How to Find Your Advisee List

1. Login to VandalStar at vandalstar.uidaho.edu.
2. Click on the menu icon in the upper left corner.
3. Click on the 'Students' tab. Make sure the 'My Students' tab is highlighted in red.
4. Under 'Connection' select either Faculty Advisor or Professional Advisor based on your role.
5. Under 'Term,' select 'Fall 2020' (or current term).
6. Click the blue 'Add Filters' button on the far right.
7. Click the 'Attributes' left navigation tab.
8. Click the green plus sign icon 'Add Attribute' at the top.
9. Under 'Attribute' title, click the blue down arrow on the right and select 'Registered this term' from the list. Leave the 'Term' field blank.
10. Under 'Value,' click the bottom radio button titled 'Specific Value' and select 'True' from the blue down arrow.
11. Click blue 'Submit.'

Good to Know
- *Your advisee list* is based on information in Banner/Vandal Web. VandalStar's data is updated nightly from Banner; however, the information in Banner/VandalWeb is updated real time. Occasionally, there can be differences due to this situation.
- *Email one student or an entire student list:* an advisor can email one student by checking that student's box next to their name or an entire list of students. To select all students, click on the box next to the 'Name' column (above the first student displayed). You will see all students in the list checked if done correctly. Then, click the blue 'Message' button. You will have a pop-up text box to fill out. Click 'Submit' to send the email. The student(s) will receive an email notification. This email is saved and viewable in 'Notes' in the Student Folder.
- *Find students applied to graduate:* add the 'Applied to Graduate' attribute to your advisee list created above. Once you have your list, click blue 'Edit Filters' button>click 'Attributes' tab on the left>click green plus icon 'Add Attribute' at the top of page>select 'Applied to Graduate' attribute> leave 'Term' field blank> click 'Assigned to Student' under 'Value'>click 'Submit'.