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Login
Upon logging in through Netbadge, a faculty member sees the web page shown in the Figure below.

Home Page Functionality
1. Navigation Menus:
   - My Advisees is the default login/home page.
   - Clicking the icon to the right of Schedule will expand Schedule displaying 3 submenu options: Advising Blocks, View Appointments, Manage Settings. Once expanded, the icon becomes . Clicking the will collapse the Schedule submenu items.
   - Search: displays advanced Filter/Search options.
   - User Guide: opens a new tab in the browser with this User Guide.

2. Grid Column Headings (Student Name, UvaID, Year, Plan 1, Plan 2, Plan 3) – Clicking a grid column heading will cause the grid to display lowest values at the top of the selected column. Clicking a second time, the grid will display highest values at the top of the column.

3. Log Out button and Menu collapse button (hides or displays the left column menu items).

4. Email Students button and Export button
   - Email Students allows Advisor to create subject and body and send email to all advisees.
   - Export creates an excel spread sheet with information for all advisees that can be downloaded and saved.
Sending email to multiple students
Emailing From My Advisees menu
Clicking the Email icon will display Send Email page. The number of students who will receive this email displays under “Result Count.” It will be the same students as seen on the Advisees page.
The Search page can be used to filter students and send emails to a smaller select group or larger group, as seen in the example below.
Sending email to a single student
On the Search page the students listed in the bottom can be sent an individual email by clicking on the Action button and selecting “Email.”

Clicking Action button allows you to select “Email” and send an email to the selected student.
Scheduling Calendar

Setting up your advising times/blocks

Open the calendar by expanding the “Schedule” menu item and clicking on “Advising Blocks.”
To schedule an advising block, double click a day and start time on the calendar. The following example shows that May 5, 9:00 am was double-clicked. An Event box opens which allows you to enter start/end times, recurrences, the schedule type (personal or advisor), and duration of appointments (15, 20 or 30 minutes).

Clicking the calendar or clock icon opens drop downs from which to choose dates or times:
Clicking the down arrow for Recurrence allows you to schedule the same block on a daily, weekly, monthly or yearly basis. Example:

This will create:

1. 15 minute appointment times.
2. Appointments begin – in this example, May 4 at 9:00 a.m.
3. Appointments end at 11:00 a.m.
4. This block of appointment times will repeat every day for 5 days.
The result of above entry will be 9-11 a.m. blocked every day for 5 days:

To delete a block, click the “x” in upper right corner of blue advising block.

**Sending email to advisees after schedule is complete**

Clicking the green button “Email Schedule Complete” will allow you to send an email to your advisees notifying them that you have created a schedule and they can set up an appointment. The subject and body fields of email are populated:
View, Schedule, Cancel appointments

View appointments by expanding the “Schedule” menu item and clicking on “View Appointments.”

In addition to viewing appointments, the advisor can Schedule or Cancel Appointments from this page.
Schedule Settings

Open to non-advisees in your program

Clicking the “Manage Settings” menu item takes you to the settings page where you can open your calendar to non-advisee students. The default setting is No (schedule is NOT open to students other than your advisees). Open Schedule = Yes means all students in your program can see your schedule. Select Yes and be sure to click the Save button.

Open to non-advisees on one-by-one basis

To open your schedule to non-advisee students one at a time, use the “Open My Schedule to Individual Students (non-advisees)” option on the lower half of the screen.
View appointments in external electronic calendar

View Advising Blocks in external calendar

Selecting “Yes” in the “Receive email calendar invitations for Advising Blocks” allows your Advising Blocks to be displayed on your external electronic calendar. NOTE: You will see the block of time only, not individual student appointments. To view the individual student appointments in this Advising system, select the “View Appointments” menu item on the left side of this page.
View Advising Appointments in external calendar

To see who has scheduled an appointment with you in your external electronic calendar, click the link shown in the box on the right side of screen. This will create a subscription to your advising appointments calendar feed that can be viewed beside your regular calendar.

If the link does not automatically take you to Outlook, or you are using an email client other than Outlook, copy and paste the url into the Internet Calendar of your email/calendar client.
Student view of schedules

This is what students see when they log in.
Search Function

On Advisees page
The Grid filters as you begin typing.

On Search page

These filter options control which students appear in grid below

If name/information is red, that student is on Semester at Sea
Viewing Student Information

From the Search page, click the Action button for the desired student and select “View Form” to see the student-entered information in the web browser. Select “Export Form” to open or save form as a .pdf document.