Displaying a List of Students

In order to view a list of the students you have a connection with in BatesReach follow the steps below.

1. Once on the Bates Reach website, click on the "hamburger" or 3 horizontal lines at the top left.

2. Click on the downward arrow next to "Students" and then select "My Students." In the drop-down menu, select the option for Students.
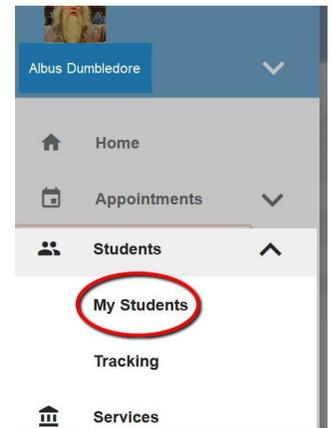
3. This will give you the roster of ALL of the students with whom you are working with this current semester, i.e., your academic advisees AND all students in the classes you are currently teaching.

4. To filter/sort the students to just your advisees, use the filter functions: Connection, Cohort, Term, and Additional Filters.
   a. For example, you can sort Connection as "First-Year Seminar Advisor".

b. Term as "Fall 2021".
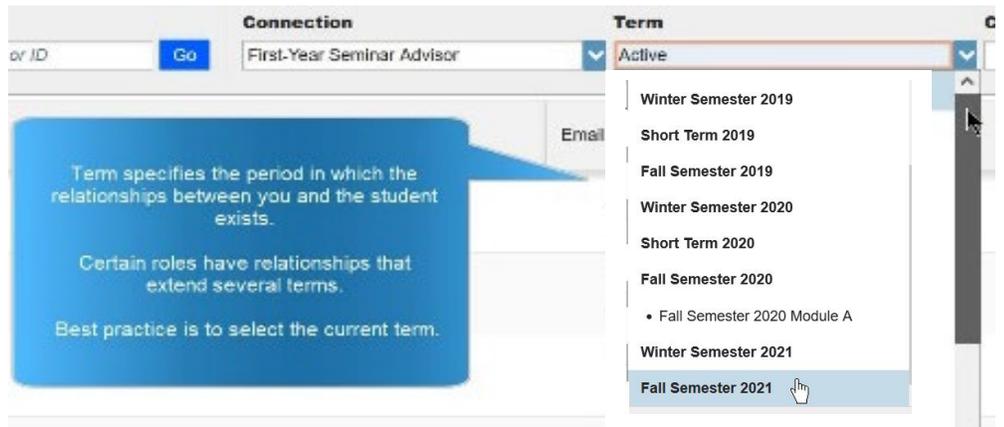
c. Cohort as "Class of 2024" to isolate any students in the Class of 2024 for whom you are their pre-major advisor.

    i. (PLEASE NOTE: the filter is called "First-Year Seminar Advisor," but in the current context you may be a pre-major academic advisor to a sophomore even if you did not teach an FYS in Fall 2020).
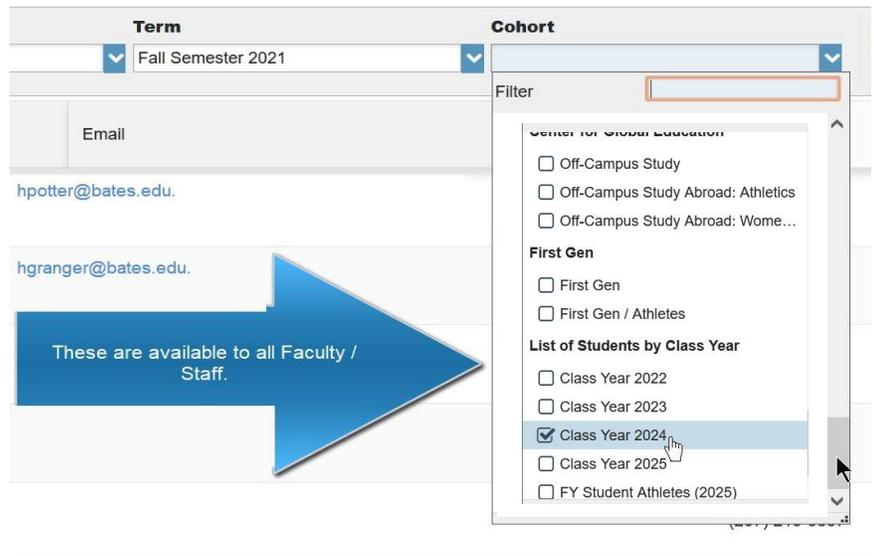
5. Clicking on "Add Filters" will allow you to further specify which students to view based on additional criteria.

    a. For example, you can specify a specific Flag to filter with as well as Student Status, Class Year, and so on.

    b. Filtering by meetings allows you to obtain a list of students you have met with during the term or have not met with.

    c. "Clear all Filters" will reset your additional filters to their default status.