

MyMSU Advisor Management Tool – Directions for Department Staff

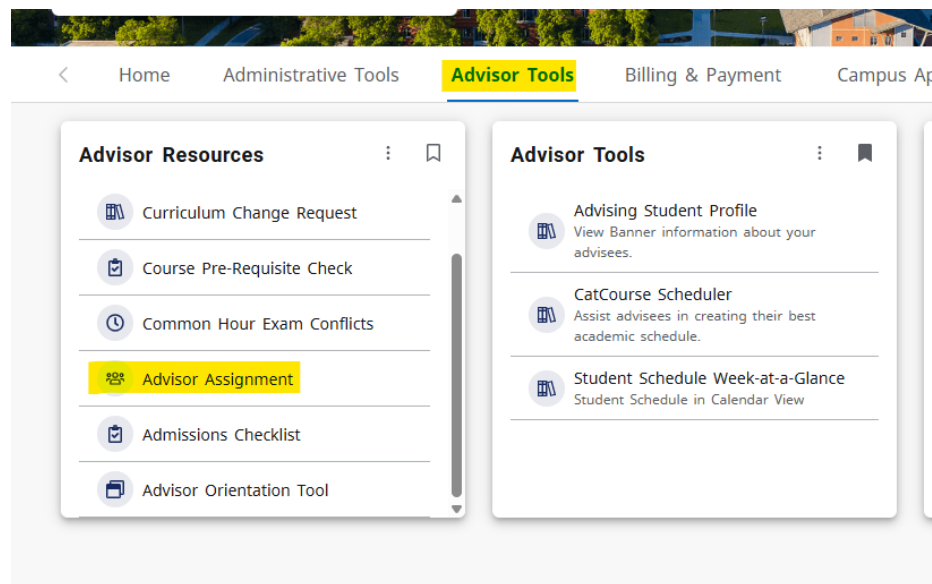
This tool allows staff members to enter advisors for graduate students and that information feeds directly into Banner form SGAADV (the advisor form in Banner) and displays in DegreeWorks. Recording this in Banner helps with communications intended for advisors, especially at the beginning of the graduate student's time at MSU before the student has submitted their full committee. Staff can make mass updates in this tool—that is, they can search for all of their graduate students, see who does not have an advisor, and update the student's advisor all in the same MyMSU screen.

We ask that departments assign master's and doctoral students an advisor as early as possible, and this advisor be entered in the Advisor Management tool in MyMSU. This advisor can change. Note, certificate students, some master's programs, and Nursing are already automatically assigned an advisor in the first semester.

Students will still complete the Graduate Committee form in MyMSU which records the full committee (including the committee chair) by the deadline for their level (master or doctoral).

To use the tool:

Log in to MyMSU and select "Advisor Tools". Click the "Advisor Assignment" link on the "Advisor Resources" card. Don't have access? Submit a HelpDesk (helpdesk@montana.edu) ticket requesting it. The request goes through The Office of the Registrar.



1. Click the drop-down options at the top to perform your search. Always make sure to set the level to GR – graduate.

Examples:

- In this example, College of AG, Level GR, and Department AGED are selected:

Search Criteria

Use any combination of search criteria, leave blank to include all

College

AG - College of Agricu

Department

AGED - Agricultural E

Major

All

Minor

All

Level

GR - Graduate - Semes

Student Type

All

Class

All

Advisor Type

All

Advisor

Student GID

Only Students Without An Advisor



Search



Clear

Search Results

Search Results

Update Primary Advisor

Update Major Advisor

Update Secondary Major Advisor

Update Minor Advisor

	<input checked="" type="checkbox"/>	GID	Student Name	Current Advisor Effective Term	Primary Advisor	Major Advisor	Secondary Advisor	Minor Advisor	College and Department	Curriculum
	<input checked="" type="checkbox"/>			2024 Fall					College of Agriculture: Agricultural Education	Primary Degree First Major in Agricultural Education
	<input checked="" type="checkbox"/>			2023 Fall					College of Agriculture: Agricultural Education	Primary Degree First Major in Agricultural Education
	<input checked="" type="checkbox"/>			2021 Fall					College of Agriculture: Agricultural Education	Primary Degree First Major in Agricultural Education
	<input checked="" type="checkbox"/>			2024 Fall					College of Agriculture: Agricultural Education	Primary Degree First Major in Agricultural Education

- If you only want to see students without advisors, you can click the slider to the right:

Only Students Without An Advisor



Not selected

Only Students Without An Advisor



Selected

Note: we are only concerned with the Primary Advisor field at the graduate level.

2. To update an advisor, click the boxes on the left to select or de-select students. If you keep multiple students selected, you can update a group of students to the same advisor. To change one at a time, make sure you only have one student selected.

3. Click “Update Primary Advisor”:

The screenshot shows a web interface for searching and updating advisors. At the top, there are two buttons: a green 'Search' button with a checkmark icon and a red 'Clear' button with an 'X' icon. Below these is a section titled 'Search Results'. Inside this section, there are four buttons: 'Update Primary Advisor' (highlighted in yellow), 'Update Major Advisor', 'Update Secondary Major Advisor', and 'Update Minor Advisor'. Below the buttons is a table with the following columns: a checkbox column, 'GID', 'Student Name', 'Current Advisor Effective Term', 'Primary Advisor', 'Major Advisor', 'Secondary Advisor', 'Minor Advisor', 'College and Department', and 'Curricu'.

An “Update Advisor” pop-up window will open:

The screenshot shows a pop-up window titled 'Update Advisor' with a close button (X) in the top right corner. The window is divided into three main sections. The first section, 'Update All Students That Match Selection', contains four input fields: 'College' (with the value 'AG'), 'Department' (with the value 'AGED'), 'Level' (with the value 'GR'), and 'Number of Entries to Update' (with the value '13'). The second section, 'Advisor Selection', contains a 'New Advisor' dropdown menu and a 'Delete Primary Instructions' box with the text 'Leave "New Advisor" field empty to remove advisors'. The third section, 'Actions', contains two buttons: a red 'Cancel' button with an 'X' icon and a green 'Save' button with a checkmark icon.

4. In the “Advisor Selection” section, click the “New Advisor” down arrow or start typing to search for the advisor you want to add for the student(s):

Advisor Selection

New Advisor

▼

Delete Primary Instructions

Leave "New Advisor" field empty to remove advisors

Actions

✕ Cancel

✓ Save

5. Select the correct advisor. Then click Save. This will update Banner and overnight will refresh/update to DegreeWorks.