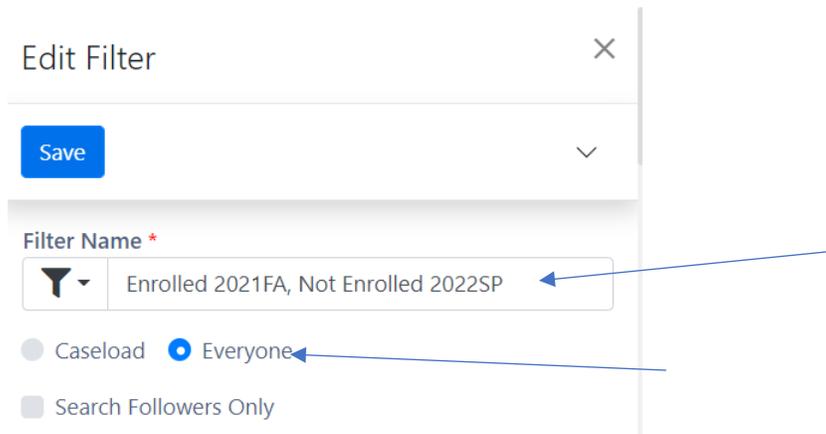


Creating A Filter to Identify Your Currently Enrolled Advisees or Mentees That Have Not Re-Enrolled for the Upcoming Term/Semester

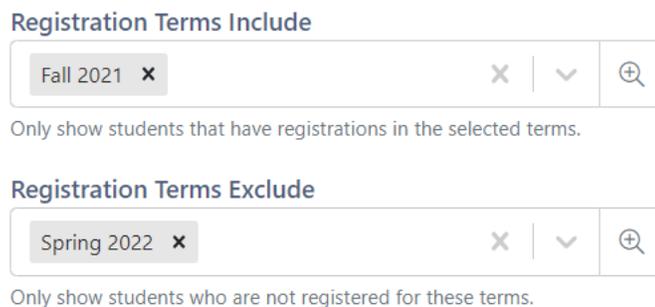
1. Login to Aviso.
2. Click on the Students tab and then on the “+” symbol beside Filters.



3. Create a Filter Name and select Everyone.

A screenshot of the 'Edit Filter' dialog box. The title bar says 'Edit Filter' with a close 'X' button. Below the title bar is a blue 'Save' button and a dropdown arrow. The main content area has a 'Filter Name *' label above a text input field containing 'Enrolled 2021FA, Not Enrolled 2022SP'. Below the input field are three radio button options: 'Caseload', 'Everyone' (which is selected), and 'Search Followers Only'. Two blue arrows point to the input field and the 'Everyone' radio button.

4. Scroll through the Edit Filter box until reaching the Student Information section. Select the current term for the Registration Terms Include field and the upcoming term for the Registration Terms Exclude field.

A screenshot of the 'Registration Terms' section in the filter dialog. It shows two fields: 'Registration Terms Include' and 'Registration Terms Exclude'. The 'Include' field contains 'Fall 2021' and has a dropdown arrow and a search icon. Below it is the text 'Only show students that have registrations in the selected terms.' The 'Exclude' field contains 'Spring 2022' and also has a dropdown arrow and a search icon. Below it is the text 'Only show students who are not registered for these terms.'

- In the Success Team section, use the applicable drop-down box to select the Academic Advisor or Faculty Mentor.

Success Team

Academic Advisor

Shannon Wagoner
✕
▾

Only show students that with the selected people as their Academic Advisor

Faculty Mentor

Select...
▾

Only show students that with the selected people as their Faculty Mentor

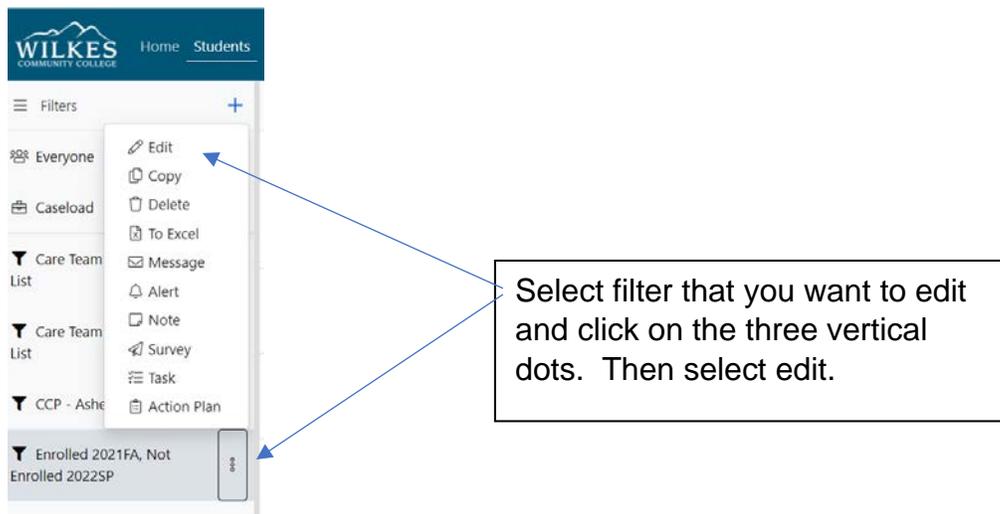
- Save the filter.

Save

▾

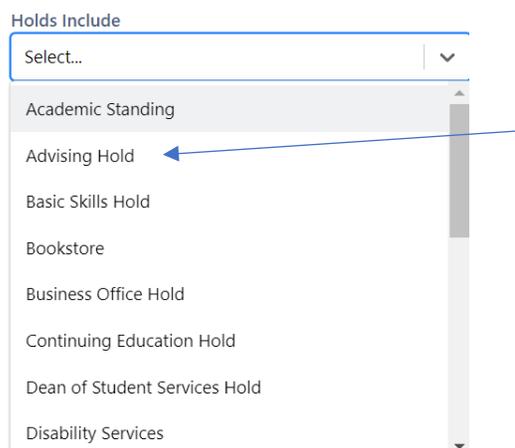
Notes:

- Registration information exports to Aviso three times each day (8:30 a.m., 2:30 p.m., and 8:30 p.m.)
- The option to filter by Holds is also available. You will need to edit the filter to apply this option.



The screenshot shows the Wilkes Community College interface. At the top, there is a navigation bar with 'Home' and 'Students'. Below it, a 'Filters' section is visible with a plus sign. A list of filters is shown, including 'Everyone', 'Caseload', 'Care Team List', 'CCP - Ashe', and 'Enrolled 2021FA, Not Enrolled 2022SP'. A context menu is open over the 'Enrolled 2021FA, Not Enrolled 2022SP' filter, showing options like 'Edit', 'Copy', 'Delete', 'To Excel', 'Message', 'Alert', 'Note', 'Survey', 'Task', and 'Action Plan'. A blue arrow points from the 'Edit' option to a text box that says: 'Select filter that you want to edit and click on the three vertical dots. Then select edit.'

Scroll through the Edit Filter box until reaching the Student Information section. Click on the drop-down box by the Holds Include field and select the holds that you want included in the report. If you add the Advising Hold, you will be able to see which advisees or mentees still have an active advising hold and are not registered.



You will need to Save the filter to apply the new update. Once it is saved, it will filter based upon the new criteria. Once the Advising Hold is applied, you will no longer see the advisees or mentees whose advising hold has been removed but have still not registered.



To avoid editing your filter based upon which data is needed, you could create two separate filters.

- a. A filter of all advisees or mentees that are not registered for the upcoming term (do not include the advising hold).
- b. A filter for all advisees or mentees that are not registered for the upcoming term and have an active advising hold.