

Advisor Worklist

Location: myNKU → Academic Advising

Purpose: The default My Advisees query in the Advisor Worklist content area allows academic advisors to view the of students to whom they are assigned as an advisor in myNKU, and to send email to one or more of those students.

To update your My Advisees list:

The My Advisees query is automatically updated three times daily, at approximately 6:15 a.m., 12:05 p.m., and 4:05 p.m. However, if you know that advising assignments have been changed and need to refresh your list immediately, you may do so by clicking the Refresh link located at the bottom right corner of the query results grid.

Advisor Worklist

Active Queries

Without Category Assignment **My Advisees (0)**

My Advisees

[Define New Query](#) [Personalize](#)

View: [Standard View] | [Show Detail](#) [Send Email](#) [Print Version](#) [Export](#) [Filter Settings](#)

Last name	First name	Student Number	Telephone No.	Email	Latest Advisory Note	Note Date	Advisor Function

Last Refresh 06/06/2013 10:31:14 am EST [Refresh](#)

To email your advisees:

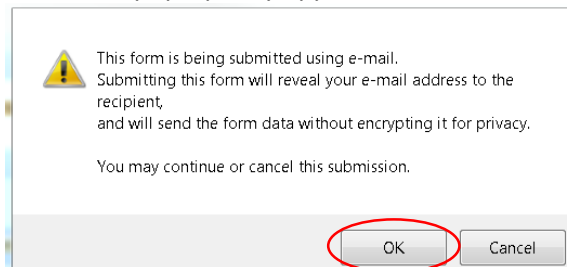
- If you would like to send out an individual email to a particular advisee, click Send Email under the Email column for the student you wish to email.

Last name	First name	Student Number	Program of study	Organizational Unit	Telephone No.	Email
[Redacted]	David	[Redacted]	Master of Public Administration	College of Arts & Sciences	[Redacted]	Send Email
[Redacted]	Sarah	[Redacted]	Master of Public Administration	College of Arts & Sciences	[Redacted]	Send Email
[Redacted]	Erin	[Redacted]	Master of Public Administration	College of Arts & Sciences	[Redacted]	Send Email
[Redacted]	Daniel	[Redacted]	Master of Public Administration	College of Arts & Sciences	[Redacted]	Send Email
[Redacted]	Stephanie	[Redacted]	Master of Public Administration	College of Arts & Sciences	[Redacted]	Send Email

- If you would like to send multiple advisees the same email, highlight the appropriate row by clicking the gray box to the left of the row, hold the Ctrl button on your keyboard, and select another row. Then click the Send Email button.

Last name	First name	Student Number	Program of study	Organizational Unit
[Redacted]	David	[Redacted]	Master of Public Administration	College of Arts & Sciences
[Redacted]	Sarah	[Redacted]	Master of Public Administration	College of Arts & Sciences
[Redacted]	Erin	[Redacted]	Master of Public Administration	College of Arts & Sciences
[Redacted]	Daniel	[Redacted]	Master of Public Administration	College of Arts & Sciences
[Redacted]	Stephanie	[Redacted]	Master of Public Administration	College of Arts & Sciences

- A browser pop-up may appear; click OK



- A new message will open in your default email application (e.g. Outlook) with the advisees' email address(es) pre-populated in the To: field

