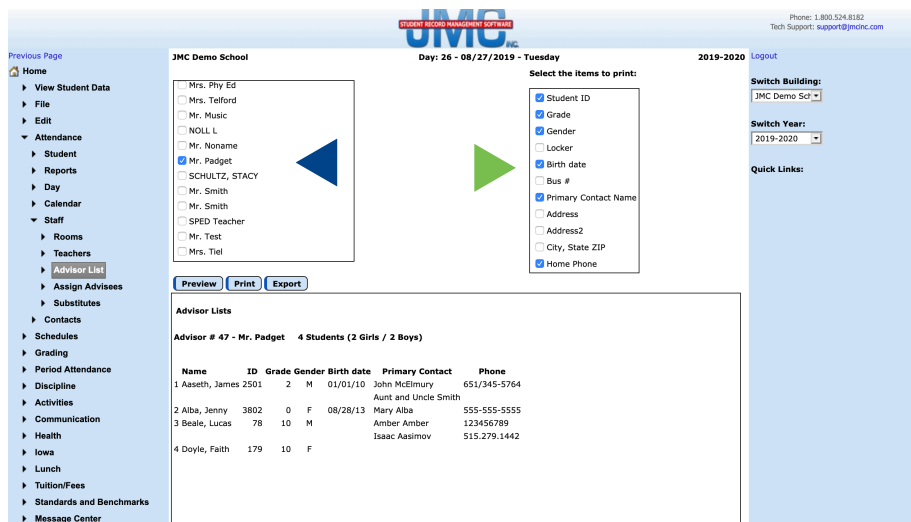


Print an advisor list of students

It can be very helpful for a 2nd advisor to have a list of students for which he or she is responsible. This list can be customized to include a variety of information about each student.

To print this list, log into the Office Module and proceed to Attendance > Staff > Advisor List.



The screenshot shows the 'Advisor List' page in the JMC software. On the left, a navigation menu includes 'View Student Data', 'Attendance', 'Staff', and 'Teachers'. The 'Advisor List' option is selected. The main area shows a list of teachers with 'Mr. Padgett' selected. A 'Select the items to print:' dialog box is open, showing a list of fields to be included in the report, such as Student ID, Grade, Gender, Birth date, Primary Contact Name, and Home Phone. Below this, the 'Advisor Lists' section shows 'Advisor # 47 - Mr. Padgett' with 4 students (2 Girls / 2 Boys). A table lists the students with their names, IDs, grades, genders, birth dates, primary contacts, and phone numbers.

Name	ID	Grade	Gender	Birth date	Primary Contact	Phone
1 Aaseeth, James	2501	2	M	01/01/10	John McElmury	651/345-5764
2 Alba, Jenny	3802	0	F	08/28/13	Mary Alba	555-555-5555
3 Beale, Lucas	78	10	M		Amber Amber	123456789
4 Doyle, Faith	179	10	F		Isaac Asimov	515.279.1442

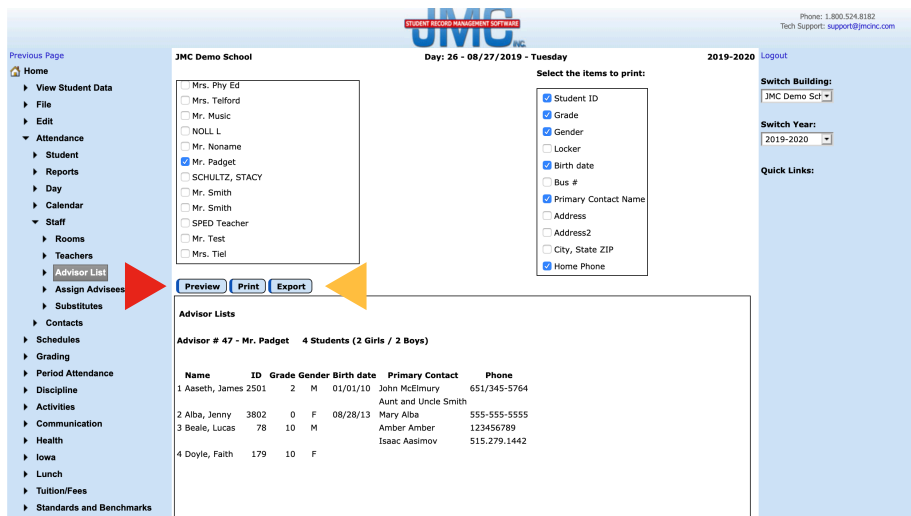
Step 1:

First, choose the advisor(s).

Step 2:

Choose the information you want in your report.

Helpful Tip: If a needed bit of information does not appear in this list for a student, edit that info in "View Student Data."



This screenshot is similar to the previous one but highlights the 'Preview' and 'Export' buttons at the bottom of the 'Advisor Lists' section. A red arrow points to the 'Preview' button and a yellow arrow points to the 'Export' button. The 'Select the items to print:' dialog box is still open, showing the same list of fields to be included in the report.

Step 1:

Click "Preview" to see your report.

Step 2:

From here, you can print or export your list.

Fun Fact: Clicking "Export" will create a comma separated value (csv) document that you can open in Excel or Google Sheets.