

# one.bellarmine.edu

## Report of Advisees – Email All (aka – the Students by Advisor CRS Report)

This Colleague Reporting Services (CRS) report allows you to obtain a list of your currently active advisees (active doesn't always mean registered). You may limit your list to academic advisees or you may include advisees of campus organizations for which you are the official advisor.

CRS reports can only be run by Bellarmine faculty or staff members and only from an on-campus (or VPN) location. Using Internet Explorer is recommended for CRS reports.

1. From a Bellarmine network computer (on campus or over VPN), go to **one.bellarmine.edu**, click the “**One Login**” button in the upper right hand corner of the page and login using your Bellarmine email (ex. jdoe@bellarmine.edu) and password. You will land on your **One Bellarmine Dashboard** page.
2. In the far upper left corner on your Dashboard page is the ≡ **Menu** (aka the hamburger menu). Hover over it to reveal the list of Info Sites. Click Academics > Registrar > Restricted to get to the CRS Reports Page.
3. Once on the Restricted page, choose the Students by Advisor Report by clicking it. This will open the report in CRS.
4. Choose the photo and campus organizations prompts you desire, then click the View Report button in the upper right corner. Your advisee list will display. If it fails to load, follow the instructions that are posted back on the Restricted page to change your compatibility view settings and try again.
5. Once the report displays, use the arrow button in the upper left corner to scroll to the bottom of the list. There you will find a Segment Email block that shows just the email addresses of your advisees. You can highlight, copy, and paste these email addresses directly into the “to” line of an Outlook email so that you can email them all at once.
6. To export your advisee list, click the export icon pulldown. The export icon is found on the toolbar under the prompts near the center and looks like this:



Questions? Contact the Registrar's Office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu)