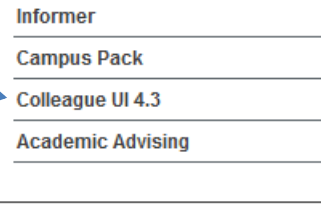


Datatel Help: Lists of Advisees

1. Sign into Datatel Colleague 4.3

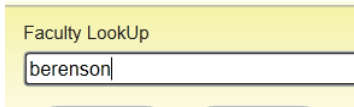
- Sign into myRoanoke
- Click on "Colleague UI 4.3" on the right hand menu
- Problem? E-mail support@roanoke.edu



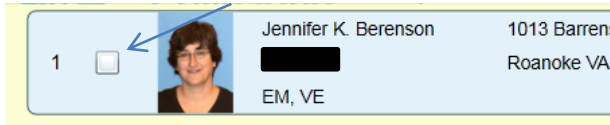
2. If you simply want to view a professor's list of current advisees, enter FADV in the quick access field at the top left and click "Search" or hit "Enter."



- Enter the advisor's name, last name, or portion of last name followed by....

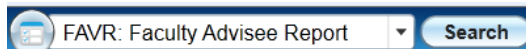


- If you're lucky, the right advisor will pop up. Choose that advisor by either double-clicking within that box or by clicking the check box next at the left AND clicking "Open" at the bottom of the window.

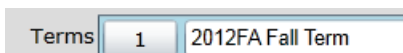


- The list of advisees should appear.

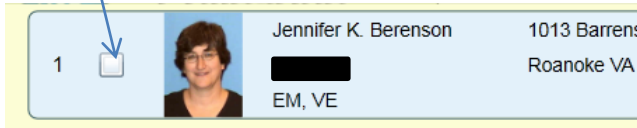
3. If you want to print a list of a professor's current advisees or you want a list that includes previous advisees, enter FAVR in the quick access field at the top left and click "Search" or hit "Enter."

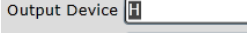


- Enter the appropriate term if you only want current advisees. If you want all advisees, leave this line blank.



- Type in the advisor's name, last name, or portion of last name followed by.... If you're lucky, the right advisor will pop up. Choose that advisor by either double-clicking within that box or by clicking the check box next at the left AND clicking "Open" at the bottom of the window. If you want to run lists for multiple advisors, just continue to add names on the advisor lines.



- Click "SAVE," change Output Device to "H" , and click "SAVE" twice again. Depending on your settings, you may need to click "FINISH."

- The roster should appear. To print, click "Export PDF"  at the top and then

