

Faculty Center/Advisor Center - My Advisees

Purpose: Use this document as a reference for accessing advisee information in ctcLink.

Audience: Faculty Advisors and Advisors

Navigation: Gateway → Faculty Center → Advisor Center

My Advisees

💡 Note: The **Advisor Center** tab is only visible to faculty who are also advisors. The **My Advisees** section only displays if the advisor has been assigned advisees.

1. The **My Advisees** tab lists all students actively assigned to an advisor.
2. Advisee information can be sorted by clicking one of the table headings:
 - Notify
 - Name
 - ID
 - View Student Details

The screenshot displays the 'My Advisees' interface. At the top, there are tabs for 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. Below these are sub-tabs: 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. The 'My Advisees' section is active, showing a table with the following data:

	Notify	Name	ID	View Student Details	Advising Notes
1	☐	Smith0113, Pat	201000113	View Student Details	
2	☐	Smith0116, Pat	201000116	View Student Details	

Below the table, there are three buttons: 'notify selected advisees', 'notify all advisees', and 'my advising notes'. Above the table, there are options to 'Select display options: Link to Photos' (selected) and 'Include photos in list'.

3. If an active email client is available (i.e. Outlook), clicking the student **Name** will open a new email window with the student email in the **To:** field.
4. Clicking **View Student Details** will open the **Student Center** tab for that student.
5. Click the icon for **Advising Notes** to enter or view additional information about the student's advising history.

6. A list of notes will display, click the **Advising Notes** icon to view a specific note.

The screenshot shows the 'Advising Notes' page for student Pat Smith0113. At the top, there are navigation tabs: Faculty Center, Advisor Center, Search, and Learning Management. Below these are sub-tabs: my advisees, student center, general info, transfer credit, and academics. The main heading is 'Advising Notes' followed by the student's name 'Pat Smith0113'. There is a dropdown menu for 'Change Advisee' set to 'Smith0113, Pat' with a 'Change' button. A message states: 'Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.' Below this is a 'Create a Note' button. A table displays a list of notes:

Advising Note	Created By	Assigned To	Institution	Subject	Category	Subcategory	Note Status	Action Items	Last Updated
	Pat Smith6660	Pat Smith6660	Spokane CC	Sample Notes	General	General	Open	Pending	06/05/2015

At the bottom, there are navigation tabs: Faculty Center, Advisor Center, Search, Learning Management, My Advisees, Student Center, General Info, Transfer Credit, and Academics.

7. Click **Create a Note** to enter a new advising note and enter/select the following details:

- **Institution**
- **Category**
- **Subcategory**
- **Note details (text entry)**
- **Add Action Item** if appropriate
- **Action Item Status** and **Due Date** (optional)
- **Add Attachment** (optional)

8. Click **Submit** to save the note.

The screenshot shows the 'Advising Notes' form for creating a new note for student Pat Smith0113. The heading is 'Advising Notes' followed by the student's name 'Pat Smith0113'. A message states: 'Enter an advising note and click Submit when done.' Below this is a 'Group Box' containing several fields:

- *Institution: Spokane CC
- *Category: General Notes
- *Subcategory: General
- *Assigned To: 201236660 Pat Smith6660
- *Subject: Sample Notes
- *Status: Open
- *Advisee Access: No

Below the group box is a rich text editor with a toolbar and a text area containing 'Sample Note'. Below the text area is an 'Action Items' table:

Action Item	Entered On	Description	Action Item Status	Due Date
1	06/05/2015	Follow Up On 7/1/2015	Incomplete	07/01/2015

Below the action items table is an 'Attachments' section with a table:

Attached File	Description	View
download.jpg	download.jpg	View

At the bottom, there are 'SUBMIT' and 'RETURN' buttons.

10. Notifications can be sent to selected students.

- Check the box in the **Notify** column to select specific students or click **Notify all Advisees**.
- Click **Notify Selected Advisees**.
- Enter the appropriate message in the **Send Notification** section.
- Click **Send Notification** to send the email.

My Advisees

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Pat Smith6660

From: psmith@yahoo.com

To: psmith@yahoo.com

CC:

BCC: psmith@yahoo.com, psmith@yahoo.com

Subject: <From the desk of Pat Smith6660>

Message Text:

[Return to My Advisees](#)

SEND NOTIFICATION

10. To search for other students that are not assigned to you, click the **View Data for Other Students** button.

VIEW DATA FOR OTHER STUDENTS

[Faculty Center](#) [Advisor Center](#) [Search](#) [Learning Management](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credits](#) [Academics](#)