

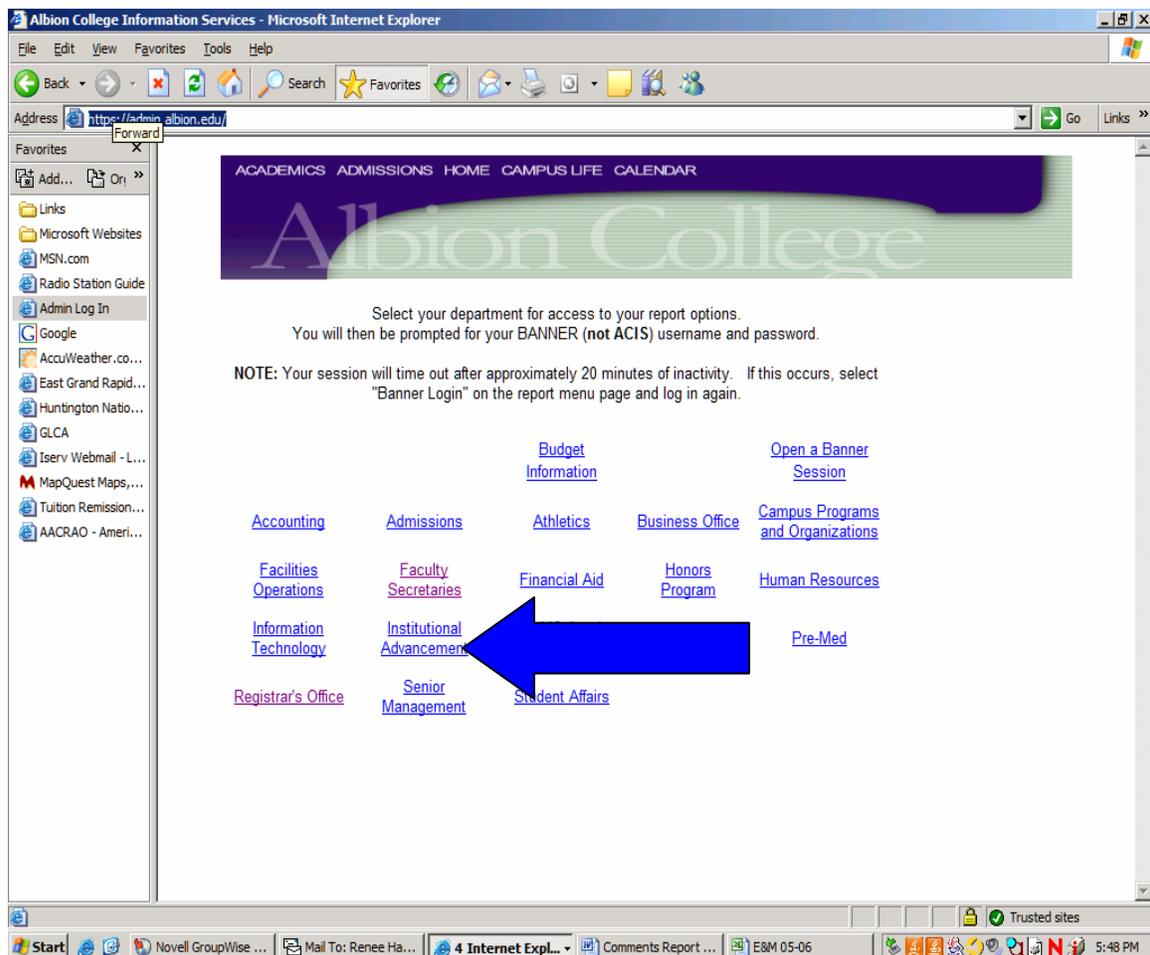
# Comments Report

This report was developed so that you could see all comments within a student's file. We keep many types of comments, but only one type will print out on the audit.

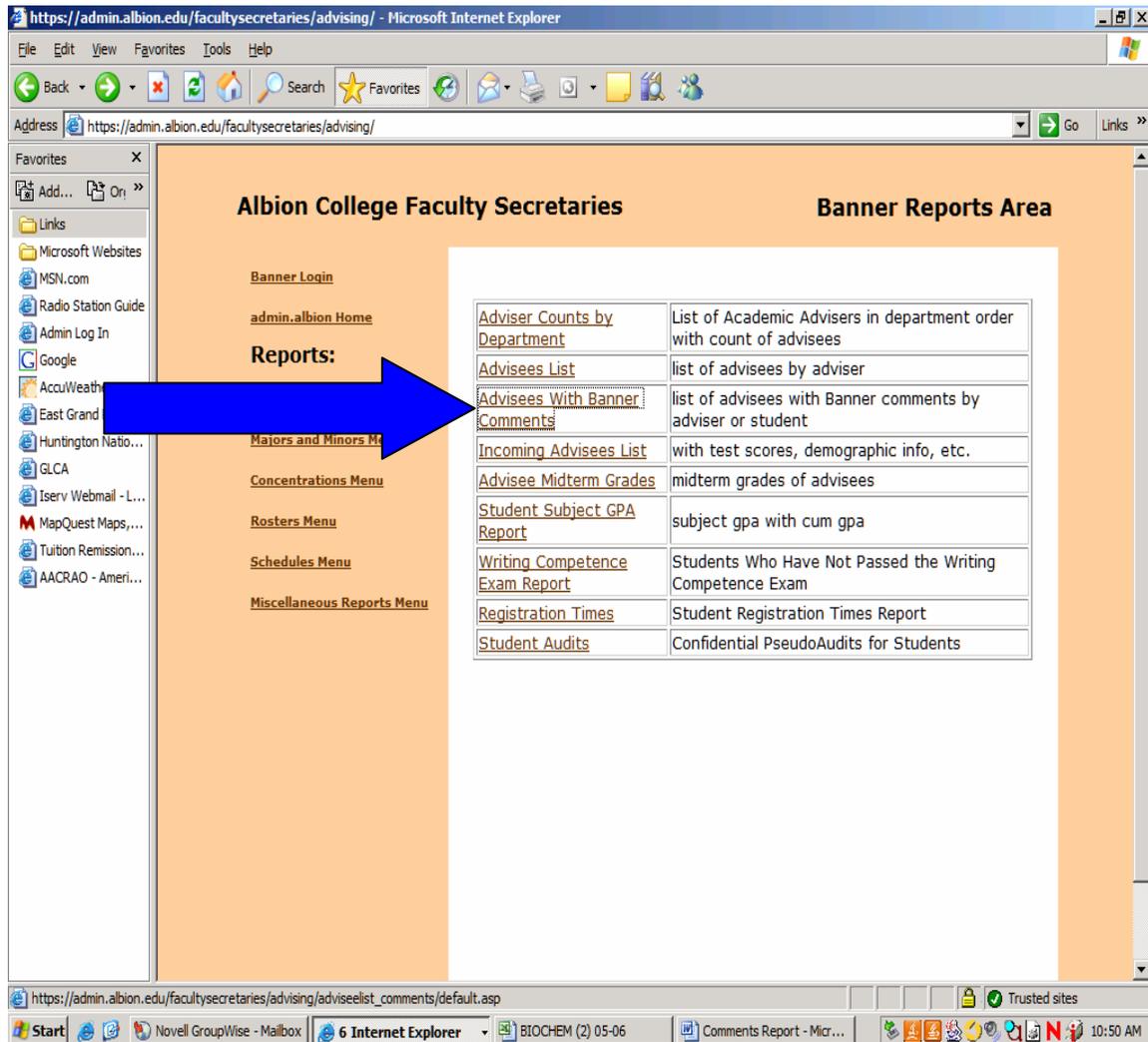
As we have begun to do student audits and review these with students, any information we get from students related to their future plans and graduation is kept in "ROC- registrar office comments" section. Specific details related to graduation (approvals for substitutions) are logged in "ADV- advising" comments. Transcript related information is kept in "TRNS" and petition requests and decisions are kept in "PET". The ROC section is where we keep information such as "transfer credits coming from JCC, student planning to take a course at JCC this summer", and other helpful bits of information.

You can access this report via the admin login in ( <https://admin.albion.edu/> ).

Pick faculty secretaries (see arrow below)...



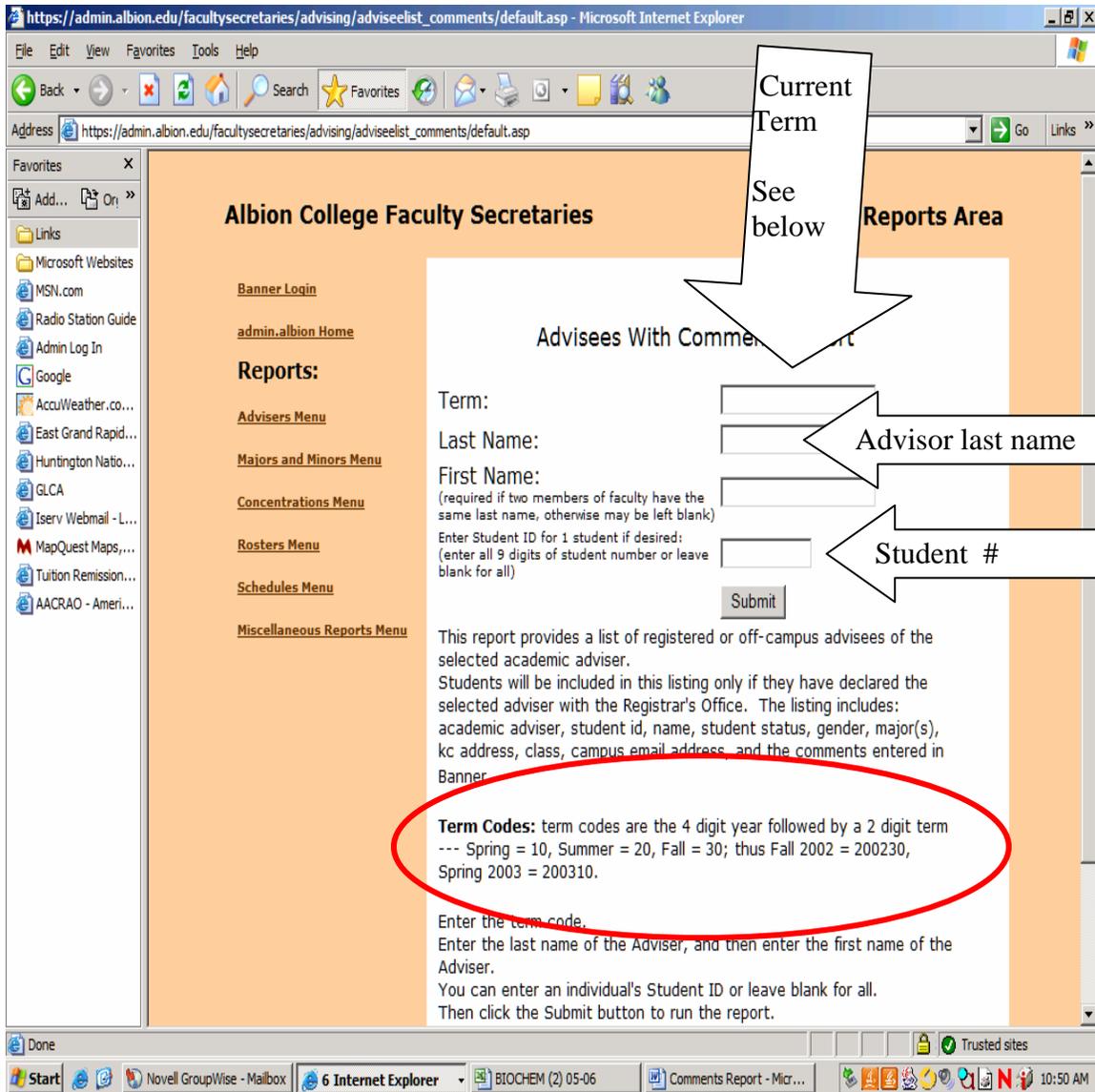
Then the report is called “advisees with Banner comments” (see arrow below).



You will come to the following screen (see below) where you can choose to run all the comments by all your assigned advisees or by a specific advisee.

If you want to run it by all your advisees, you would enter the term, then enter your last name (not case sensitive), then first name (optional) and hit “submit”. The name MUST be submitted exactly as it is spelled in Banner. If you are unsure, just enter your last name.

If you want to run it by a specific advisee, enter the term, then the advisee number (student ID #).

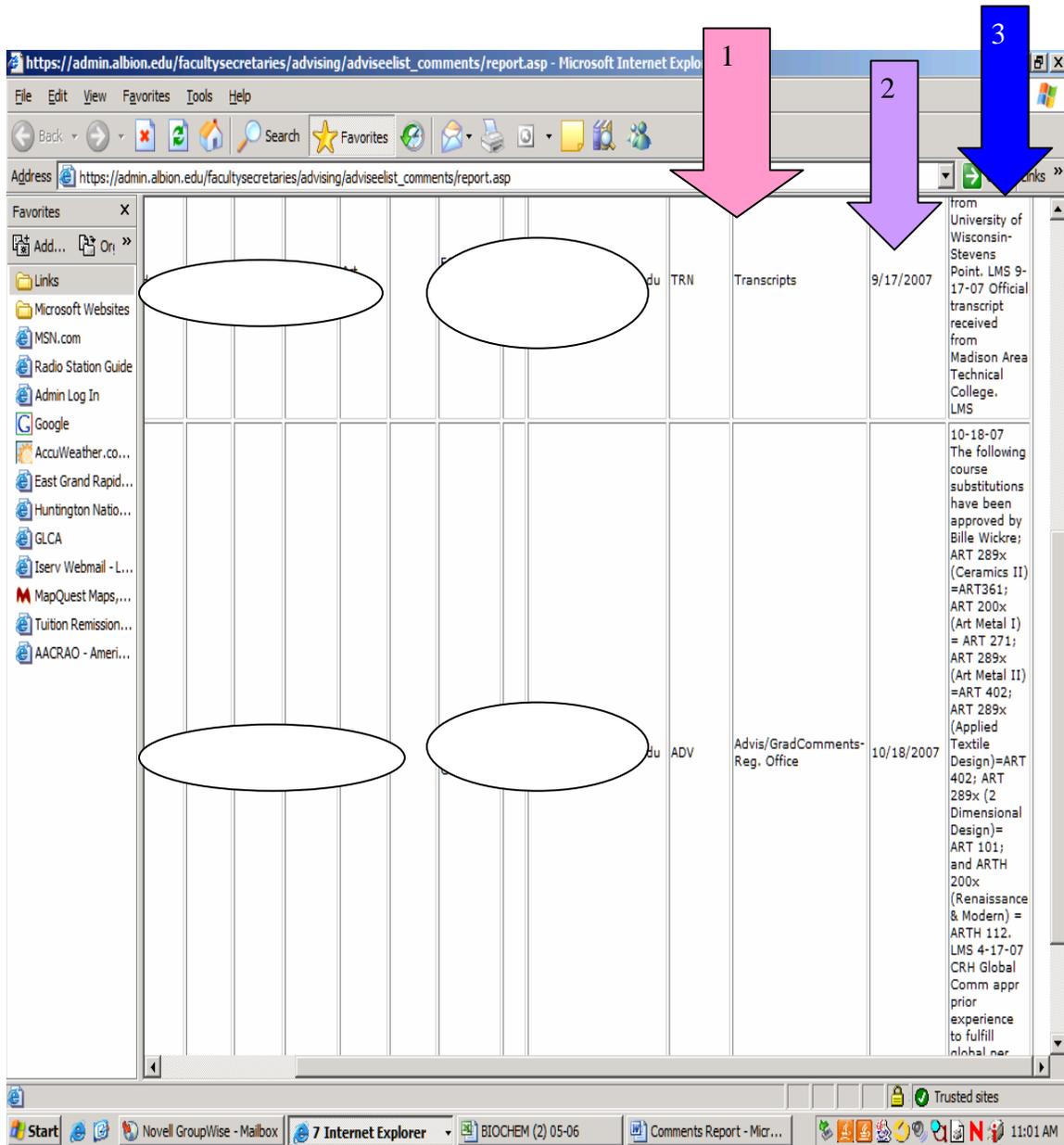


When you run it by a specific advisee, it will come out like the example below. You will want to click on "export data as comma delimited file".

Once you click on "export data as comma delimited file", it will then ask if you want to "open" it or "save". You can "open" it and this will allow you to change the size of the columns to read the information better.

Know that in the example report below, there is additional information to the left, but if you scroll to the far right (done in the example below) you will see the comments. It will identify the type of comment (arrow 1), the date the comment was entered (arrow 2) and the comment itself (arrow 3). The comment itself should always end with (or start with) initials, as this is the person who entered

the comment (CMH- Cherie Hatlem, LMS- Lynnae Selberg, CDelaney- Casey Delaney, rld- Robin Dunn, DD- Drew Dunham).



If you run the report by advisor, this is what it will look like (see below). You can still “export” it as you did when you ran it by advisee. This will list each advisee, whether they have comments or not.

Address: https://admin.albion.edu/facultysecretaries/advising/adviseelist\_comments/report.asp

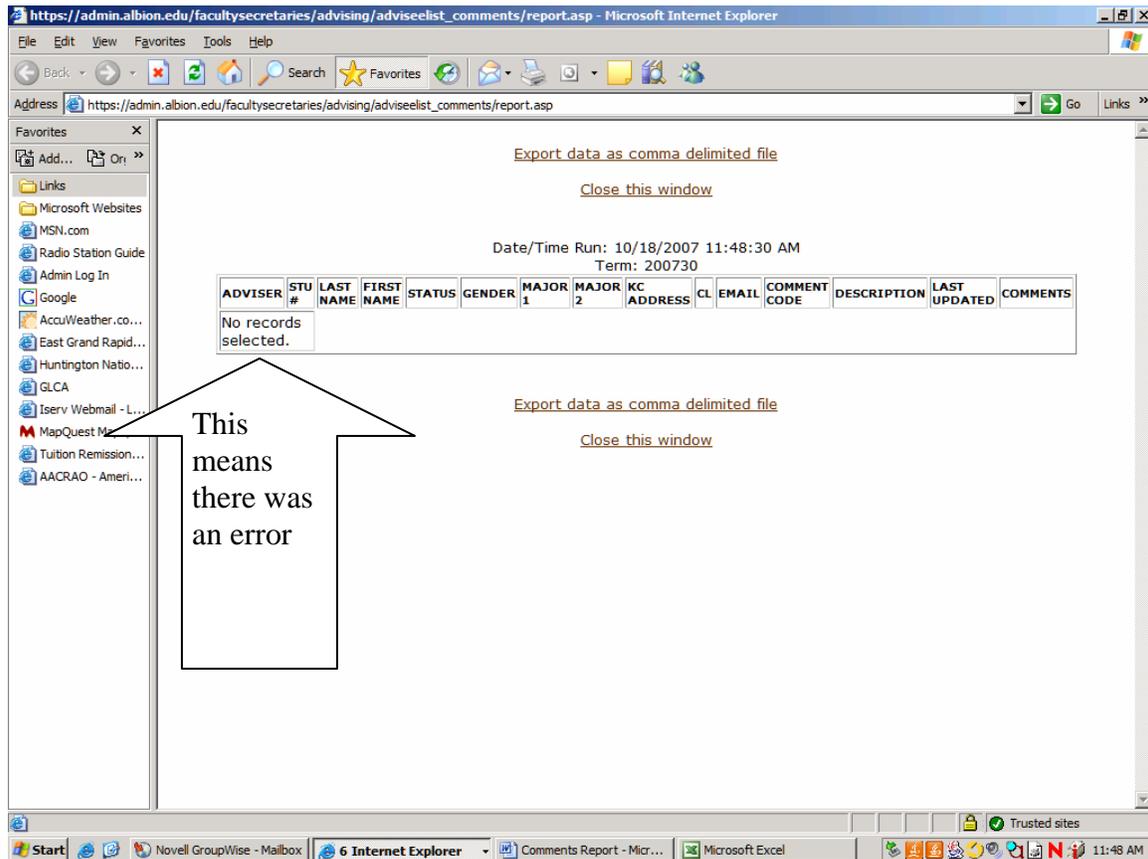
AS	M	Biology	English With Creative Writing	5388 Kellogg Center	04	ADV	Advis/GradComments-Reg. Office	9/26/2007	the graduation requirements for the above stated degree. LMS 5-16-06 C Delaney Needs Fine Arts Division. Scientific Mode complete with Chem 121 Spring 06. Ethnicity Category complete with ENGL 341 Spring 06. Global Category complete with Hist 218 Spring 2006. Gender Category Complete with ENGL 285 Fall 2006.
AS	F	Undeclared		4842 Kellogg Center	02				10-2-07 Student will need to successfully complete the following classes for Spring semester; one from list of BIOL 361, 362, 364, 365, 366, 367, 368, 401, 411 or 412; a "textual" mode course; 2.75 units minimum for the semester. After completing the above pieces.
AS	M	Biology		5775 Kellogg Center	04	ADV	Advis/GradComments-	10/2/2007	

Done

Start | Novell GroupWise - Mailbox | 6 Internet Explorer | Comments Report - Micr... | Microsoft Excel | 11:46 AM

**\*\* \* Any student identifying information has been blocked for these example reports.**

## **PROBLEM SOLVING:** If you get the following screen...



This means that something was entered wrong on the previous screen. Here are a couple things you can try;

1. Make sure you didn't add an extra space before or after the term, name or student number. This is seen as an additional character and will give you an error.
2. Make sure you have only populated either the name or student number, not both.
3. Make sure you have entered the name as it is spelled in Banner.
4. If you aren't sure exactly how the name is in Banner, just use the last name.
5. If you want to change any information that you've just entered, make sure to highlight it and hit the "delete" key, not the space bar (as this adds a space and will error).

**\*\*\*NOTE: if a comment was entered and flagged as "confidential", it will NOT show up on the report.**