

# Generating an Academic Advisement Report/Degree Progress Report



To generate an advisement report:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Admin Home** tab, navigate to **Academic Advisement > Student Advisement > Request Advisement Report**
3. Click the **Add a New Value** tab.
4. Enter the student's ID in the **ID** field.
5. The **Institution** field will default to MIAMI.
6. In the **Advisement Report** field, enter AAR.
7. Click the **Add** button.
8. On the **Report Request** page, the **Report Date** will default to today's date. Leave this and the **As of Date** field at the default values.
9. Click the **Process Request** button to view the report.
10. The **Degree Progress Report** will appear. This report displays the courses that have been used to satisfy particular requirements, plan-specific requirements, graduation requirements, and other information.
11. You can use the **View Report as PDF** button to view this information in PDF form.
12. Use the **Expand** icon (▾) next to each area to expand different information sections. You can also use the **Collapse All** and **Expand All** buttons to collapse and expand all areas.

Course	Description	Units	When	Grade	Status
ACC 212	MANAGERIAL ACC	3.00	Spring 2015		◆
FIN 302	FUNDMNTLS OF FIN	3.00	Spring 2015		◆
GER 102	ELEM GERMAN II	3.00	Spring 2015		◆
KIN 201	INTRO TO SPORT ADM	3.00	Spring 2015		◆