

Advisor Reporting

At the bottom of your Advising Home page is an area called Advisor Reporting. This is where you will find a listing of all your previous advising appointments, the advising reports you have filed or have yet to file.

Advisor Reporting

Recent Advisor Appointments

Recent Reports You Created

Recent Advising Appointments

Actions

Show Cancelled

	DATE	REASON	COMMENT	ATTENDEE	ADVISING TIME	REPORT FILED?	DETAILS
	1/1 10/20/2015 02:00p - 02:30p	Advising		Albright, Kolton	Ongoing	Not Yet.	Details
	1/1 10/20/2015 11:30a - 12:00p	Advising		Bailey, Brandon	-	Not Yet.	Details
	1/2 08/31/2015 02:30p - 03:00p	Advising		Abernathy, Norell	30 min	Report Details	Details
	1/1 08/11/2015 11:32a - 11:33a	Advising		Celex, Brian	1 min	Report Details	Details

Recent Advisor Appointments

This tab displays all the previous advising appointments you have had as an advisor. You have several options available to you.

- **Details.** The "Details" link allows you to access the Manage Appointment dialog to see or edit the details of the appointment.
- **Add Report.** File an advising report by selecting the button next to the relevant appointment and clicking the Actions arrow and choosing the **Add Report** button.
- **Issue Alert.** Easily [issue an alert](#) for the student associated with this appointment.
- **Mark No-Show.** When a student fails to show up for the scheduled appointment, the advisor can mark them as a no-show using this option. **Note:** If a student does not have a checkmark in "This Person Attended" box they will be marked as a no-show. The summary boxes of the appointment will not be shown when the user is marked as a no show. Tracking students who regularly fail to attend appointments is easy. Once a student is marked as a no-show, an advisor can click on the Reports tab > and run the Advisor No-Shows report for a detailed report on every no-show instance.
- **Show Cancelled.** As with many of our grids, we purposely exclude appointments that have been cancelled. To include those cancelled appointment in this list, simply check this box.

As mentioned if you check "This Person Attended", the summary boxes in the report will appear.

ADVISING REPORT FOR ERIC ANGELL

Appointment Details

An appointment will be created after you submit this report.

Reason:

x Advising

Meeting Type:

Select Meeting Type

Course:

Date of visit:

11/03/2016

Location:

Attendees

Trevor Hannum
 Administration, Advisor, Coach,
 Professor, Student, Super User, Tutor

☒ Attended

Arrived:

11:50 AM

 Departed:

Eric Angell - 1234
 Freshman
 Atrophysics, Sociology

☒ Attended

Arrived:

11:50 AM

 Departed:

Suggested Followup

This will be saved on the report as a suggestion. No appointment will be created.

Date: Time:

Report Details For Eric Angell

Assignments Discussed

Objectives of the Session

Study Skills Used

Goals for Next Session

Student arrived on time and was ready to begin our session. ☐ Yes ☐ No ☐ N/A

Student was prepared (attended class, read lesson, had notes, etc.)? ☐ Yes ☐ No ☐ N/A

Student asked for explanation of material not understood? ☐ Yes ☐ No ☐ N/A

Student responded positively to instruction (as you suggested)? ☐ Yes ☐ No ☐ N/A

Student was aware of future assignments? ☐ Yes ☐ No ☐ N/A

Student shows a better understanding of the material since our last session. ☐ Yes ☐ No ☐ N/A

Appointment Summary

B I

Attachments

Attach File

Choose File

No file chosen

Save this Report

Sorted by the most recent report first, this grid will display all of your filed advising reports for easy access. From here you can click the *Detail* link to view (and optionally Edit) a report or click the *Delete* link to remove the report.

Drop-In Advising Reports

To create an advising report for a drop-in advising session:

1. From the [My Assigned Students](#) tab on the [Advising Home](#) page or from the [Search](#) screen, select the student you met with by checking the checkbox next to their name.
2. Click the Actions arrow and then select **Advising Report**.

The system will then display the **Create an Advising Report** dialog. Every field on this form is optional, so only fill out the fields that are relevant for you and your institution.

Recent Reports You Created

Need to see a quick list of all the advising reports you have created for the term? This tab is for you.

Advisor Reporting

Recent Advisor Appointments

Recent Reports You Created

DATE	STUDENT NAME	SUMMARY	FOLLOW-UP?		
10/20/2015	Bailey, Brandon		No	Details	Delete
09/01/2015	Abernathy, Norell		No	Details	Delete
08/11/2015	Celex, Brian		No	Details	Delete