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.

![Data Filters](image)

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
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 submit support requests through the Advising Training and Development ticket system at [https://advising.colostate.edu/submit-support-request/](https://advising.colostate.edu/submit-support-request/)