

Assigned Advisors Report

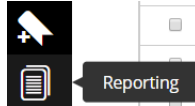
Pulling assigned advisors report in Nanook Navigator (EAB Navigate)

What are assigned advisors?

Individual Advisors or Unit/Department Code Advisors assigned to students in the Multiple Advisors SGAADVR screen in Banner. Advisor assignment data pulled into Nanook Navigator includes both the primary and secondary assigned advisors for the listed semesters (each student) in Banner.

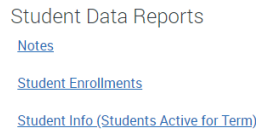
Where are Reports?

Reports are located on the Staff Home page → left side panel → last icon.



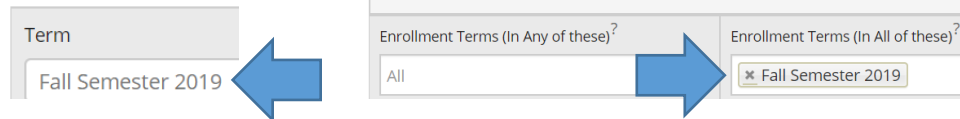
Advisor Assignment Report by Advisor Name

1. Click on the Reporting icon on the Staff Home page.
2. *program defaults to the new reports.*
3. Go to Student Data Reports and click on the Student Info report



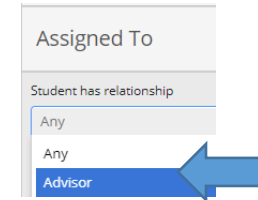
4. Choose the activity term (defaults to current term, pulls anyone enrolled in the past 2 years, required to search data) and enrollment term (optional):

Activity Filters

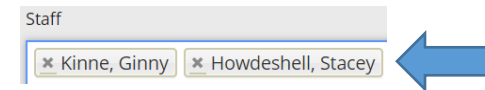


Advisor Assignment Report by Advisor Name, continued

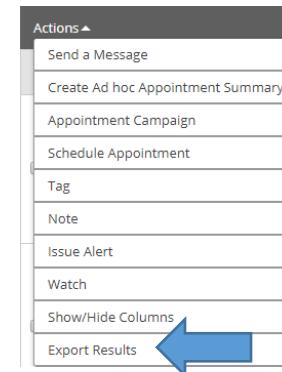
5. Scroll down to "Assigned To" click on the Any drop down and choose advisor.



6. Search for the **advisor/s name** in the Staff section (type first or last name). *Multiple names will bring up anyone assigned to person A or person B.




7. Click on Search.
8. Within the report, click on actions and export results if you would like to download this data into an excel sheet. *You can also create a watchlist directly from your results by clicking "watch".



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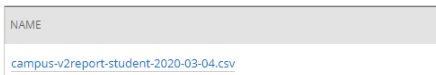
Advisor Assignment Report by Advisor Name, continued

- Click on the link to the download center (banner at the top of the page).

New Student Info (Students Active for Term) Report ready!
Your Student Info (Students Active for Term) Report has been downloaded. A copy  the [Download Center for Reports.](#)

- Click on the report in the download center. Keep in mind the file downloads as a CSV file, recommend saving as an excel workbook file before editing.
**[See here to create a watchlist from this data.](#)*

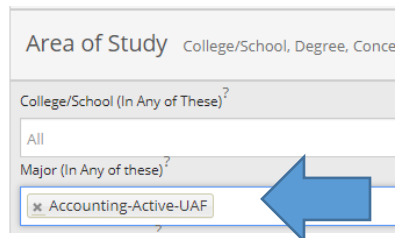
Download Center for Reports



- You can then sort and filter the excel file to see which students currently are assigned you along with the other assigned advisors.

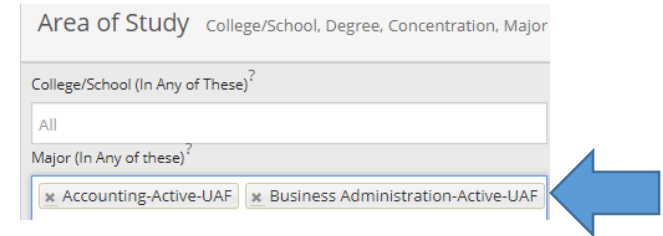
Advisor Assignment Report by Major

- If you would like to see which students that may be missing a specific advisor assignment you can run this same report by major. Then sort and filter in excel to see which students are assigned or missing a specific advisor.
- Complete **steps 1-4** from page 1.
- After setting your semester, scroll to the “Area of Study” and then type in the major in the major (in any of these) box. Be sure to click on the *major-active-UAF*.



Advisor Assignment Report by Major, continued

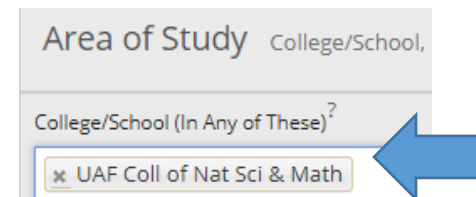
- You can also search for multiple majors (In any of these).



- Complete **steps 7-10** from the Report by Advisor Name section.
- See [SGAADVR Video here](#) for instruction on how to update advisor assignments in Banner.

Advisor Assignment Report by College/School

- If you would like to see which students that may be missing a specific advisor assignment you can run this same report by college/school. Then sort and filter in excel to see which students are assigned or missing a specific advisor.
- Complete **steps 1-4** from page 1.
- After setting your semester, scroll to the “Area of Study” and then type in the UAF *College/School* in the College/School (in any of these) box.



- Complete **steps 7-10** from the Report by Advisor Name section.
- See [SGAADVR Video here](#) for instruction on how to update advisor assignments in Banner.