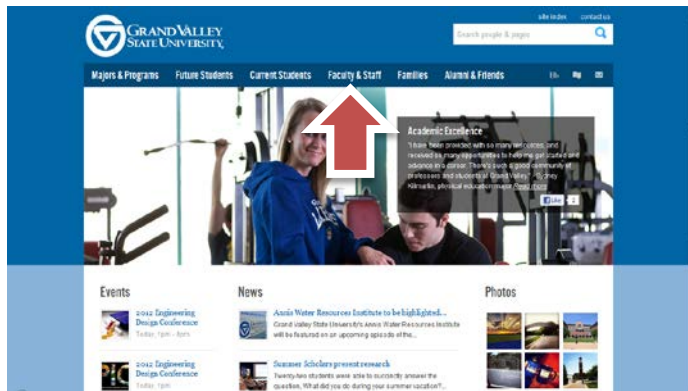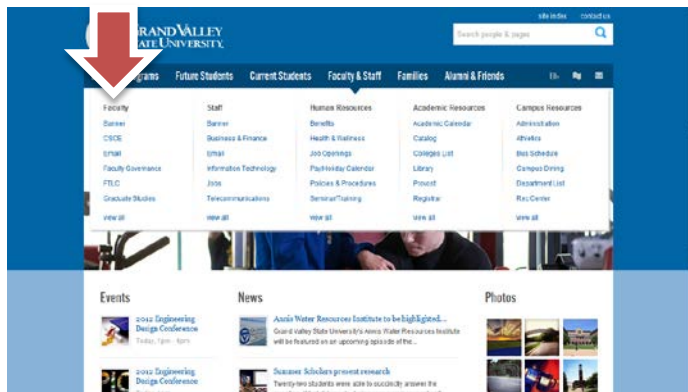# Faculty Resource for Accessing Your Advisee List
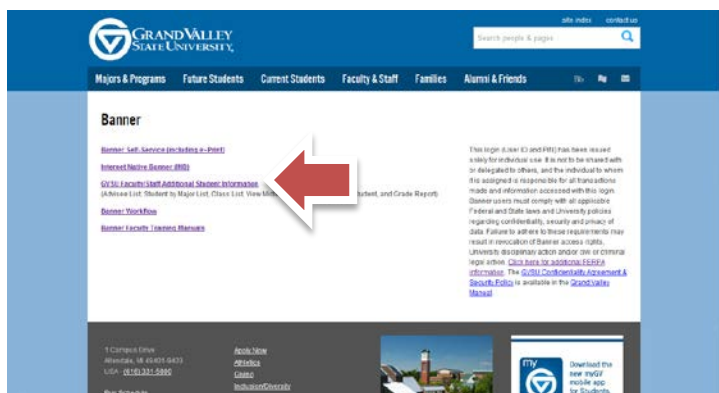

Step 1:

Go to www.gvsu.edu and click on "Faculty & Staff" from the top banner

Step 2:

From the "Faculty" column click on "Banner"

Step 3:

Click on "GVSU Faculty/Staff Additional Student Information"

Step 4:

Enter your GVSU Network ID and Password

Step 5:

Click on "Advisee List"

Step 6:

Select the CURRENT term in order to access the list of actively enrolled advisees for that semester

Step 7:

Enter YOUR G# and then select which group of students you would like to contact for a specific message…or leave as "all classes of students" to send to all students.

Step 8:

Select "Display" to generate the list and send an email to the list from this system.

Select "Download" to generate an excel spreadsheet if you are looking for more ability to manipulate or sort the data

Advisee List

2012 Fall

Advisor: McCaul, Jennifer L

#	Student Name	GNumber	Class	Degree	Major 1	Major 2	Minor	Cumulative GPA	Cumulative Earned Hours	E-Mail Address Local Phone
1			FR	BA	CJ					
2			JR	BA	CJ		JUV	2.542	64.000	
3			FR	BA	CJ			0.000	19.000	
4			SO	BS	CJ			2.575	36.000	
5			SO	BSW	SW		PSY	1.460	43.000	
6			FR	BS	CJ					
7			SO	BA	CJ			2.790	29.000	
8			JR	BS	CJ			0.000	67.000	
9			JR	BS	CJ			2.260	69.000	
10			FR	BS	LSTD					
11			FR	BS	LSTD			0.000	7.000	
12			JR	BA	CJ			2.733	58.000	
13			FR	BS	CJ			1.771	24.000	
14			JR	BS	CJ			0.000	64.000	
15			JR	BS	PSY	CJ		0.000	65.000	
16			FR	BS	CJ			0.000	3.000	
17			FR	BS	CJ					
351			JR	BS	CJ			2.489	55.000	
352			SO	BA	CJ		SPA	3.700	37.000	
353			FR	BS	CJ					
354			SO	BS	CJ			2.433	54.000	
355			JR	BA	CJ	PSY		3.390	82.000	
356			JR	BS	CJ		SOC	0.000	62.000	
357			GM	M	NDGR			3.986	226.000	
358			FR	BS	CJ					
359			JR	BS	CJ			2.866	55.000	
360			SO	BA	CJ			3.033	27.000	
361			SO	BS	CJ			2.103	36.000	

From Email Address: ccpsadvisor@gvsu.edu

Subject: Happy New Academic Year - Fall 2012!

Email Text:
```
Enter your message here in plain text only.

*********************************
College of Community & Public Service Undergraduate Advising Center
Grand Valley State University
401 W. Fulton Street,
218C DeVos Center
Grand Rapids, MI 49504
ph. 616-331-6890
Fax 616-331-6889
```

EMAIL List   Reset

Grand Valley State University
One Campus Drive
Allendale, MI 49401-9403
616.331.3327 voice
616.331.2000 fax

Step 9:

Review the List

Email a specific student by clicking on the email address next to the student's information.

You can also send an Email to the entire list using the system at the bottom.

Fill in your return email address

Enter a subject that will catch a student's attention

Enter your message. This is plaintext only format. No bold, underlines, hyperlinks, etc.

Be sure to include a copy of your signature that you use in your email so a student knows exactly who the message is from and how to connect with you.

Click on "Email List" you will be provide with a confirmation screen when it has processed.