be made starting with the effective term and carried forward.)

1. From the drop down menu select the desired term

SELECT EFFECTIVE TERM

Spring Term 2010-2011  

Spring Term 2010-2011
Summer Term 2011
Fall Term 2011-2012

Spring Term 2010-2011 (all assignments below will be made starting with the effective term and carried forward.)

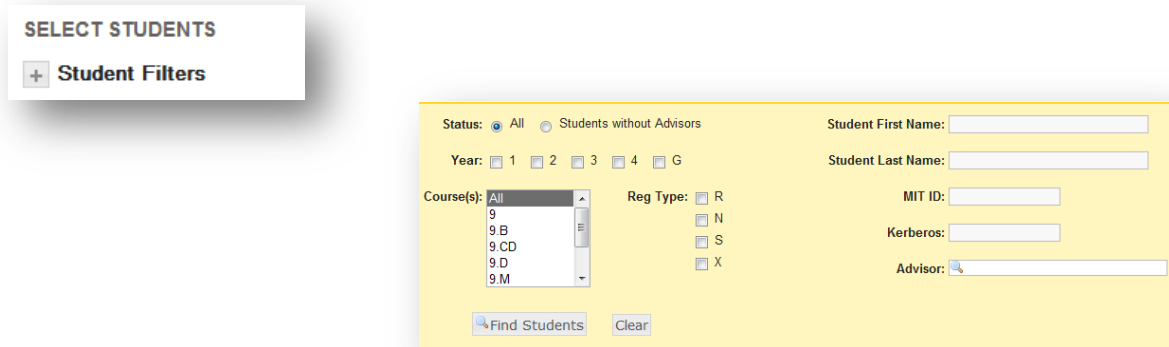
2. Click **Change Term**

Student assignments displayed will be for the effective term selected in this step. Only course/level/options appropriate for the currently logged-in user will be displayed for any filtered results.

Select Students

The Select Student feature lets you search for a student by name, MIT ID, or Kerberos username. More significantly, it lets you search for groups of students by any combination of year, course and registration type. You can also further filter to see students with assigned advisors or students who have not yet been assigned to advisors.

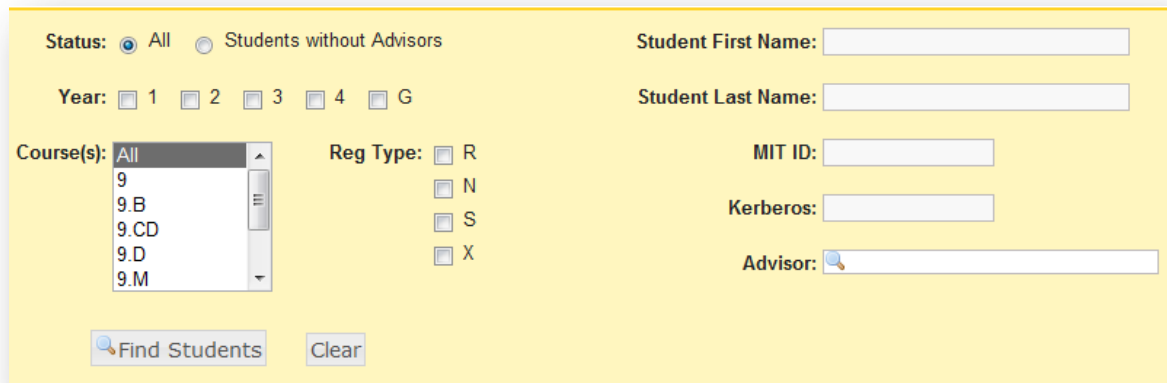
Look for SELECT STUDENTS under the Term Selection area. Click the Plus (+) next to **Student Filters** to show the yellow criteria box.



The screenshot shows a small dialog box titled "SELECT STUDENTS" with a plus icon and the text "Student Filters". To the right is a larger yellow panel representing the expanded filter criteria. This panel includes:

- Status:** Radio buttons for "All" (selected) and "Students without Advisors".
- Year:** Checkboxes for 1, 2, 3, 4, and G.
- Course(s):** A dropdown menu currently showing "All", with a list of options: 9, 9.B, 9.CD, 9.D, and 9.M.
- Reg Type:** Checkboxes for R, N, S, and X.
- Search Fields:** Text input boxes for "Student First Name:", "Student Last Name:", "MIT ID:", "Kerberos:", and "Advisor:". The "Advisor:" field includes a magnifying glass icon.
- Buttons:** "Find Students" (with a magnifying glass icon) and "Clear".

Using Student Filters



This screenshot shows the same yellow filter panel as above, but with a slightly different layout for the search fields. It includes:

- Status:** Radio buttons for "All" (selected) and "Students without Advisors".
- Year:** Checkboxes for 1, 2, 3, 4, and G.
- Course(s):** A dropdown menu currently showing "All", with a list of options: 9, 9.B, 9.CD, 9.D, and 9.M.
- Reg Type:** Checkboxes for R, N, S, and X.
- Search Fields:** Text input boxes for "Student First Name:", "Student Last Name:", "MIT ID:", "Kerberos:", and "Advisor:". The "Advisor:" field includes a magnifying glass icon.
- Buttons:** "Find Students" (with a magnifying glass icon) and "Clear".

1. Enter student information on the right to locate an individual student. Otherwise choose criteria on the left to locate groups of students.
2. You may also enter an **Advisor** name on the right to see all students assigned to this advisor. As you begin to type an Advisor's first or last name an *auto-complete list of choices will show. Click the name in the list to enter it.

* You must click an advisor's name from the auto-complete pop-up list for the system to recognize your choice.

3. Choose **All** students to see the full list. If you select **All** there is no need to select anything else.
4. Select any combination of **Year**, **Course** and **Reg Type**. These choices will filter records from the complete set and show a list also based on your choice of **All** or **Students without Advisors**. You may select multiple courses which are contiguous with the click-shift-click method or non-contiguous by clicking the first, holding the control key then clicking the second.

*All information is based on the effective term selected (e.g., student year, advisor assignment).

5. Select **Students without Advisors** to see only students without advisors assigned.
6. Click **Find Students** when you are satisfied with your choices. Click **Clear** to make a new set of choices.
7. Click the Minus (-) sign next to **Student Filters** to close the yellow, filter box.

List of Students

The list of students you see reflects the choices you have made in the Student Filters box. This list is filtered to show all Year 3 and 4. The total number of students who meet the criteria chosen below is 97.

The screenshot shows the 'SELECT STUDENTS' interface. At the top, there's a 'Student Filters' box with options for Status (All, Students without Advisors), Year (1, 2, 3, 4, G), Course(s) (All, 9, 9.B, 9.CD, 9.D, 9.M), Reg Type (R, N, S, X), and fields for Student First Name, Student Last Name, MIT ID, Kerberos, and Advisor. Below the filters is a 'Find Students' button. The main section is titled 'ASSIGN ADVISORS FOR EFFECTIVE TERM: SPRING TERM 2010-2011'. It shows a table of students with columns: MIT ID, Kerberos, Name, Reg Type, Year, Course, and Advisor. The table displays 10 rows of student data, with the first row showing 'benacer' and 'Acer, Benjamin'. The Advisor column shows 'Wexell, Peter M.' for some students and a search icon for others. At the bottom, there are 'Save Assignments' and 'Reset' buttons, and a link for 'Export options: CSV| PDF'.

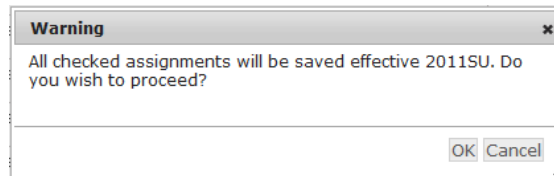
MIT ID	Kerberos	Name	Reg Type	Year	Course	Advisor
99999999	benacer	Acer, Benjamin	R	3	9	Wexell, Peter M.
99999999	XXXXXXXXXX	XXXXXXXXXXXX	R	3	9	XXXXXXXXXXXX
99999999	XXXXXXXXXX	XXXXXXXXXXXX	R	4	9	XXXXXXXXXXXX
99999999	XXXXXXXXXX	XXXXXXXXXXXX	R	4	9	Wexell, Peter M.
99999999	XXXXXXXXXX	XXXXXXXXXXXX	R	4	9	XXXXXXXXXXXX
99999999	XXXXXXXXXX	XXXXXXXXXXXX	R	4	9	Wexell, Peter M.
99999999	XXXXXXXXXX	XXXXXXXXXXXX	R	4	9	Wexell, Peter M.
99999999	XXXXXXXXXX	XXXXXXXXXXXX	R	4	9	Wexell, Peter M.
99999999	XXXXXXXXXX	XXXXXXXXXXXX	R	4	9	Wexell, Peter M.
99999999	XXXXXXXXXX	XXXXXXXXXXXX	R	4	9	Wexell, Peter M.

1. Just above the list on the left you will see how many names the page is displaying out of the total set of students. Click the Previous, Next and page number links to view other screens.
2. The screen is set to show 20 names per screen. Change this on the far right using the popup list. Make a choice (10, 20, 50, 100 or All) then click Go.
3. Click a column head to sort ascending. Click again to sort descending. The default sort order is last name, first name, MI, then MIT ID.
4. Students with multiple majors or programs will show multiple records, but only if you have access.
 - a. Student records will show the currently assigned primary advisor, or they will be blank.
 - b. Click the X to unassign an advisor.
 - c. Assign an advisor by typing an advisor's name in the Advisor box on the far right of each row and selecting a name from the auto-complete list.

**** Remember, advisor assignments will carry forward from this effective term for one or two terms forward depending on the point in the year.**

During this term	Assignments will be projected for these terms
Fall	Fall, January, Spring
January	January, Spring
Spring	Spring, Summer, Fall
Summer	Summer, Fall

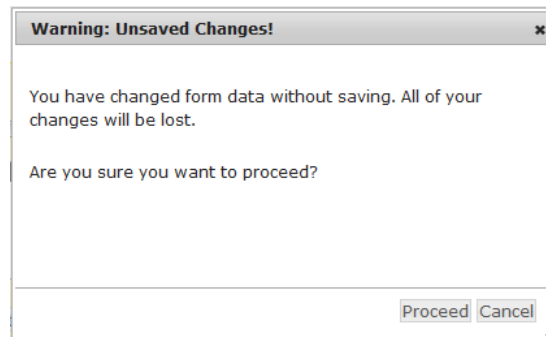
5. Any MIT employee may be added as an Advisor in the student's record (not the yellow filter names box).
6. Any change to the advisor box will cause the check box at the far left of a row to become checked. All checked records will be saved whether you've assigned an advisor, or unassigned an advisor. You may uncheck any record to prevent saving that record.
7. Click **Reset** to clear any changes since the last save. Click **Save Assignments** to save the edits you've made since the last save. You may make as many advisor changes as you like before saving.
8. When you save you will see the following messages.



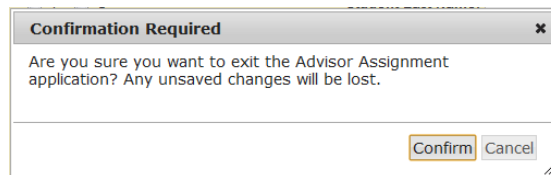
9. After you save you will see a confirmation message.



10. If you try to leave this screen before saving you will see the following message.



11. If you try to logout before saving you will see the following message.

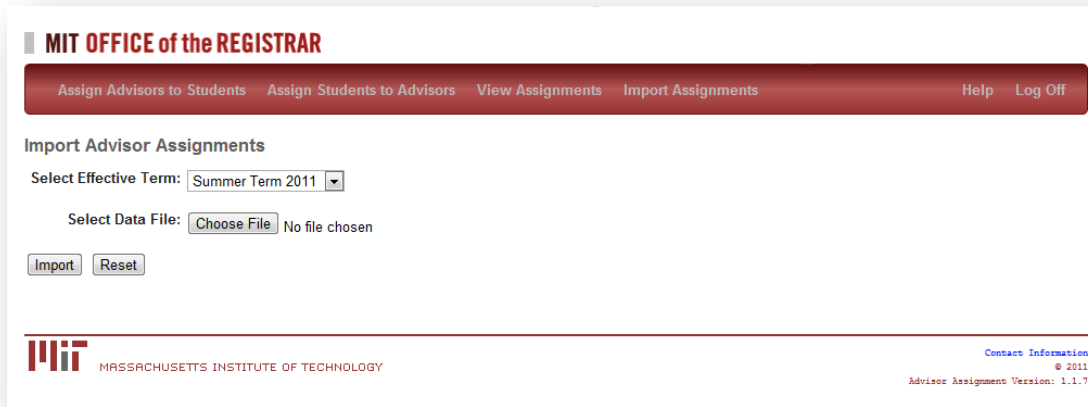


12. On the bottom right are links to print a PDF copy or to export the data. The students displayed on the screen will be printed to a PDF or exported. Note that this may not include all students from the initial filter, unless they are all displayed.

Export options: [CSV](#) [PDF](#)

Import Assignments

The Import Assignments page allows you to import advisor assignment information kept in an external file.



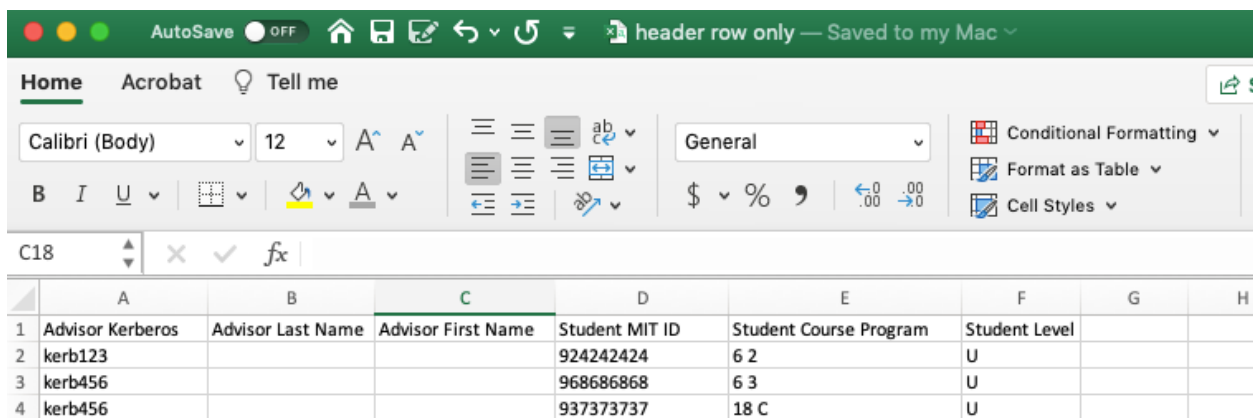
The screenshot shows the 'MIT OFFICE of the REGISTRAR' web interface. A navigation bar at the top includes links for 'Assign Advisors to Students', 'Assign Students to Advisors', 'View Assignments', 'Import Assignments', 'Help', and 'Log Off'. The main heading is 'Import Advisor Assignments'. Below this, there is a 'Select Effective Term:' dropdown menu set to 'Summer Term 2011'. A 'Select Data File:' section contains a 'Choose File' button and the text 'No file chosen'. At the bottom of this section are 'Import' and 'Reset' buttons. The footer of the page features the MIT logo, the text 'MASSACHUSETTS INSTITUTE OF TECHNOLOGY', a 'Contact Information' link, the copyright notice '© 2011', and the version number 'Advisor Assignment Version: 1.1.7'.

Format your data

Your file must be in .csv or .txt format, and must include six columns with this exact header row:

- Advisor Kerberos
- Advisor Last Name
- Advisor First Name
- Student MIT ID
- Student Course Program
- Student Level

Although columns for Advisor Last Name and Advisor First Name are required, the data itself is not required and can be left blank. All other data are required.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Advisor Kerberos	Advisor Last Name	Advisor First Name	Student MIT ID	Student Course Program	Student Level		
2	kerb123			924242424	6 2	U		
3	kerb456			968686868	6 3	U		
4	kerb456			937373737	18 C	U		

Import your data

1. On the "Import Assignments" page, select an "effective term" from the dropdown.
2. Click "Choose File" to browse your local machine to find the file, formatted per the above.
3. Click "Import" and a report will be generated indicating success or error for each row of data.
4. Errors will indicate a reason for the import failure so you may adjust your source file and import again.
5. Note that header rows will generate a "Student MIT ID is not valid" error, but the error can be ignored.

View Assignments

The View Assignments screen lets you see advisor assignments in a read-only format. Based on the filter criteria, this screen shows a list of this advisor's students for the current term and projected terms.

MIT OFFICE of the REGISTRAR

Assign Advisors to StudentsView AssignmentsImport AssignmentsHelpLog Off

View Academic Advisor/Registration Officer Assignments for Students Across Terms

Student Filters

Current Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ G

Course(s):

All99.B9.CD9.D9.M


Current Reg Type: ☐ R☐ N☐ S☐ X

Student First Name:

Student Last Name:

MIT ID:

Kerberos:

Advisor:  Wexell, Peter M.

Find Students

Clear

6 items found, displaying all items.« Previous1Next »

Display: 20Go

Name	Course	Advisor: Spring Term 2010-2011	Advisor: Summer Term 2011	Advisor: Fall Term 2011-2012
Acer, Benjamin 999999999 benacer	9	Wexell, Peter M.	Wexell, Peter M.	Wexell, Peter M.
XXXXXXXXXXXX XXXXXXXXXXXX	9	Wexell, Peter M.	N/A	N/A
XXXXXXXXXXXX XXXXXXXXXXXX	9	Wexell, Peter M.	N/A	N/A
XXXXXXXXXXXX XXXXXXXXXXXX	9	Wexell, Peter M.	Wexell, Peter M.	Wexell, Peter M.
XXXXXXXXXXXX XXXXXXXXXXXX	9	Wexell, Peter M.	N/A	N/A
XXXXXXXXXXXX XXXXXXXXXXXX	9 NIV	Wexell, Peter M.	N/A	N/A

6 items found, displaying all items.« Previous1Next »

Export options: CSVPDF

1. The list will display names based on your filter criteria. Setting filter criteria works the same as on the **Assign Advisors to Students** page.
2. Each student's name, MIT ID, and Kerberos username are displayed in the first column.
3. The current term advisor assignment is displayed. One, or possibly two additional future term advisor assignments are also displayed.
4. Navigation works the same as on the **Assign Advisors to Students** page.
5. The current list may be exported to a PDF file to print or a .csv file to open in Excel.

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Assign Students to Academic Advisors/Registration Officers

The **Assign Students to Advisors** screen allows you to find groups of students based on filter criteria and assign an entire group quickly to an advisor. For any advisor, you can view all their student advisees. You can also see for each advisor a summary table of information about their advisees. The picture below displays what you will see when you first arrive at this screen.

The Assign Students Process

1. Select an advisor and find a set of students based on filter criteria
2. Move students left to assign or right to unassign
3. Save your changes

After selecting the Effective Term, an Advisor and his or her assigned student advisees may be viewed on the left. Students will be listed on the right based on your filter criteria. You may move unassigned students from the list on the right to the Advisor's list on the left to assign a student to that advisor, or left to right to unassign the student.

The screenshot shows the MIT Office of the Registrar's interface for assigning students to advisors. At the top is a red navigation bar with the MIT logo and the text 'MIT OFFICE of the REGISTRAR'. Below this is a sub-navigation bar with links: 'Assign Advisors to Students', 'Assign Students to Advisors' (which is highlighted), 'View Assignments', 'Import Assignments', 'Help', and 'Log Off'. The main heading is 'Assign Students to Academic Advisors/Registration Officers'. Under this heading is the section 'SELECT EFFECTIVE TERM', which includes a dropdown menu currently set to 'Summer Term 2011' and a 'Change Term' button. Below the dropdown, it says 'Selected Effective Term: Summer Term 2011 (all assignments below will be made starting with the effective term and carried forward.)'. The main area is divided into two columns. The left column is titled 'SELECT ADVISOR' and contains a text input field and a 'Select' button. Below this, there is instructional text: 'To select an advisor and view their advisees for the selected effective term, begin typing an advisor above, select from the auto complete options, and then click Select.' The right column is titled 'SELECT STUDENTS TO ASSIGN' and contains a 'Find Students' button. Below this, there is instructional text: 'To view students to assign, click the Find Students button above and enter your search criteria. Once, you have found students you wish to assign, you may assign that student to the selected advisor by moving the student to the left.'

Select the **Effective Term**. Click Change Term if you want to make a change. All assignments will be for the Effective term and will be carried forward to one or possibly two successive terms.

This close-up shows the 'SELECT EFFECTIVE TERM' section. It features a dropdown menu with 'Summer Term 2011' selected. Below the dropdown, the text 'Selected Effective Term: Summer Term 2011 (all assignments below will be made starting with the effective term and carried forward.)' is visible. A 'Change Term' button is also present.

Select Advisor

Enter an advisors name in the **Select Advisor** box. The select box uses autocomplete to generate a list of names based on the letters you type. Select the desired advisor name and click **Select**. The list of all advisees assigned to this advisor will be shown.

The screenshot shows a web interface titled "SELECT ADVISOR". At the top, there is a text input field containing "Wexell, Peter M." and a "Select" button. Below this, a blue link says "Additional Advisee Information for Wexell, Peter M.". Underneath, it says "Summer Term 2011: Advisees for Wexell, Peter M.". A table follows with columns: "Name" (with a sort icon), "Course", and "Year". The first row shows a student named "Acer, Benjamin" with MIT ID "99999999" and Kerberos username "benacer", assigned to course "9" in year "2". The following five rows contain placeholder text "XXXXXXXXXXXX" for names and "9 ND", "9", "9 CD", "9 CD", and "9" for courses, with years "G", "2", "G", "G", and "4" respectively. To the right of the table are buttons: ">>", "<<", "Save", and "Reset".

<input type="checkbox"/>	Name ▲	Course	Year
<input type="checkbox"/>	Acer, Benjamin 99999999 benacer	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9 ND	G
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9 CD	G
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9 CD	G
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	4

1. The term and advisors name are listed right above the list of students.
2. The student's last name and first name, MIT ID and Kerberos username are displayed along with their course and year. Remember, if this is a future term the year may be a future year.
3. The columns may be sorted by clicking on the column heading.
4. A name or names may be selected by clicking the check box. Once selected, a name or names may be unassigned from this advisor by clicking the right arrows (>>) and moving them from the left to the right. The entire set of names may be selected by clicking the check box in the column heading.

View Advisee Information

Click the **Additional Advisee Information for...** link to open a summary table of information to assist you in making decisions about which, and how many students to assign to this advisor.

SELECT ADVISOR

Wexell, Peter M.

[Additional Advisee Information for Wexell, Peter M.](#)

Summer Term 2011: Advisees for Wexell, Peter M.

<input type="checkbox"/>	Name	Course	Year
<input type="checkbox"/>	Acer, Benjamin 999999999 benacer	9	2

The **Advisee Info** table summarizes for an advisor the number of **Advisees by Year** and **Advisees by Reg Type** for the students which you are authorized to see. The summary of **Advisees by Course** includes all courses for which the advisor has advisees.

Advisee Info for Wexell, Peter M.

Information for Summer Term 2011

SUMMARY INFORMATION FOR COURSE 9, 9.B, 9.CD, 9.D, 9.M, 9.ND, 9.NIE, 9.NIV

Number of Advisees in above Courses: 6

Advisees by Year:		Advisees by Reg Type:	
Year	# Advisees	Reg Type	# Advisees
2:	2	R:	6
4:	1		
G:	3		

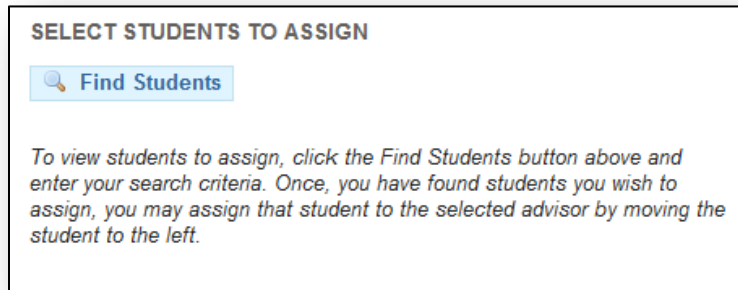
NUMBER OF ADVISEES FOR ALL COURSES

Number of Advisees: 6

Advisees by Course:	
Course	# Advisees
9 :	3
9 CD:	2
9 ND:	1

Select Students

On the right side of the screen you will see **Find Students**. Here you can locate students using filtering as explained on the **Assign Advisor to Students** page.



Click **Find Students** to begin the process of filtering. The following popup box will appear.

Find Students


Status: ☒ All ☐ Students without Advisors

Current Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ G

Course(s):
 9
 9.B
 9.CD
 9.D
 9.M


Current Reg ☐ R
 Type: ☐ N
 ☐ S
 ☐ X


Advisor:

 Find Students

Make your filtering selections and press **Find Students** (see Page 8 for more details). A list of students is displayed which matches your filtering criteria.

SELECT STUDENTS TO ASSIGN

 Find Students

 Last Filter Used to Find Students

Students to Assign

<input type="checkbox"/>	Name	Course	Year
<input type="checkbox"/>	Acer, Benjamin 999999999 benacer Wexell, Peter M.	9	2
<input type="checkbox"/>	XXXXXXXXXXXXX XXXXXXXXXXXXX	9	2
<input type="checkbox"/>	XXXXXXXXXXXXX XXXXXXXXXXXXX	9	2
<input type="checkbox"/>	XXXXXXXXXXXXX XXXXXXXXXXXXX	9	2

Names from this student list on the right may be moved to the left under an advisor to assign that student or group of students to that advisor.

Assign Students to Academic Advisors/Registration Officers

SELECT EFFECTIVE TERM
 Summer Term 2011 [Change Term](#)
 Selected Effective Term: Summer Term 2011 (all assignments below will be made starting with the effective term and carried forward.)

SELECT ADVISOR
 Wexell, Peter M. [Select](#)
 Additional Advisee Information for Wexell, Peter M.
 Summer Term 2011: Advisees for Wexell, Peter M.

<input type="checkbox"/>	Name	Course	Year
<input type="checkbox"/>	Acer, Benjamin 999999999 benacer	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9 ND	G
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9 CD	G
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9 CD	G

»
«
Save
Reset

SELECT STUDENTS TO ASSIGN
[Find Students](#)
 Last Filter Used to Find Students

Students to Assign

<input type="checkbox"/>	Name	Course	Year
<input checked="" type="checkbox"/>	Andrews, Scott 999999999 scottand Advisor: no advisor assigned	9	1
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2
<input checked="" type="checkbox"/>	Harbinger, Bert 999999999 harbert Advisor: Johnson, Margo V.	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2

1. Select a name or names from either list by clicking the check box. Click the checkbox in the column heading to select all names in the list.
2. Click the left arrows (<<) to move the selected students to the left under the advisors name to assign students to this advisor. Click the right arrows (>>) to move the selected students to the right to unassign students from this advisor. Names which have been moved are highlighted.

<input type="checkbox"/>	Name	Course	Year
<input checked="" type="checkbox"/>	Andrews, Scott 999999999 scottand	9	2
<input type="checkbox"/>	Acer, Benjamin 999999999 benacer	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9 ND	G
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9 CD	G
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9 CD	G
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	4
<input checked="" type="checkbox"/>	Harbinger, Bert 999999999 harbert	9	1

»
«
Save
Reset

<input type="checkbox"/>	Name	Course	Year
<input type="checkbox"/>	Archer, Andrew 999999999 aarch Advisor: Hillside, Sally	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXXXX	9	2

3. Click Save to commit your changes. All records with checked boxes will be saved.
4. You may click to show the **Last Filter Used** in Find Students to open the filter box to redo the last filter. The filter box does not reflect changes you've made since the last search unless you redo the filter.
5. You may export this list to a PDF for printing or export the data to a .csv file.