

Advising Reports Portal: Quick Reference

The Advising Reports Portal takes the place of paper delivery of batch reports for all undergraduate students in a department, as well as for undergraduate students below a 2.0 cumulative point-hour ratio (CPHR) and graduate students below a 3.0 CPHR. This tool provides access to batch Advising Reports in electronic (PDF) format.

Requirements to access the Advising Reports Portal

- Advisor 1, 2, 3, 4, 5, 7, or 8 access to the Student Information System (SIS)
- Web browser that meets SIS technical requirements (refer to <http://oaa.osu.edu/sis/technical.php>)
- Adobe Reader or Acrobat

Navigate to the Advising Reports Portal

1. Navigate to the Faculty/Staff tab of buckeyelink.osu.edu.
2. Scroll down to the **Academic Advising** section.
3. Click Advising Report Portal (Batch Run).
4. Sign in with your OSU Internet Username and Password.

The Advising Reports Portal is pictured on the following page.

Components of the Advising Reports Portal

The screenshot shows the Advising Reports Portal interface. At the top, it displays 'The Ohio State University' and 'www.osu.edu'. The user is logged in as 'Brutus Buckeye'. A department drop-down menu (1) is set to 'Accounting & Mgmt Info Systems'. Below this are seven main sections: 'All Students' (2), 'Less than 2.0 Students' (3), 'Student Athletes' (4), 'All Graduate Students' (5), 'Graduate Students Less than 3.0' (6), 'Professional Students' (7), and 'Professional Students Less than 3.0' (8). Each section has 'By Student' (9) and 'By Advisor' (10) buttons, followed by links for 'Accounting & Mgmt Info Systems Student Advising Report'.

The Advising Reports Portal is divided into 7 primary sections: **All [Undergraduate] Students (2)**, **Less than 2.0 Students (3)**, **Student Athletes (4)**, **All Graduate Students(5)**, **Graduate Students Less than 3.0 (6)**, **Professional Students (7)**, and **Professional Students Less than 3.0**. Each section contains links to Advising Reports sorted by student (9) and by advisor (10).

1 Department Drop-Down Menu: This will default to your department or regional campus.

NOTE: This menu lists fiscal departments and regional campuses. The students available in your Advising Reports have chosen Academic Plans (Major, Minor, Area of Interest, etc.) or Programs that are linked to your fiscal department, or have current enrollment in your regional campus.

- 2 All [Undergraduate] Students** section: reports in this section include all undergraduate students with Academic Plans or Programs associated with your fiscal department, or who are currently enrolled in your regional campus.
- 3 Less than 2.0 [Undergraduate] Students** section: reports in this section include only undergraduate students with cumulative GPA under 2.0. If your area has no students with GPA under 2.0, no links will appear in this section.
- 4 Student Athletes** section: reports in this section include only student athletes. If your area does not have any student athletes, no links will appear in this section.

- 5 **All Graduate Students** section: reports in this section include all graduate students with Academic Plans or Programs associated with your fiscal department, or who are currently enrolled in your regional campus.
- 6 **Graduate Students Less than 3.0** section: reports in this section include only graduate students with cumulative GPA under 3.0. If your area has no graduate students with GPA under 3.0, no links will appear in this section.
- 7 **Professional Students** section: reports in this section include all professional students with Academic Plans or Programs associated with your fiscal department.
- 8 **Professional Students Less than 3.0** section: reports in this section include only professional students with cumulative GPA under 3.0. If your area has no professional students with GPA under 3.0, no links will appear in this section.
- 9 **By Student** subsection: Provides link to Advising Reports sorted by Academic Plan (major) and the student's last name.
- 10 **By Advisor** subsection: Provides link to Advising Reports sorted by the advisor's last name.

Sort Order

The sort order varies by the category of report, as detailed in the following matrix:

Category	By Student: Sort Order	By Advisor: Sort Order
All [Undergraduate] Students Student Athletes	<ul style="list-style-type: none"> • Academic plan type (major, secondary major, minor, AOI, etc.) • Academic plan • Student name 	<ul style="list-style-type: none"> • Advisor name • Academic plan type (major, secondary major, minor, AOI, etc.) • Academic plan • Student name
Less than 2.0 [Undergraduate] Students	<p><u>Category divided into 2 groups:</u></p> <ul style="list-style-type: none"> • Cumulative deficiency points less than 15 • Cumulative deficiency points equal to or greater than than 15 <p><u>Each group sorted by:</u></p> <ul style="list-style-type: none"> • Academic plan type (major, secondary major, minor, AOI, etc.) • Academic plan • Student name 	<p><u>Category divided into 2 groups:</u></p> <ul style="list-style-type: none"> • Cumulative deficiency points less than 15 • Cumulative deficiency points equal to or greater than than 15 <p><u>Each group sorted by:</u></p> <ul style="list-style-type: none"> • Advisor name • Academic plan type (major, secondary major, minor, AOI, etc.) • Academic plan • Student name
All Graduate Students Graduate Students Less than 3.0 Professional Students Professional Students Less than 3.0	<ul style="list-style-type: none"> • Academic plan type (major, secondary major, minor, AOI, etc.) • Academic plan • Student name 	<ul style="list-style-type: none"> • Advisor name • Academic plan type (major, secondary major, minor, AOI, etc.) • Academic plan • Student name

Exception: Students enrolled at the regional campuses will be grouped by and reports will be created for each regional campus. The proper campus for reporting is determined to be the campus assigned to the program in which the student is enrolled for the current term.


View Advising Reports

Click the desired link to view Advising Reports in that category. The reports will open in Adobe Reader or Adobe Acrobat; for most users, the appropriate Adobe application will open inside your current browser window.

Since system configurations vary, the appearance of your Adobe Reader or Acrobat window may differ from the example below but should contain the navigation and file management tools indicated.

The screenshot shows an Adobe Reader interface with a student advising report. The report header includes the student's name, birth date, and address. Below this is a section for the advisor, followed by a 'SUMMARY OF ACADEMIC HISTORY' table. The main body of the report is a large table with columns for course number, title, grade, and credits. The table is organized by semester and year, showing a progression of courses from 2012 to 2016. The page number '2 / 1287' is visible at the top, and various navigation icons are present in the Adobe Reader toolbar.

Note the **Page Number (2 of 1287)** in this example). Each batch report contains multiple students, and each student's individual Advising Report typically runs from one to two pages in length. In addition, reports are duplicated for multiple advisors: if a student has two advisors, two copies of their report will appear.

Click  as shown in the illustration above to search for a specific student (by name or OSU ID) or advisor (by name).

Updated Advising Reports

Advising Reports are updated during the 11th week of each term.