

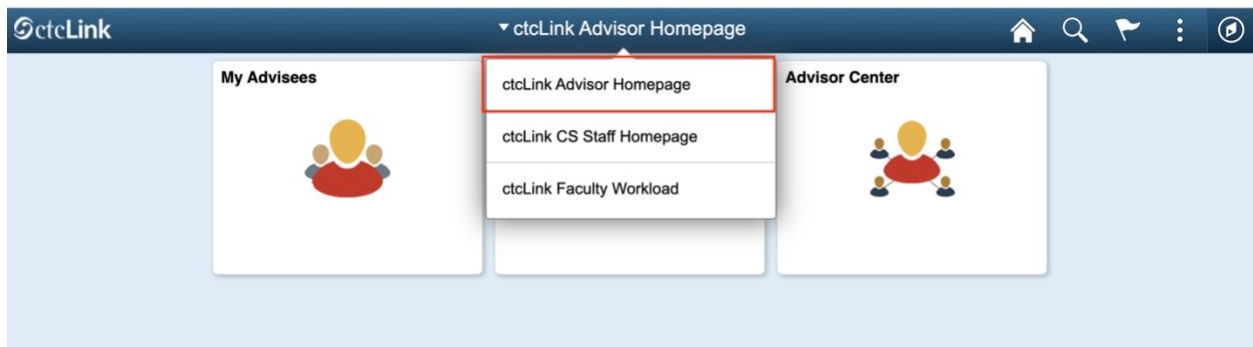


How to View and Notify Advisees

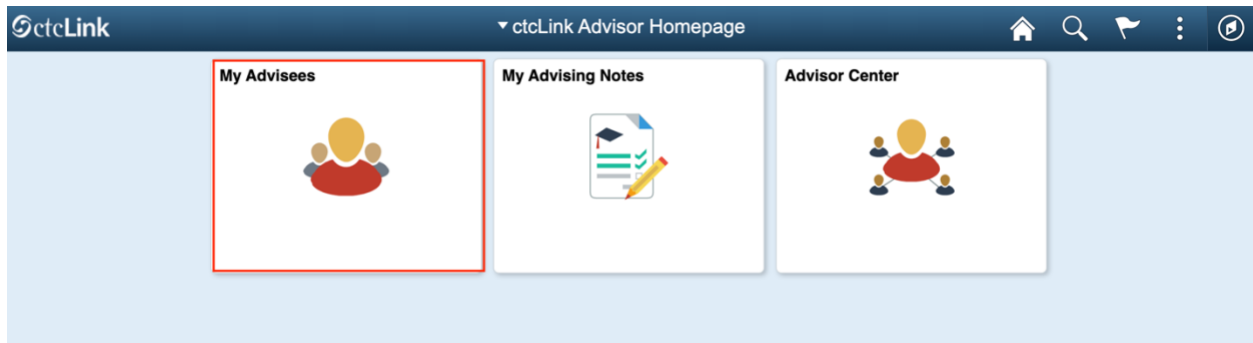
This guide will show you how to view and notify your advisees in ctcLink.

Directions

1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.










2. Click the **My Advisees** tile.

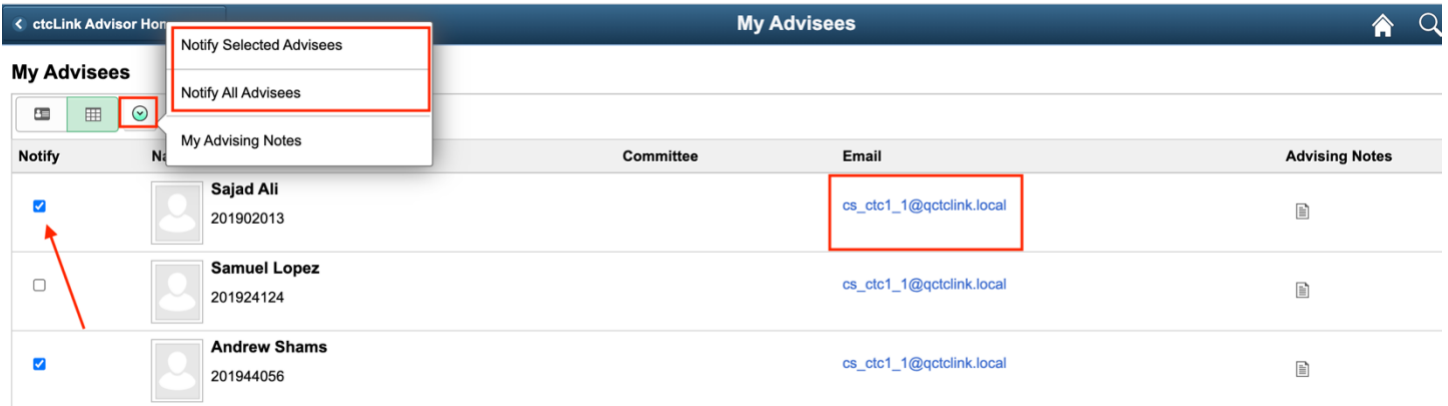


3. The **My Advisees** page will display.

The screenshot shows the 'My Advisees' page. At the top, there are navigation icons and the title 'My Advisees'. Below the title, there are three icons: a list view, a grid view, and a refresh icon. The main content is a table with the following columns: Notify, Name / ID, Committee, Email, and Advising Notes.

Notify	Name / ID	Committee	Email	Advising Notes
<input type="checkbox"/>	 S. [redacted] li [redacted] 2013		cs_ctc1_1@qctclink.local	
<input type="checkbox"/>	 S. [redacted] z [redacted] 4124		cs_ctc1_1@qctclink.local	
<input type="checkbox"/>	 Ar [redacted] s [redacted] 4056		cs_ctc1_1@qctclink.local	

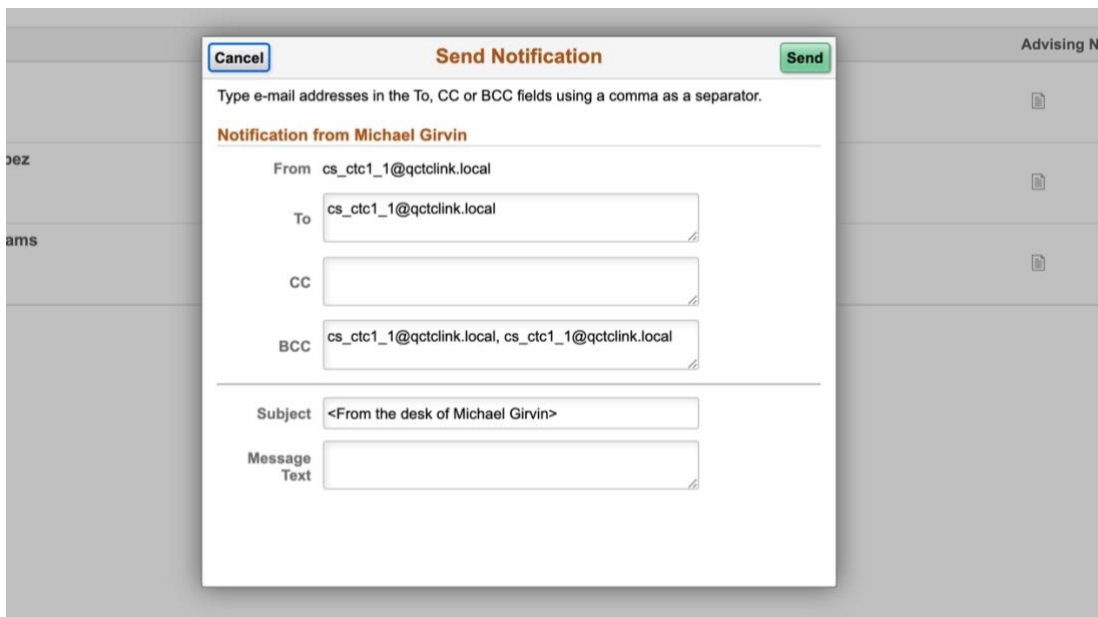
- You have multiple options to notify advisees by email:
 - Use the email link for an individual student.
 - Use the check boxes in the **Notify** column and the drop-down menu from the  symbol.



The screenshot shows the 'My Advisees' page with a notification menu open. The menu has two options: 'Notify Selected Advisees' and 'Notify All Advisees'. Below the menu is a table with columns: Notify, Name / ID, Committee, Email, and Advising Notes. The 'Notify' column has checkboxes for three students: Sajad Ali (checked), Samuel Lopez (unchecked), and Andrew Shams (checked). The 'Email' column shows the email address 'cs_ctc1_1@qctclink.local' for each student, which is highlighted with a red box. A red arrow points to the checked checkbox for Sajad Ali.

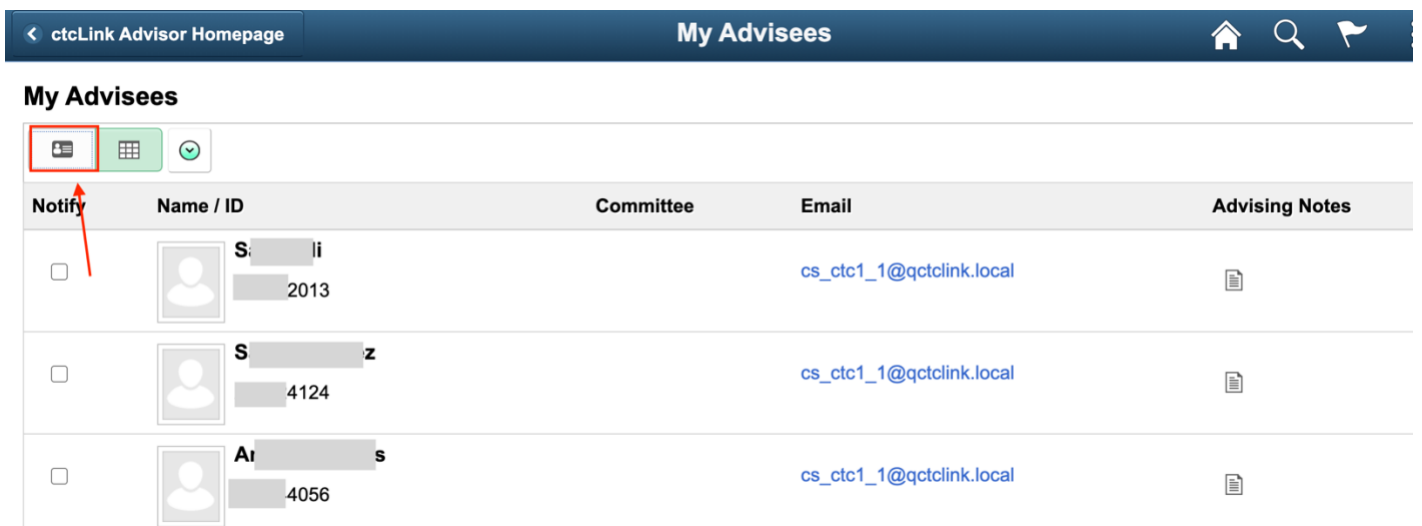
Notify	Name / ID	Committee	Email	Advising Notes
<input checked="" type="checkbox"/>	Sajad Ali 201902013		cs_ctc1_1@qctclink.local	
<input type="checkbox"/>	Samuel Lopez 201924124		cs_ctc1_1@qctclink.local	
<input checked="" type="checkbox"/>	Andrew Shams 201944056		cs_ctc1_1@qctclink.local	

- Compose your message and send. The advisee emails will appear in the **BCC** box.



The screenshot shows a 'Send Notification' dialog box. It has a 'Cancel' button on the left and a 'Send' button on the right. The text inside says: 'Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.' Below this is the subject line: 'Notification from Michael Girvin'. The 'From' field is 'cs_ctc1_1@qctclink.local'. The 'To' field contains 'cs_ctc1_1@qctclink.local'. The 'CC' field is empty. The 'BCC' field contains 'cs_ctc1_1@qctclink.local, cs_ctc1_1@qctclink.local'. The 'Subject' field contains '<From the desk of Michael Girvin>'. The 'Message Text' field is empty.

- You can also view and notify your advisees using the **ID Card** icon in the upper left corner.



The screenshot shows the 'My Advisees' page with the ID Card icon highlighted by a red box and a red arrow. The table below shows the same three students as in the previous screenshot, but with their names partially redacted.

Notify	Name / ID	Committee	Email	Advising Notes
<input type="checkbox"/>	S. [redacted] li [redacted] 2013		cs_ctc1_1@qctclink.local	
<input type="checkbox"/>	S. [redacted] z [redacted] 4124		cs_ctc1_1@qctclink.local	
<input type="checkbox"/>	A. [redacted] s [redacted] 4056		cs_ctc1_1@qctclink.local	

7. The system will display your advisees in an ID card format. Each card shows the student's name, ID, **Advising Notes** icon and email address.

My Advisees



<p>2013 Advising Notes cs_ctc1_1@qctclink.local</p>	<p>4124 Advising Notes cs_ctc1_1@qctclink.local</p>	<p>4056 Advising Notes cs_ctc1_1@qctclink.local</p>
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