

## How to create a report to display students assigned to an advisor with relationship types "Primary Assigned Advisor" and "Academic Advising Contact"

1. run a student report, here is [how to use student reports](#)
2. [select this URL for the report filters](#) in this sample report (or reference the filters in "Figure 1" pasted into the body of this handout). Note, change the "Value" cell for the assigned staff you are searching for.

Figure 1: Report filters for a sample advisor that creates a report that includes relationship types: "Primary Assigned Advisor" and "Academic Advising Contact"

3. select "Run Report" option

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### Report Results

Search in Results

<input type="checkbox"/>	STUDENT NAME	EMAIL	STUDENT ID	ALTERNATE ID	CATEGORIES	TAGS	MAJORS
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expect Grad Term- 202460...	EPF SP23 - (Old) NYME 1 c...	Business Ac
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Registration Hold, Internatio...	EPF SP22 - (Old) NYME 2 c...	Business Ac
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	First Active Term- 202390, F...	Non-Reg for SP24 as of 11 ...	Business Ac
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expect Grad Term- 202810...		Business Ac
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	First Active Term- 202390, I...	Online Ram Orientation Co...	Business Ac

0 selected

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All times listed are in Mountain Time (US & Canada)

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Support

Figure 2: Sample report based on that displays students assigned to specific advisors with both relationship types, "Primary Assigned Advisor" and "Academic Advising Contact." With this report, you can do the following: create a student list, export to an Excel document, contact the students directly, etc.

For questions, please submit a support request through the Advising Training and Development ticket system at <https://advising.colostate.edu/submit-support-request/>