Looking up your advisees and sending them an email using AdvisorTrac.

1. Mouse over the Trac Navigation Magnifying glass.

2. Select “Students.”

3. Every student record in AdvisorTrac is listed (179,703 at the time this document was created). Click on List Options.
4. The Drop down choices for List options is displayed. Click on Search.

5. The Students Search pop-up appears. Click on the drop down arrow for Search in List and select Current Students.

6. Click on Campus Custom Fields
7. On this page, Type your name in the Advisor field. Use the format, <<First name>> <<SPACE>> <<Last name>>.

8. Scroll down in the Students Search window and click on the Search button.

9. A “Now processing request to search, please hold...” message will appear. Be patient.
10. The list of your assigned advisees will appear. Note the number of students listed will appear at the top. Also the colored bars indicating a specific status for the students will appear. Hover the mouse over a particular bar for the details. In general, remember that yellow indicates a student headed for SAP trouble and red indicated a student in SAP trouble.

Send the group of students an email.

11. Now, click on the List Options button again and select Send HTML Note.
12. The Messages Entry page appears. Enter a subject for the e-mail.
   a. Check the Email and Note checkboxes. Click on the drop-down arrow beside Note and choose Advising Msg.

13. Type the content of the email. A sample email is available in the Faculty Advising website (https://deit.southwest.tn.edu/facultyadvising/) or is directly accessible at https://deit.southwest.tn.edu/facultyadvising/emailadvisees/.

14. Click Send Message when done. The message is stored in each student’s record in AdvisorTrac under the History tab in the messages section.