## Faculty Center/Advisor Center - My Advisees

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

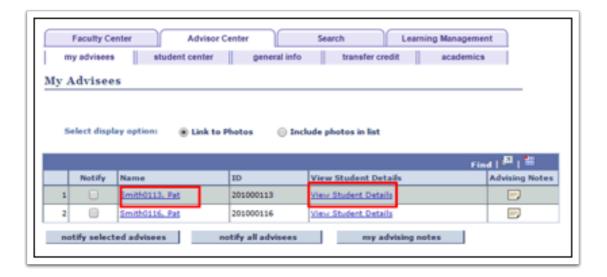
**Audience**: Faculty Advisors and Advisors

## Navigation: Gateway $\rightarrow$ Faculty Center $\rightarrow$ 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

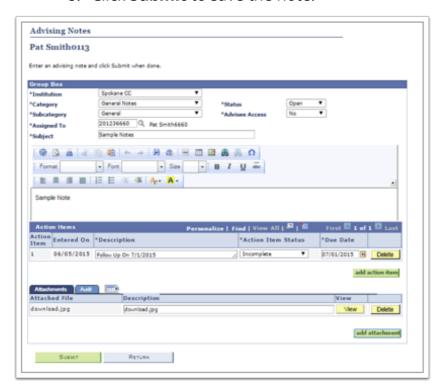


- 3. If an active email client is available (i.e. Outlook), clicking the student **Name** will open a new email window with the student email in the **To**: field.
- 4. Clicking **View Student Details** will open the **Student Center** tab for that student.
- 5. Click the icon for **Advising Notes** 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.



- 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.



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.



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

