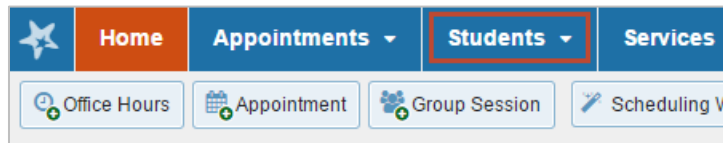


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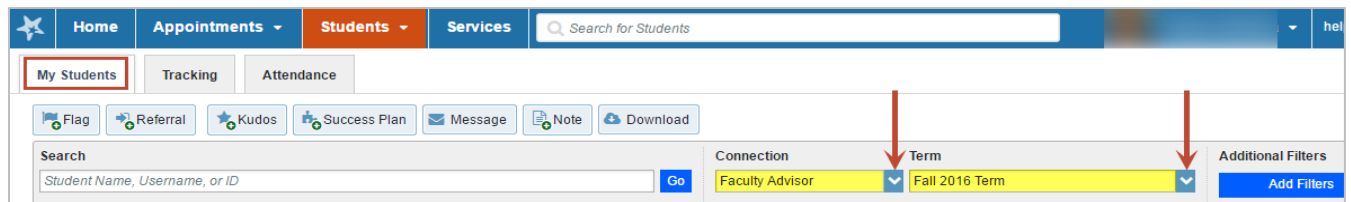
Below are the steps for viewing a list of advisees in uSucceed.

Instructions

1. Click on the **Students** button.



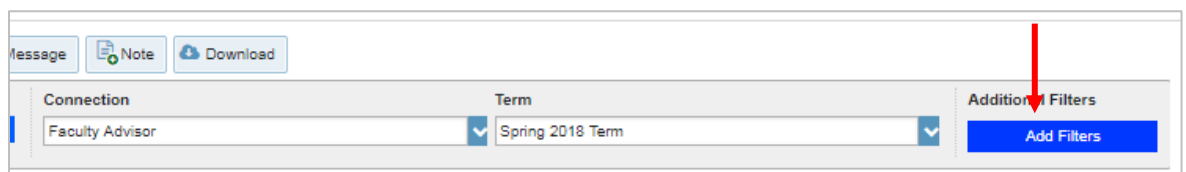
2. In the **Students** section, click on the **My Students** tab to filter the students.
 - a. In the **Connection** drop down box, select **Faculty Advisor**.
 - b. In the **Term** drop down box, select a term (i.e., Fall 2016 Term).
 - c. The list of students will automatically filter according to the selection.



Note: Faculty are assigned student advisees in Banner, and then the information is sent to uSucceed. If the list of student advisees is not correct, please contact your college admin.

To see only those students who are registered for the current term, complete the following steps:

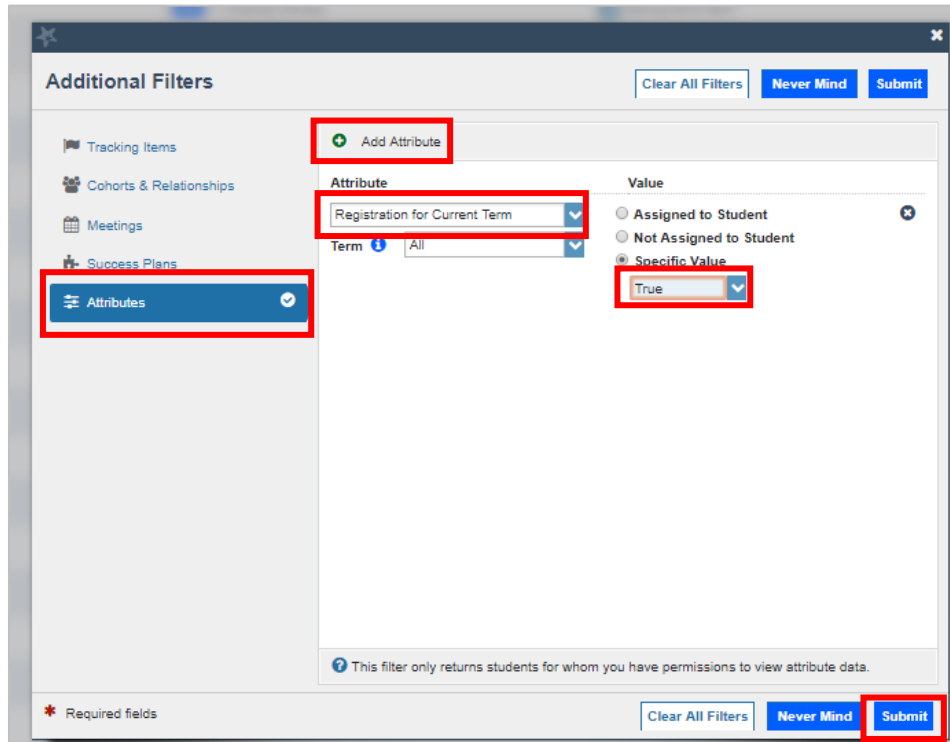
3. Under the Additional Filters click on Add Filters Box



4. The Additional Filters menu will appear
 - a. Click on Attributes
 - b. Click on the + sign (Add Attribute)

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- c. In the attribute drop down box select *Registered for Current Term*
- d. Under Value select *Specific Value*, in the drop down box select *True*
- e. Click Submit



Additional Filters Clear All Filters Never Mind Submit

Tracking Items

Cohorts & Relationships

Meetings

Success Plans

Attributes

Add Attribute

Attribute

Registration for Current Term

Term All

Value

Assigned to Student

Not Assigned to Student

Specific Value

True

This filter only returns students for whom you have permissions to view attribute data.

Required fields Clear All Filters Never Mind Submit