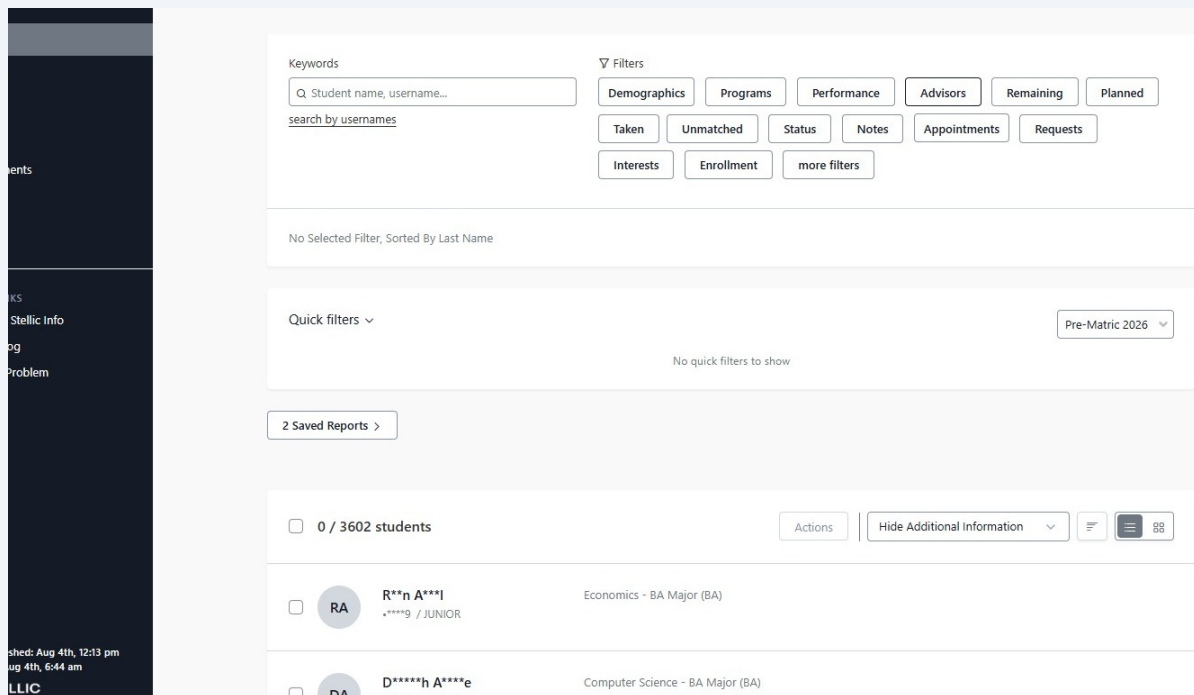


How to See Your First-Year Advisees in Stellic

This guide shows you how to use Stellic to pull up a list of your incoming first-year advisees. You'll learn how to filter students by criteria like "advisor" (you) and "graduation year" (the incoming class), so you can quickly see who you've been assigned. It also shows you how to save this filtered list, so you can pull it back up anytime without having to redo the search.

1

Navigate to <https://wesleyan.stellic.com/app/advisees>



The screenshot shows the Stellic interface for viewing first-year advisees. On the left is a dark sidebar with navigation links. The main content area has a search bar labeled 'Keywords' with the placeholder 'Student name, username...' and a link 'search by usernames'. Below the search bar is a 'Filters' section with a dropdown arrow and several filter buttons: Demographics, Programs, Performance, Advisors, Remaining, Planned, Taken, Unmatched, Status, Notes, Appointments, Requests, Interests, Enrollment, and a 'more filters' button. Below the filters, it says 'No Selected Filter, Sorted By Last Name'. There is a 'Quick filters' section with a dropdown arrow and a 'Pre-Matric 2026' filter. Below that, it says 'No quick filters to show'. There is a '2 Saved Reports' button. At the bottom, there is a table of students. The table has a header row with a checkbox, a column for '0 / 3602 students', an 'Actions' button, and a 'Hide Additional Information' dropdown. The table contains two rows of student data.

☐	0 / 3602 students	Actions	Hide Additional Information
☐	RA R**n A***I ****9 / JUNIOR		Economics - BA Major (BA)
☐	DA D*****h A*****e ****7 / JUNIOR		Computer Science - BA Major (BA)

Select Your Filters

2 Click "Advisors"

The screenshot shows the 'Students' page interface. At the top, there's a header with a 'Privacy Mode is enabled' button and a search bar. Below the header, there's a 'Keywords' section with a search input and a 'Filters' section. The 'Filters' section contains several buttons: 'Demographics', 'Programs', 'Performance', 'Advisors' (circled in orange), 'Remaining', 'Planned', 'Taken', 'Unmatched', 'Status', 'Notes', 'Appointments', 'Requests', 'Interests', 'Enrollment', and 'more filters'. Below the filters, there's a 'Quick filters' section with a dropdown menu set to 'Pre-Matric 2026'. At the bottom, there's a table showing student data. The first row shows '0 / 3602 students' and 'Actions' buttons. The second row shows a student with ID 'RA', name 'R**n A***I', and status 'JUNIOR'.

3 Type your name in the advisor name field.

The screenshot shows the 'Students' page interface, similar to the previous one. The 'Advisors' filter button is circled in orange. A dropdown menu is open, showing 'Advisor Filters' and 'Students with this Advisor'. Below this, there's a search input field labeled 'Enter advisor name' which is also circled in orange. The rest of the page is the same as the previous screenshot.

4 Click on your name in the drop-down menu that appears.

The screenshot shows the 'Students' page with a search bar and various filter tabs. A dropdown menu is open for the 'Advisor Filters' tab, showing a search bar and a list of advisors. One advisor, 'R****j B****w', is highlighted with an orange circle. The page also shows a list of students, with the first student, 'R****j B****w', highlighted.

Students

Privacy Mode is enabled [Disable](#)

Q search students, courses, etc.

Keywords

Q Student name, username...

search by usernames

No Selected Filter, Sorted By Last Name

Quick filters

No quick filters to show

2 Saved Reports

0 / 3602 students

Actions Hide Additional Information

R****j B****w

Economics - BA Major (BA)

5 Click "Demographics"

The screenshot shows the 'Students' page with the 'Demographics' filter selected. The page shows a list of students, with the first student, 'N*****j A****j', highlighted. The page also shows a search bar and various filter tabs.

Students

Privacy Mode is enabled [Disable](#)

Q search students, courses, etc.

Keywords

Q Student name, username...

search by usernames

Demographics

Programs

Performance

Advisors

Remaining

Planned

Taken

Unmatched

Status

Notes

Appointments

Requests

Interests

Enrollment

more filters

advised by R****j B****w

reset all filters

save as report

Quick filters

No quick filters to show

2 Saved Reports

0 / 12 students

Actions Hide Additional Information

N*****j A****j

Liberal Arts - BA (BA) Not in Plan

6 Click the Entry Year field in the Demographics filter.

The screenshot shows a web application interface with a 'Filters' dropdown menu open. The 'Demographics' tab is selected. Within this menu, the 'Entry Year' section is highlighted with an orange circle. The 'Entry Year' section contains a search input field labeled 'Search Years' and a list of years: 'Pre-matric 2029'. Other sections in the dropdown include 'Enrollment level', 'Class level', 'Campus', and 'Entry Term'. The background shows a search bar, a list of filters (Demographics, Programs, Performance, Advisors, Remaining, Planned), and a table of student records.

Keywords
Q. Student name, username...
search by usernames

Filters
Demographics Programs Performance Advisors X Remaining Planned

Enrollment level
Q Search Levels

Class level
Q Search for Class level

Campus
Q Select Campus

Entry Year
Q Search Years
Pre-matric 2029

Entry Term
Contains any
Q Entry Term

Quick filters
2 Saved Reports >

0 / 12 students

Actions Hide Additional Information

NA N*****j A***j
*****4 / FIRST_YEAR
Liberal Arts - BA (BA) Not in Plan
Neuroscience & Behavior - BA Major (BA) Not Declared
Psychology - BA Major (BA) Not Declared

7 Click "2026"

The screenshot shows the same web application interface as before, but now the 'Entry Year' section in the 'Demographics' filter dropdown menu is highlighted with an orange circle. The 'Entry Year' section contains a search input field labeled 'Search Years' and a list of years: '2026'. Other sections in the dropdown include 'Enrollment level', 'Class level', 'Campus', and 'Entry Term'. The background shows a search bar, a list of filters (Demographics, Programs, Performance, Advisors, Remaining, Planned), and a table of student records.

Keywords
Q. Student name, username...
search by usernames

Filters
Demographics Programs Performance Advisors X Remaining Planned

Enrollment level
Q Search Levels

Class level
Q Search for Class level

Campus
Q Select Campus

Entry Year
Contains any
Q 2026
2026
Q Entry Term

Quick filters
2 Saved Reports >

0 / 12 students

Actions Hide Additional Information

NA N*****j A***j
*****4 / FIRST_YEAR
Liberal Arts - BA (BA) Not in Plan
Neuroscience & Behavior - BA Major (BA) Not Declared
Psychology - BA Major (BA) Not Declared

MC M**a C**n
*****3 / FIRST_YEAR
Liberal Arts - BA (BA)

8

Click outside the Demographics filter menu to apply the selected filters.

The screenshot shows the 'Students' interface. At the top, there's a search bar and a 'Privacy Mode is enabled' button. Below the search bar, there's a 'Keywords' section with a search input and a 'search by usernames' link. To the right, there's a 'Filters' section with tabs for 'Demographics', 'Programs', 'Performance', 'Advisors', and 'Remaining'. The 'Demographics' tab is active, and its menu is open, showing options for 'Enrollment level', 'Class level', 'Campus', 'Entry Year', 'Entry Term', and 'Catalog term'. An orange circle highlights the area outside the menu, indicating where to click to apply the selected filters. Below the filters, there's a 'Quick filters' section with a dropdown and a '2 Saved Reports' button. At the bottom, there's a table with student information, including a student named 'N*****i A***i' with the program 'Liberal Arts - BA (BA)' and status 'Not in Plan'.

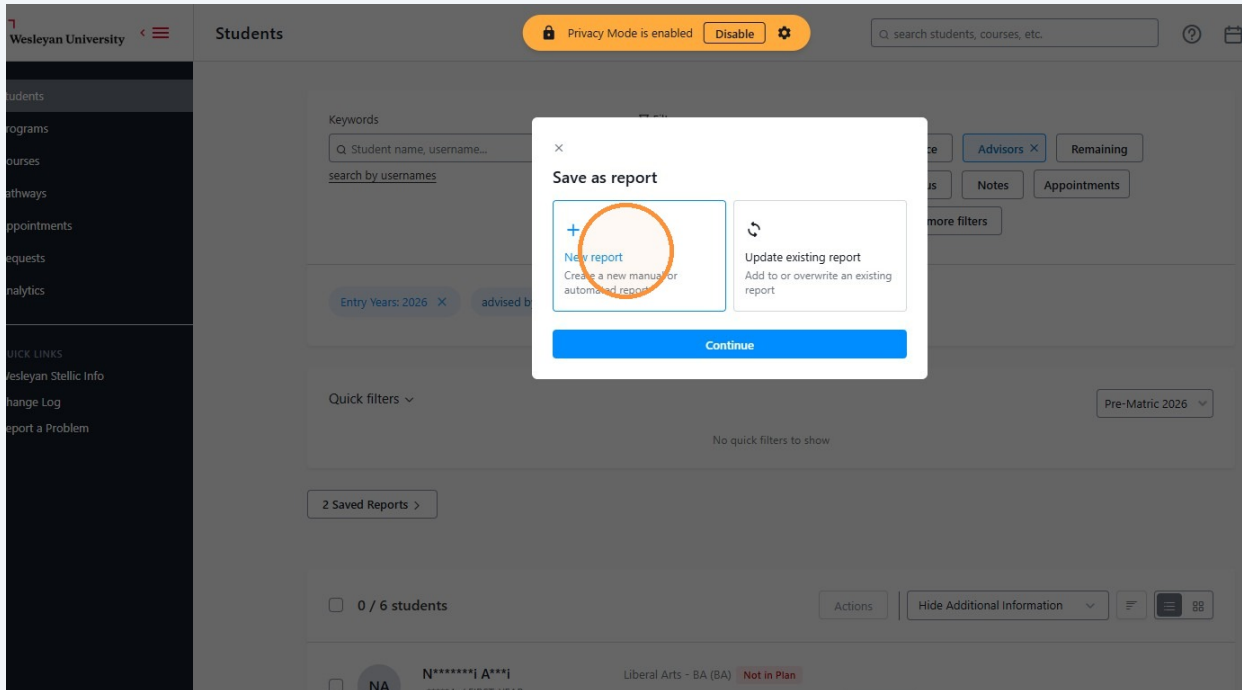
Create Your Report

9

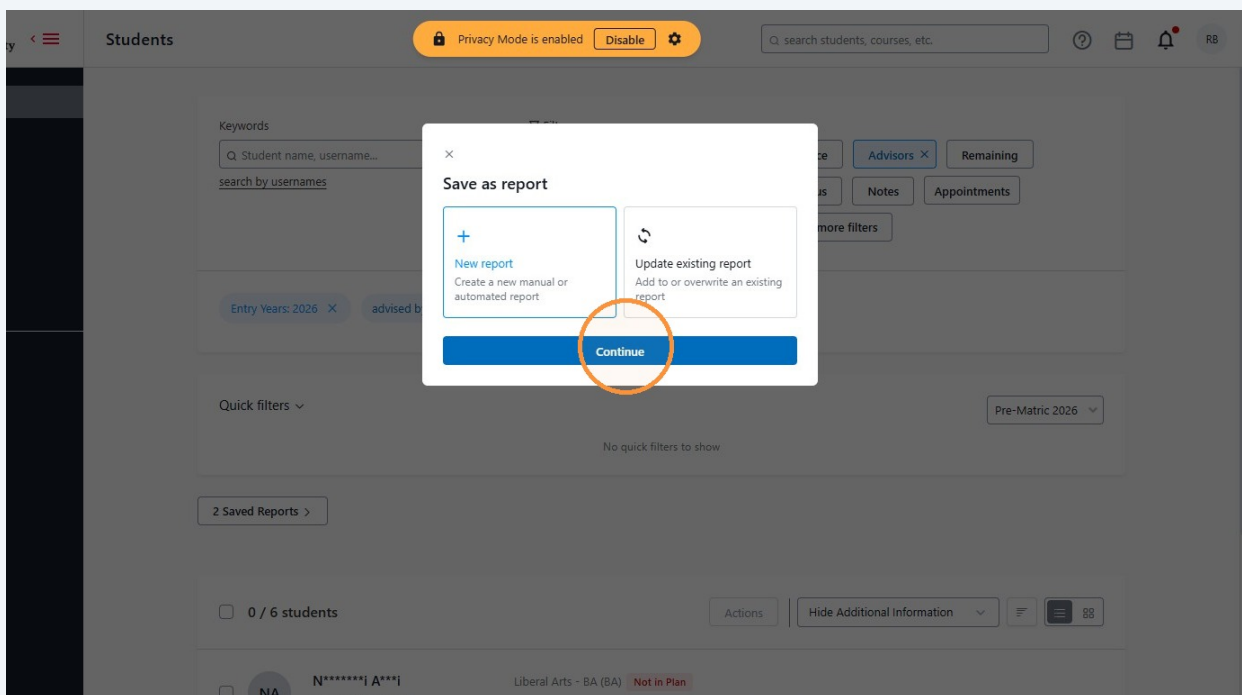
Click "save as report"

The screenshot shows the 'Students' interface. At the top, there's a search bar and a 'Privacy Mode is enabled' button. Below the search bar, there's a 'Keywords' section with a search input and a 'search by usernames' link. To the right, there's a 'Filters' section with tabs for 'Demographics', 'Programs', 'Performance', 'Advisors', and 'Remaining'. The 'Demographics' tab is active, and its menu is open, showing options for 'Planned', 'Taken', 'Unmatched', 'Status', 'Notes', 'Appointments', 'Requests', 'Interests', 'Enrollment', and 'more filters'. An orange circle highlights the 'save as report' button, which is located below the filters. Below the filters, there's a 'Quick filters' section with a dropdown and a 'Pre-Matric 2026' dropdown. At the bottom, there's a table with student information, including a student named 'N*****i A***i' with the program 'Liberal Arts - BA (BA)' and status 'Not in Plan'.

10 Click "New report"



11 Click "Continue"



- 12 Type "Class of 2030 Advisees" in the report title field.

The screenshot shows the 'Save as new report' dialog box in the 'Students' module. The 'Title' field is highlighted with an orange circle and contains the text 'GPA < 2.5'. The 'Type' section has 'Automated' selected. The background shows the 'Students' interface with a search bar, filters, and a list of students.

Wesleyan University < ≡ Students Privacy Mode is enabled Disable

Keywords
Q Student name, username...
search by usernames

Entry Years: 2026 X advised by

Quick filters v

2 Saved Reports >

0 / 6 students

Actions Hide Additional Information

Pre-Matric 2026

Save as new report

Title
GPA < 2.5

Type
☒ Automated
Students are automatically added or removed to the report based on filter criteria
☐ Track and notify you when students are added or removed from the report
☐ Manual
Students in report need to be added manually

Save Report

- 13 Select the option to track and notify when students are added or removed from the report.

The screenshot shows the 'Save as new report' dialog box in the 'Students' module. The 'Title' field contains the text 'Class of 2030 Advisees'. The 'Type' section has 'Automated' selected, and the 'Track and notify you when students are added or removed from the report' checkbox is highlighted with an orange circle. The background shows the 'Students' interface with a search bar, filters, and a list of students.

Wesleyan University < ≡ Students Privacy Mode is enabled Disable

Keywords
Q Student name, username...
search by usernames

Entry Years: 2026 X advised by

Quick filters v

2 Saved Reports >

0 / 6 students

Actions Hide Additional Information

Pre-Matric 2026

Save as new report

Title
Class of 2030 Advisees

Type
☒ Automated
Students are automatically added or removed to the report based on filter criteria
☒ Track and notify you when students are added or removed from the report
☐ Manual
Students in report need to be added manually

Save Report

14 Click "Save Report"

Q Student name, username...
search by usernames

Entry Years: 2026 X advised by

Quick filters v

2 Saved Reports >

0 / 6 students

12:33 pm

NA N*****[A***] *****4 / FIRST_YEAR
Liberal Arts - BA (BA) Not in Plan
Neuroscience & Behavior - BA Major (BA) Not Declared
Psychology - BA Major (BA) Not Declared

MC M**a C**n *****3 / FIRST_YEAR
Liberal Arts - BA (BA)

Advisors X Remaining
Notes Appointments
more filters

Pre-Matric 2026 v

Actions Hide Additional Information v

Save Report



Now you will have a report entitled "Class of 2023 Advisees" that you can return to anytime you want to interact with this specific group!