

How Do I Change the Advisor Noted on a Student Record in My Backpack?

The Student Advisor information displayed in My Backpack>My Students>View Students, under the Faculty>Advisor section, is found in the Student Record in Registrar, on the Info 1 tab.

Student	Family	Schedule	Attendance	Grades	Daily Assignments and Comments	Academic History	Documents		
ID:	BROW031			Grade:	9		Gender:	Male	
D.O.B.:	05/18/2004			SSN:			Board/Day:		
Student Group:	Student			Enrollment Status:	Re-enrolled-ACE				
Entry Date:				Entry Grade:	8				
Re-Entry Date:				Diploma Date:					
Admission Year:	2018			Class Year:	2023				
E-Mail:	JonVictor.Brown@RollingHillsPrep.org								
Alert:									
FACULTY									
Advisor:	Mr. Julian Taurozzi								
Homeroom:								Room:	
DORM									
Dorm Id:								Room:	
Phone Num:	(310) 617-3694							Ext:	
								Jack No:	

Student Maintenance - (JonVictor Brown)

Name | Address | Info1 | Info2 | All Accts | Registrar | Schedule | Grades | History | GPA/Rank | Attendance | Program | Medical | Track | Media | Custom | Comments | Web ID

Faculty Advisor

ID: 73

Name: Mr. Julian Taurozzi

Homeroom

Teacher

Homeroom

Dorm

I.D.

Name

Parent

Room

Tel No. (310) 617-3694 Ext.

Phone Jack No.

Matriculation

Grade Entered

School Entered: Rolling Hills Prepar

Entered Date

W/D Grade

W/D Date

W/D Year

W/D Type

W/D Reason

Diploma Date

Grad. Type

College

Locker

Block

Number

Lock

Combination

Next Year Today's Schedule

OK Cancel Print Delete

NUM

To change the Advisor for a single student, click on the magnifying glass next to the ID field and use it to search for a different person from the Faculty/Staff Search screen.....

Faculty / Staff Search

Search For: 73
Last First

Sort By: Last Name I.D. First Name Dept I.D.

Sort Order: Ascending Descending

Active Only

Name	ID	Dept ID	Tel No	Active
Mr. Julian Turozzi	73	SCIENCE		Y
Cristina Gacad	INT1			Y

OK Cancel

Highlight the new Faculty member and click OK to Save the change to the Advisor...

Faculty / Staff Search

Search For:
Last First

Sort By: Last Name I.D. First Name Dept I.D.

Sort Order: Ascending Descending

Active Only

Name	ID	Dept ID	Tel No	Active
Web Services	00001			Y
Mrs. Melinda Cannon Alcott	002			Y
Ms. Ana Alejandre	003			Y
Mrs. Linda Belzer	004	OTHER		Y
Ms. Nita Birnbaum	006			Y
Mrs. Lisa Bonnici	008	ELL		Y
Mrs. Kris Collins	013			Y
Ms. Lauren Cowgill	014	VPA		Y
Mr. Jonathan D'Agostino	015	HISTORY		Y
Mr. Justin Flamini	019	HISTORY		Y

OK Cancel

Click OK on the Student record to save the changes to the overall Student information:

The screenshot shows a software window titled "Student Maintenance - (JonVictor Brown)". At the top, there is a navigation bar with tabs: Name, Address, Info1, Info2, All Accts., Registrar, Schedule, Grades, History, GPA/Rank, Attendance, Program, Medical, Track, Media, Custom, Comments, and Web ID. The main area is divided into several sections:

- Faculty Advisor:** I.D. (003), Name (Ms. Ana Alejandre).
- Homeroom:** Teacher, Homeroom.
- Dorm:** I.D., Name, Parent, Room, Roommates, Tel. No. ((310) 617-3694), Ext., Phone Jack No.
- Matriculation:** Grade Entered (8), School Entered (Rolling Hills Prepar), Entered Date, W/D Grade, W/D School, W/D Date, Re-Enter Date, W/D Year, W/D Notify Date, W/D Type, W/D Reason, Diploma Date, Grad. Type, College.
- Locker:** Block (B), Number (B2), Lock, Combination.

At the bottom of the window, there are buttons for "Next Year", "Today's Schedule", "OK" (circled in red), "Cancel", "Print", and "Delete". A "NUM" field is also visible at the bottom right.

The new Advisor will be visible in My Backpack....

Student	Family	Schedule	Attendance	Grades	Daily Assignments and Comments	Academic History	Documents
ID:	BROW031			Grade:	9		Gender:
D.O.B.:	05/18/2004			SSN:			Board/Day:
Student Group:	Student			Enrollment Status:	Re-enrolled-ACE		
Entry Date:				Entry Grade:	8		
Re-Entry Date:				Diploma Date:			
Admission Year:	2018			Class Year:	2023		
E-Mail:	JonVictor.Brown@RollingHillsPrep.org						
Alert:							
FACULTY							
Advisor:				Ms. Ana Alejandre			
Homeroom:						Room:	
DORM							
Dorm Id:							
Phone Num:	(310) 617-3694						
LOCKER							
Locker Block:				B		Number:	
Lock:							

There may be instances where a group of students will need their Advisor changed, all at once.

In the case below, we will change all students with an Advisor of Julian Taurozzi to Mrs. Linda Belzer. There are 11 students to update.

Student Maintenance Search

Search By: Enter I.D. [] Open

Select Query: [All] Change Runtime Parameters

Filter Results: Advisor Name Contains TAUR

Show Addresses: Parent 1 Refresh List

Additional Criteria: Display: This Year Go To: Name Students in group: Student

Advisor Name	Grade Type	Last Name	Student Name	Preferred Name	ID	Family ID	Ge
Mr. Julian Taurozzi	RHP	Brown	JonVictor Brown	JonVictor	BROW031	BROW03	
Mr. Julian Taurozzi	RHP	Ceron Garcia	Pablo Andres Ceron Garcia	Pablo	GARC021	GARC02	
Mr. Julian Taurozzi	REN	Dworman	Aidan Luke Dworman	Aidan	DWOR011	DWOR01	
Mr. Julian Taurozzi	REN	Galvez	Dezby Amourette Galvez	Dezby	GALV021	GALV02	
Mr. Julian Taurozzi	RHP	Gamble	Maison Donovan Gamble	Maison	GAMB011	GAMB01	
Mr. Julian Taurozzi	RHP	Goldberg	Nathan Ronald Goldberg	Nate	GOLD021	GOLD02	
Mr. Julian Taurozzi	CLS	Pugh	Jayden Dion Pugh	Jayden	PUGH011	PUGH01	
Mr. Julian Taurozzi	RHP	Quarry	Chance Quarry	Chance	QUAR011	QUAR01	
Mr. Julian Taurozzi	RHP	Scott	Naomi Helen Scott	Naomi	SCOT021	SCOT02	
Mr. Julian Taurozzi	RHP	Wood	Tamara Jane Wood	Tamara	WOOD021	WOOD02	
Mr. Julian Taurozzi	RHP	Yamada	Blake Show Yamada	Blake	YAMA012	YAMA01	

11 rows returned.

Alt-F: Change Filtering; Alt-Q: Change Query

Search complete. NUM


To change a group of students' Advisor, use the Global Update process....in Registrar>Maintenance>Global Updates

Ascendance Registrar - (Rolling Hills Preparatory School)

Maintenance View Scheduling Grading Reports Mailings Exports My Backpack Help

Students
Courses
Sections
Departments
Faculty / Staff
Rooms
Miscellaneous
End-of-Period Update
New Student Transfer
Notifications
Administration Maintenance
Global Updates
Change Current School
User Preferences
Printer Setup
Exit

Grading Faculty/Staff Sched/Roster S/P Mailing Your Reports Find Notifications Show Dashboa



Global Updates for Registrar (All Schools)

Select a category:

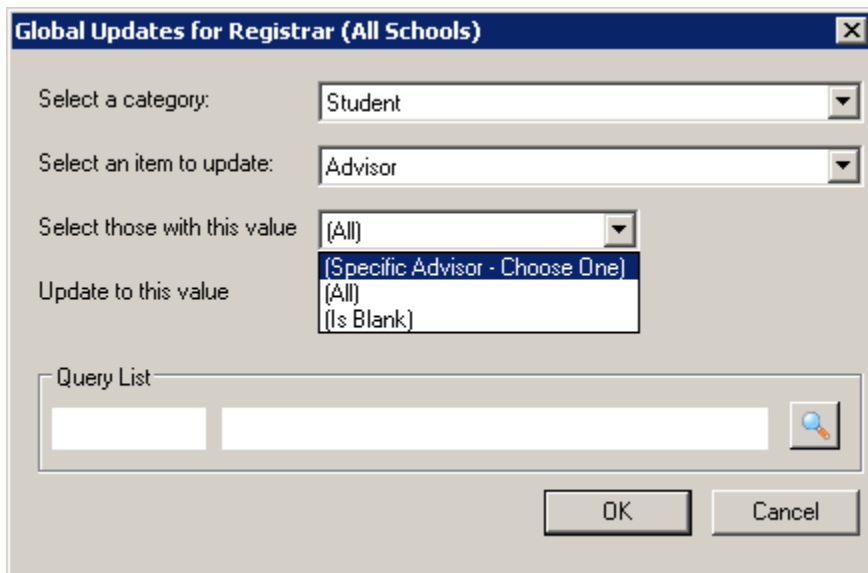
Select an item to update:

Select those with this value

Update to this value

Query List

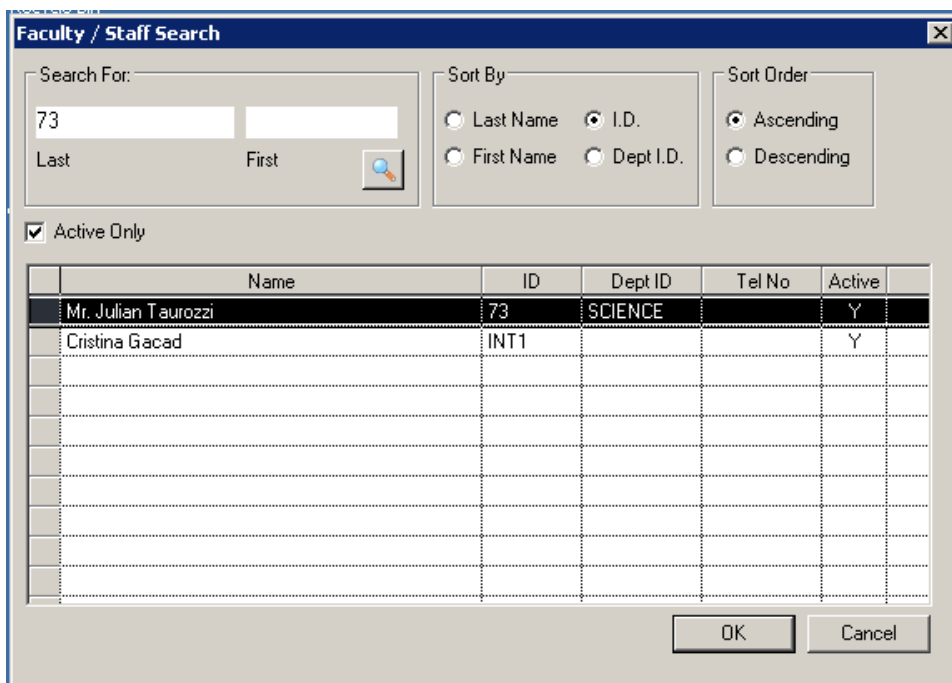
Category: Student
Item to Update: Advisor



The dialog box titled "Global Updates for Registrar (All Schools)" contains the following fields and options:

- Select a category:** Student
- Select an item to update:** Advisor
- Select those with this value:** (All)
- Update to this value:** (Specific Advisor - Choose One), (All), (Is Blank)
- Query List:** A search bar with a magnifying glass icon.
- Buttons:** OK, Cancel

Those with THIS Value: from the Specific Advisor option, choose the EXISTING Advisor (in this case Julian Tauruzzi)



The "Faculty / Staff Search" dialog box includes the following search criteria and results:

- Search For:** 73 (Last), [] (First)
- Sort By:** Last Name, I.D., First Name, Dept I.D.
- Sort Order:** Ascending, Descending
- Active Only

Name	ID	Dept ID	Tel No	Active
Mr. Julian Tauruzzi	73	SCIENCE		Y
Cristina Gacad	INT1			Y

Buttons: OK, Cancel

Global Updates for Registrar (All Schools)

Select a category: Student

Select an item to update: Advisor

Select those with this value: Mr. Julian Taurozzi

Update to this value:

Query List

OK Cancel

Update to THIS Value: from the Specific Advisor option, choose the NEW Advisor (in this case we are selecting Mrs. Linda Belzer)

Global Updates for Registrar (All Schools)

Select a category: Student

Select an item to update: Advisor

Select those with this value: Mr. Julian Taurozzi

Update to this value:

(Specific Advisor - Choose One)
(None)

Query List

OK Cancel

Global Updates for Registrar (All Schools)

Select a category:

Select an item to update:

Select those with this value:

Update to this value:

Query List

Create a query to identify the specific students whose records you wish to change (in this case, we are changing any Current Student)

Query List (Global Updates for Registrar (All Schools))

Query Name	Description	Type
NEW STU	New Student (Select Admin Yr)	S
STU CRNT	Current Student	S

Query Parameters (Global Updates for Registrar (All Schools) - STU CRNT)

Conditions Sorting Add Before Add After Delete Formula Cut Rows Copy Rows Paste Rows

And/Or	Table Name	Field / Formula Name	Operator	Value
OR	RG_STUDENT	STUDENT_GROUP	=	STUDENT

Legend OK Cancel

Global Updates for Registrar (All Schools)

Select a category: Student

Select an item to update: Advisor

Select those with this value: Mr. Julian Taurozzi

Update to this value: Mrs. Linda Belzer

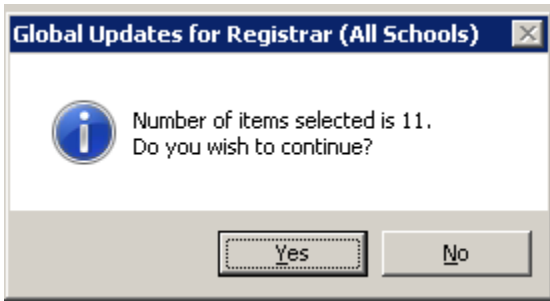
Query List

STU CRNT	Current Student
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OK Cancel

Once the selection criteria are in place, click on **OK** to initiate the Global Update.

The system will identify how many records qualify, based upon the selections made.



Note that there were 11 students visible as having Julian Taurozzi as their Advisor when viewed in Registrar. If you are satisfied with the count, click **YES** to processed with the Update. (Click **NO** if there is an issue. This will stop the process from moving forward, so that you can adjust your selection criteria as necessary).

The system will then update ALL students meeting the criteria to the new Advisor. A report will generate showing which students will be updated. It is recommended that this report be saved, for future reference.

Global Update Change Report

May 13, 2020

7:23 PM

Rolling Hills Preparatory School

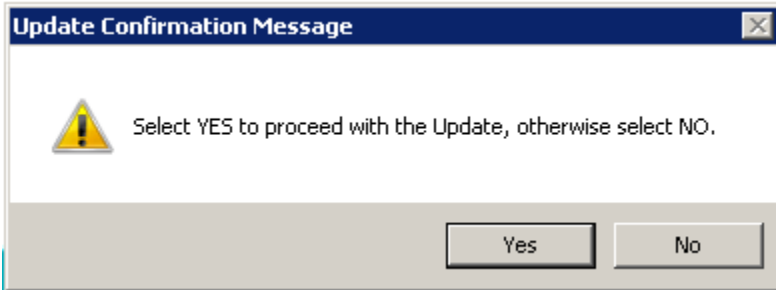
Page: 1

CHANGING: Student - Advisor
OLD VALUE: Mr. Julian Taurozzi
NEW VALUE: Mrs. Linda Belzer

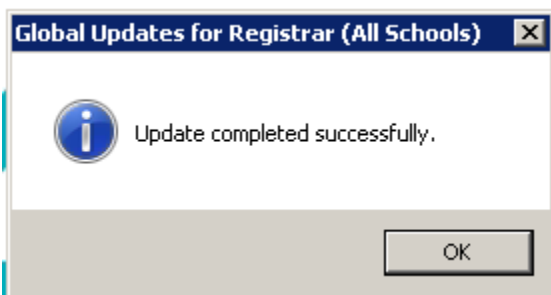
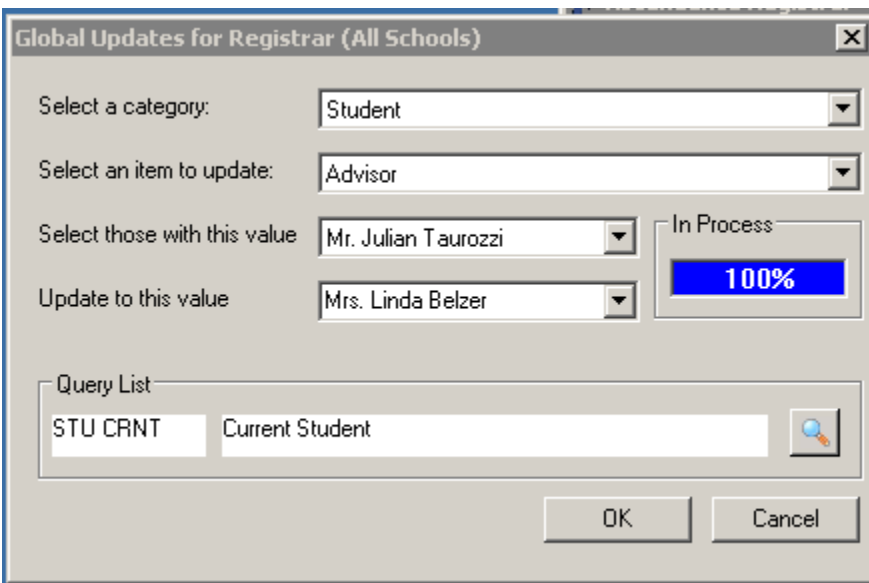
JonVictor Brown
Pablo Andres Ceron Garcia
Aidan Luke Dworman
Dezby Amourette Galvez
Maison Donovan Gamble
Nathan Ronald Goldberg
Jayden Dion Pugh
Chance Quarry
Naomi Helen Scott
Tamara Jane Wood
Blake Show Yamada

Total Number in List: 11

You will receive one last confirmation whether to continue the Update or stop the update process. **If you wish to continue, click YES.**



When the update is complete, the Global Update window will display the In Process amount as 100%, and you will receive a confirmation message that the update completed successfully.



Click **OK** to close the confirmation window and **Cancel** to close the Global Update window.

Go back to Student Maintenance in Registrar, and you will see that those 11 students now have a new Advisor.

Student Maintenance Search

New Edit Copy Delete Options Export Close

Search By
 Enter I.D. Open

Select Query (All)

Filter Results Advisor Name Contains LINDA
 Show Addresses Parent 1

Additional Criteria
 Display: This Year
 Go To: Name
 Students in group: Student

Advisor Name	Grade Type	Last Name	Student Name	Preferred Name	ID	Family ID	Ge
Mrs. Linda Belzer	RHP	Brown	JonVictor Brown	JonVictor	BROW031	BROW03	I
Mrs. Linda Belzer	RHP	Ceron Garcia	Pablo Andres Ceron Garcia	Pablo	GARC021	GARC02	I
Mrs. Linda Belzer	REN	Dworman	Aidan Luke Dworman	Aidan	DWOR011	DWOR01	I
Mrs. Linda Belzer	REN	Galvez	Dezby Amourette Galvez	Dezby	GALV021	GALV02	I
Mrs. Linda Belzer	RHP	Gamble	Maison Donovan Gamble	Maison	GAMB011	GAMB01	I
Mrs. Linda Belzer	RHP	Goldberg	Nathan Ronald Goldberg	Nate	GOLD021	GOLD02	I
Mrs. Linda Belzer	CLS	Pugh	Jayden Dion Pugh	Jayden	PUGH011	PUGH01	I
Mrs. Linda Belzer	RHP	Quarry	Chance Quarry	Chance	QUAR011	QUAR01	I
Mrs. Linda Belzer	RHP	Scott	Naomi Helen Scott	Naomi	SCOT021	SCOT02	I
Mrs. Linda Belzer	RHP	Wood	Tamara Jane Wood	Tamara	WOOD021	WOOD02	I
Mrs. Linda Belzer	RHP	Yamada	Blake Show Yamada	Blake	YAMA012	YAMA01	I

11 rows returned. Alt-F: Change Filtering; Alt-Q: Change Query

Search complete. NUM

The Student Advisor information displayed in My BackPack>My Students>View Students will also have been updated to the correct/new person, Linda Belzer.

Filter: All Students Student: JonVictor Brown(9)

Student	Family	Schedule	Attendance	Grades	Daily Assignments and Comments	Academic History	Documents
ID:				BROW031	Grade:	9	Gender:
D.O.B.:				05/18/2004	SSN:		Board/Day:
Student Group:				Student	Enrollment Status:		Re-enrolled-ACE
Entry Date:					Entry Grade:		8
Re-Entry Date:					Diploma Date:		
Admission Year:				2018	Class Year:		2023
E-Mail:				JonVictor.BrownR@ollingHillsPrep.org			
Alert:							
FACULTY							
Advisor:							Mrs. Linda Belzer
Homeroom:							Room:

Filter: All Students Student: Maison Gamble(9)

Student	Family	Schedule	Attendance	Grades	Daily Assignments and Comments	Academic History	Documents
ID:				GAMB011	Grade:	9	Gender:
D.O.B.:				09/25/2004	SSN:		Board/Day:
Student Group:				Student	Enrollment Status:		Enrolled
Entry Date:					Entry Grade:		9
Re-Entry Date:					Diploma Date:		
Admission Year:				2019	Class Year:		2023
E-Mail:				maison.gambler@ollinghillsprep.org			
Alert:							
FACULTY							
Advisor:							Mrs. Linda Belzer
Homeroom:							Room:

Filter: All Students Student: Chance Quarry(9)

Student	Family	Schedule	Attendance	Grades	Daily Assignments and Comments	Academic History	Documents
ID:				QUAR011	Grade:	9	Gender:
D.O.B.:				02/12/2004	SSN:		Board/Day:
Student Group:				Student	Enrollment Status:		Re-enrolled
Entry Date:					Entry Grade:		6
Re-Entry Date:					Diploma Date:		
Admission Year:				2016	Class Year:		2023
E-Mail:				Chance.QuarryR@ollingHillsPrep.org			
Alert:							
FACULTY							
Advisor:							Mrs. Linda Belzer
Homeroom:							Room: