

J1-Desktop Quick Guide

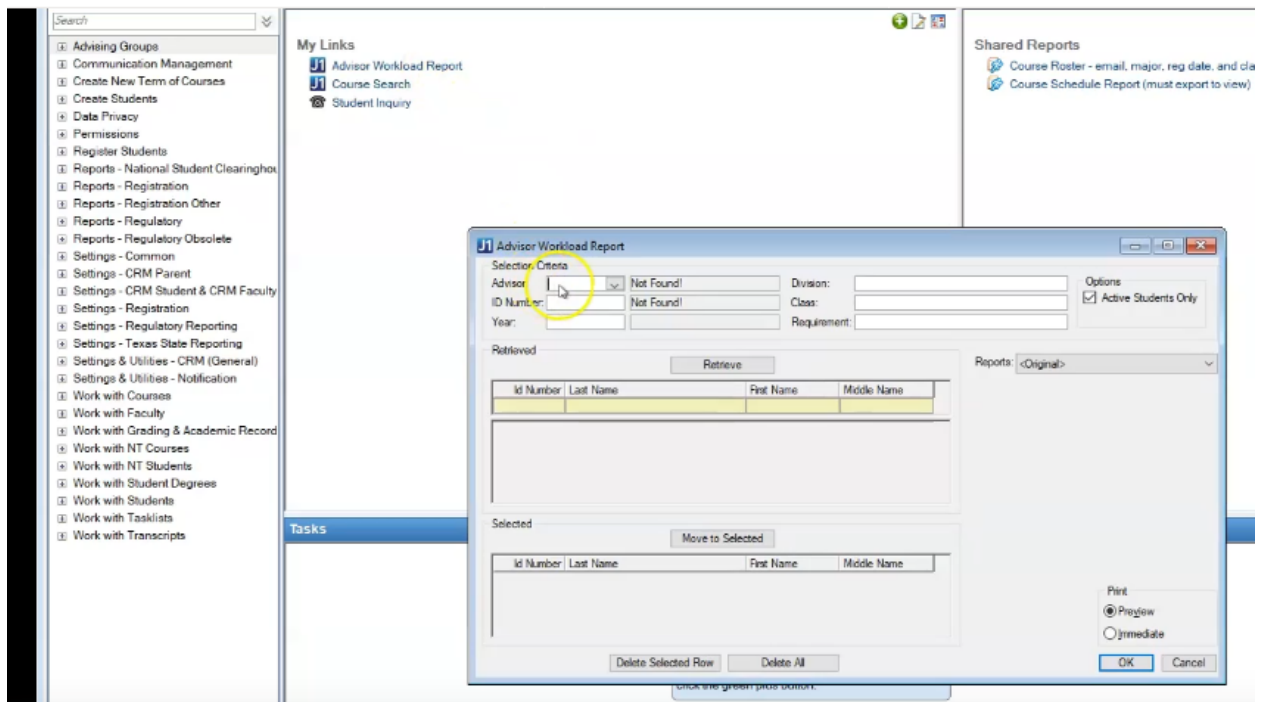
How to View Your Advisees

Log into J1 Desktop and click the Home tab at the bottom.

Click on Advisor Workload Report



Type in your ID and hit enter or click ok:



This will open the Advisee Report listing all your advisees

The screenshot shows a web application interface with a sidebar on the left containing a search bar and a list of navigation links. The main content area is titled 'Advisor Workload Report Preview' and displays a report for Shawnee State University. The report includes a table of student data and summary rows.

Advisor Workload Report
Shawnee State University
02/23/2022 8:07:29 AM
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Advisor: [Redacted] Larson, Erik B

ID Number	Name	Class	Primary Aim
[Redacted]	Chan, Alexander M	Senior	Natural Science A.S.
[Redacted]	Fowler, Tyler M E	Senior	Natural Science A.S.
[Redacted]	Friley, Seth R	Sophomore	
[Redacted]	Lewis, De-Nicha K	First-Time Freshman	GEP
[Redacted]	Newsome, Clay	Junior	Nat Sci Geology Conc BS
[Redacted]	Partlow, Jonathan A	Senior	
[Redacted]	Rogers, Andrew C	First-Time Freshman	Computer Engh Tech BS
[Redacted]	Walters, Moll M	Senior	Integrtd Science AYA 7-12
[Redacted]	Zaph, Kenzie Elizabeth	Senior	Nat Sci Geology Conc BS
Total for advisor :			9
Total all advisors :			9