

9.2 View and Notify My Advisees (Fluid)

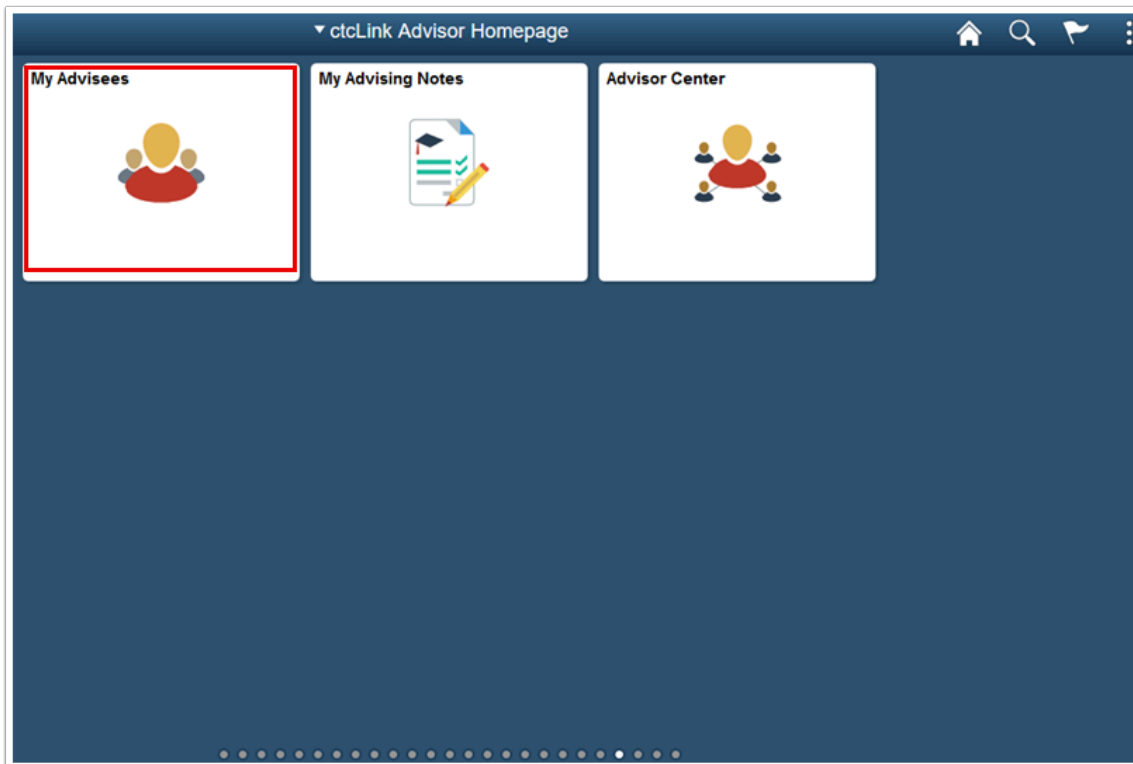
Purpose: Use this document as a reference on viewing and notifying your advisees via Fluid navigation in ctcLink.

Audience: Advisors

View and Notify My Advisees

Navigation: ctcLink Advisor Homepage

1. Select the **My Advisees** tile.



2. The **My Advisees** page displays. Review it.
3. Select the **ID Card** icon below the My Advisees label.

ctcLink Advisor Homepage My Advisees 🏠 🔍 🚩 ⋮

My Advisees 48 rows

Notify	Name / ID	Committee	Email	Advising Notes
<input type="checkbox"/>	Olivia 1275		@GMAIL.COM	
<input type="checkbox"/>	Pamela 6535		@tacomacc.edu	
<input type="checkbox"/>	David 7900		@yahoo.com	
<input type="checkbox"/>	Ciravegna 9273		@gmail.com	
<input type="checkbox"/>	Jessica 5453		@yahoo.com	
<input type="checkbox"/>	Shawna 9878		@yahoo.com	

- The system displays the Advisee information by ID card format and the cards display Name, ID, Advising Note icon and email address of the student.
- Select the **Advising Notes** link for a student.

ctcLink Advisor Homepage My Advisees 🏠 🔍 🚩 ⋮

My Advisees 48 rows

Olivia
1275
[Advising Notes](#) @GM...

Pamela
6535
[Advising Notes](#) @tacomacc...

David
7900
[Advising Notes](#) @yahoo.com

Ciravegna
9273
[Advising Notes](#) @gmail.com

Jessica
5453
[Advising Notes](#) @yahoo.com

Shawna
9878
[Advising Notes](#) @yahoo.com

Asia
0152
[Advising Notes](#) @GMAIL.COM

Adiantus
1189
[Advising Notes](#) @ymail.com

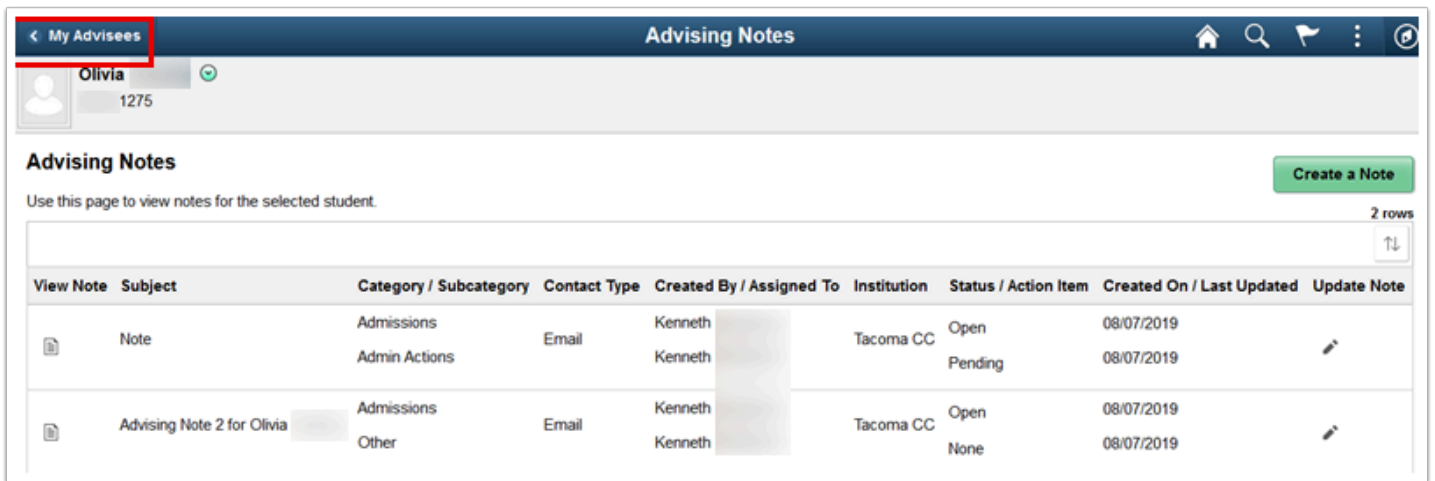
Deanna
3868
[Advising Notes](#) @gmail.com

Loretta
8258
[Advising Notes](#) @hotmail.com

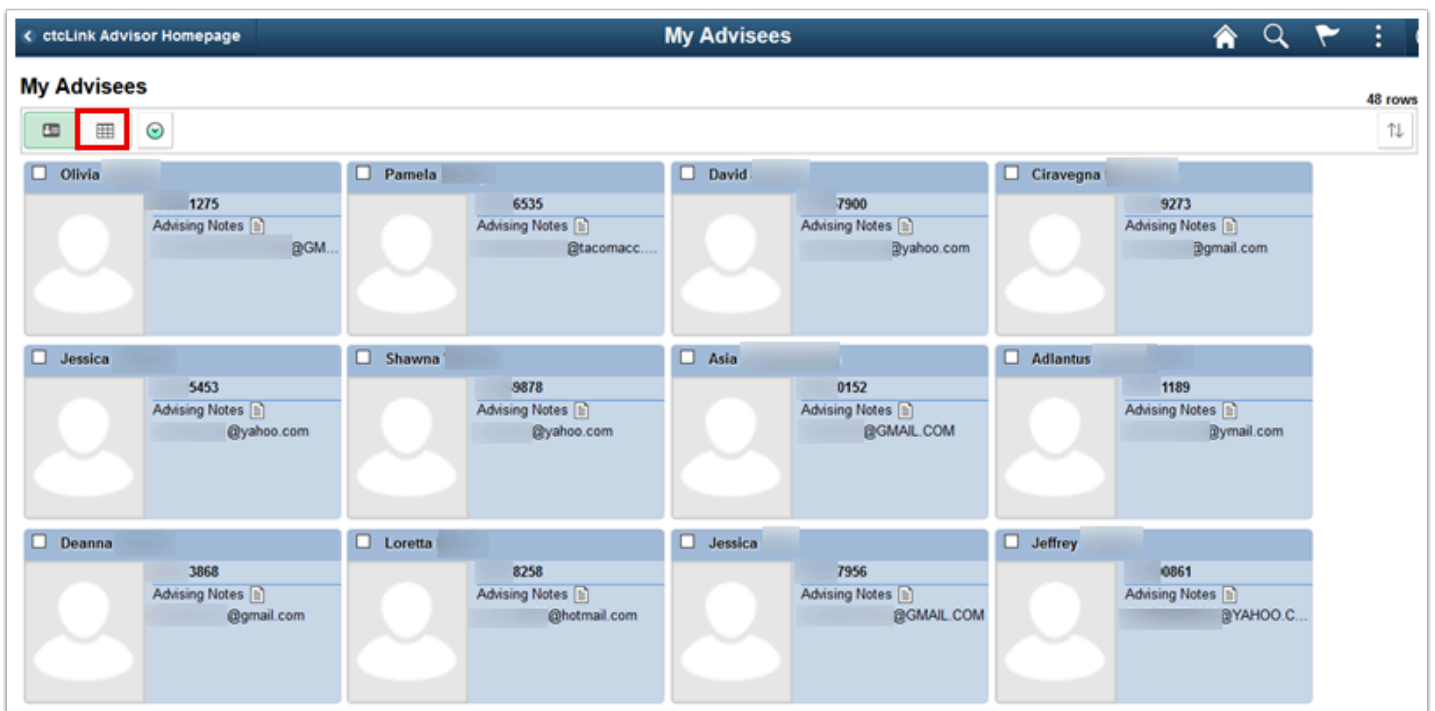
Jessica
7956
[Advising Notes](#) @GMAIL.COM

Jeffrey
0861
[Advising Notes](#) @YAHOO.C...

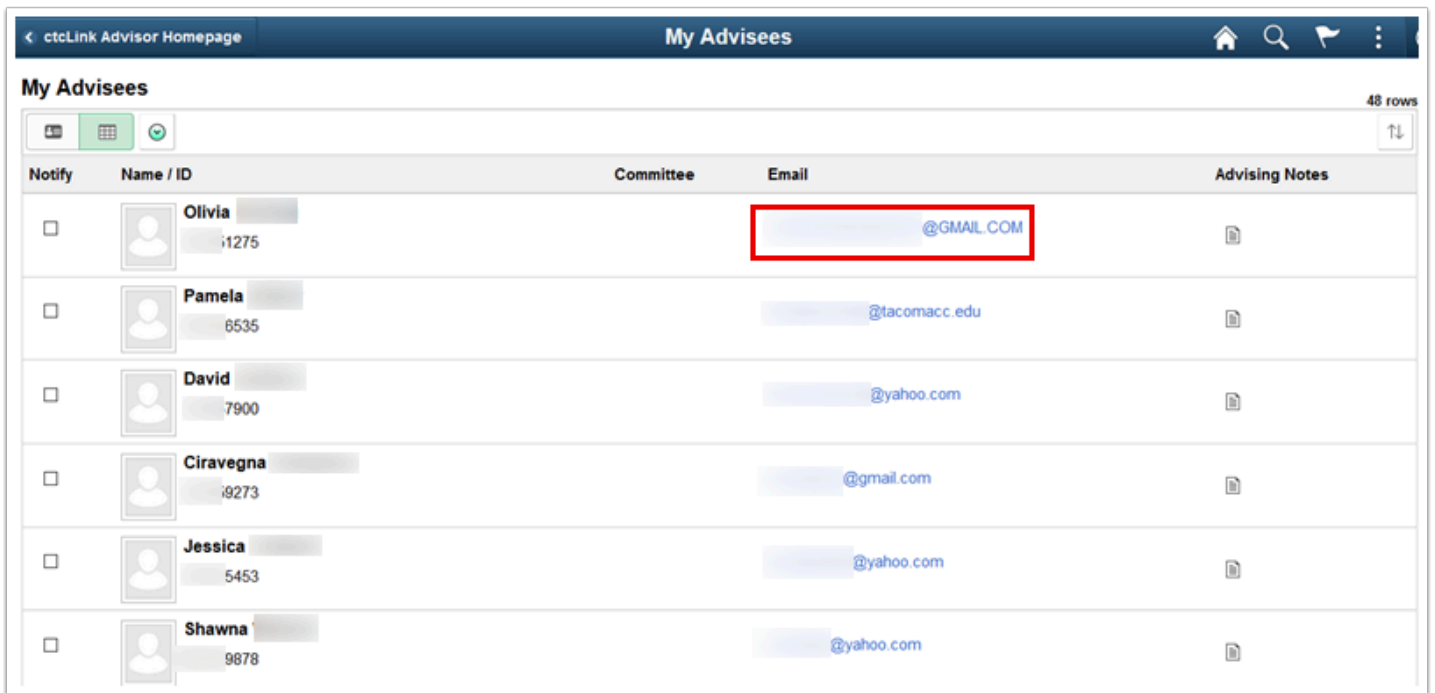
- The **Advising Notes** page displays.
- Select the **My Advisees** link at the top-left of the page.



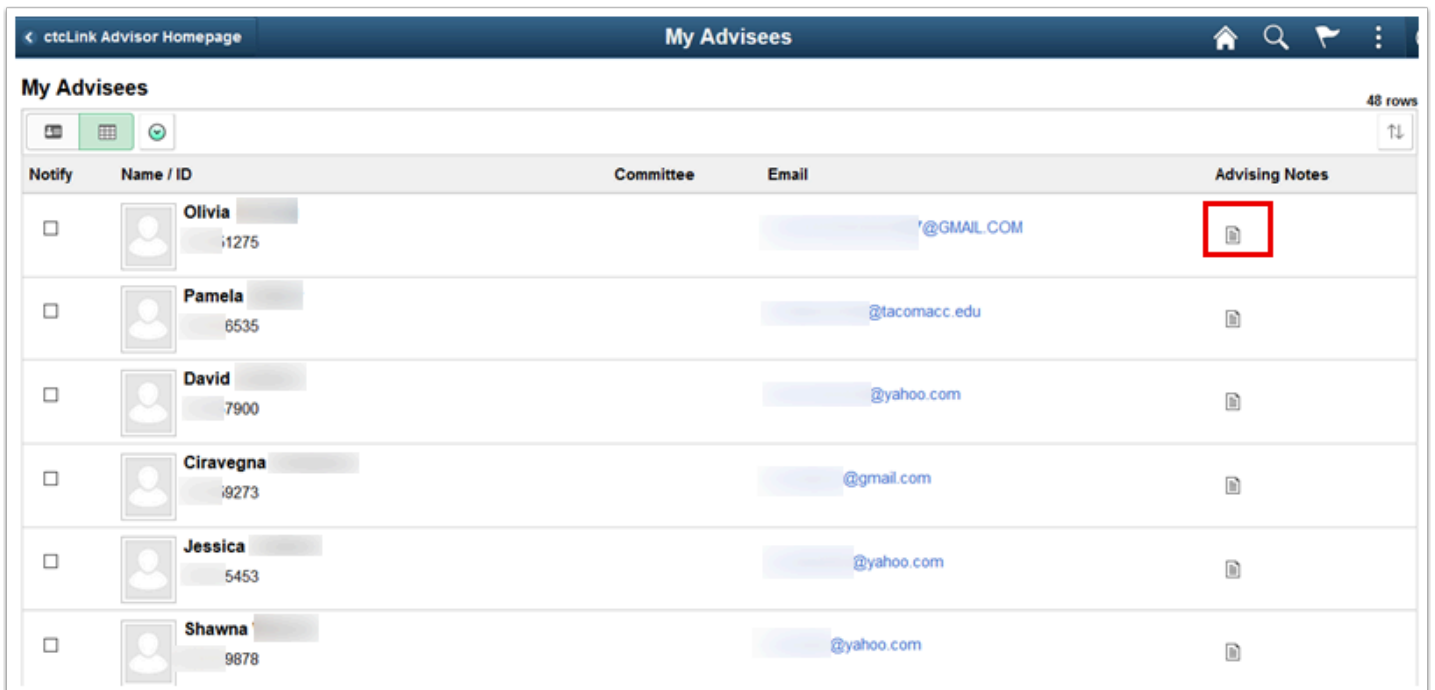
8. The **My Advisees** page displays.
9. Select the **Grid** icon below the My Advisees label.



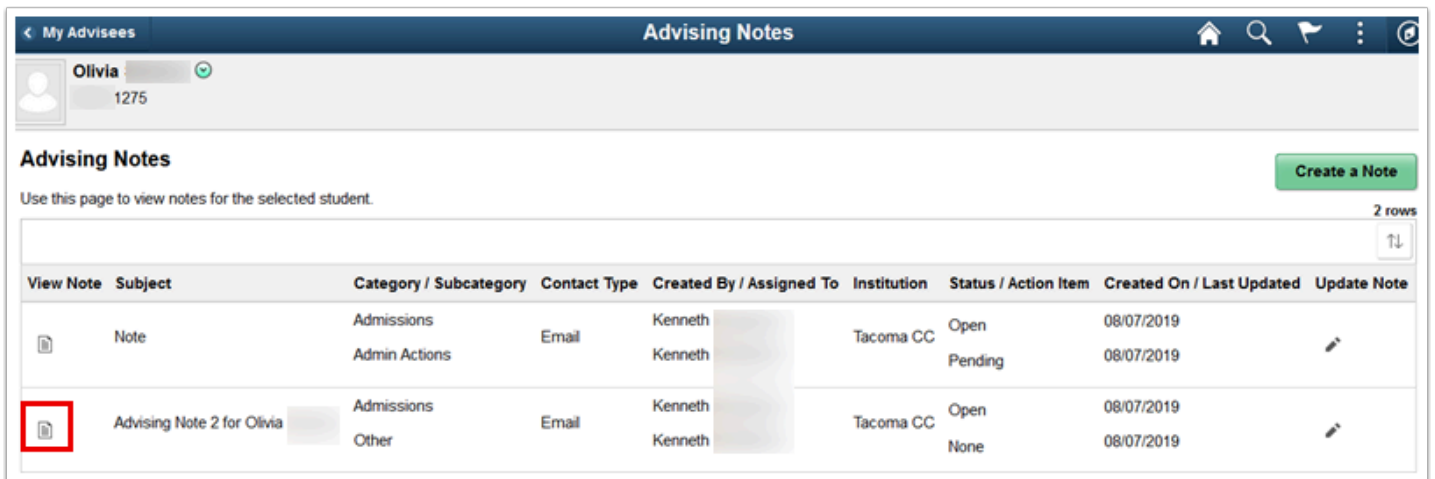
10. The system displays the advisee information in grid format, including the Name/ID, Email and Advising Note icon.
11. Select the **Email** link for a student.



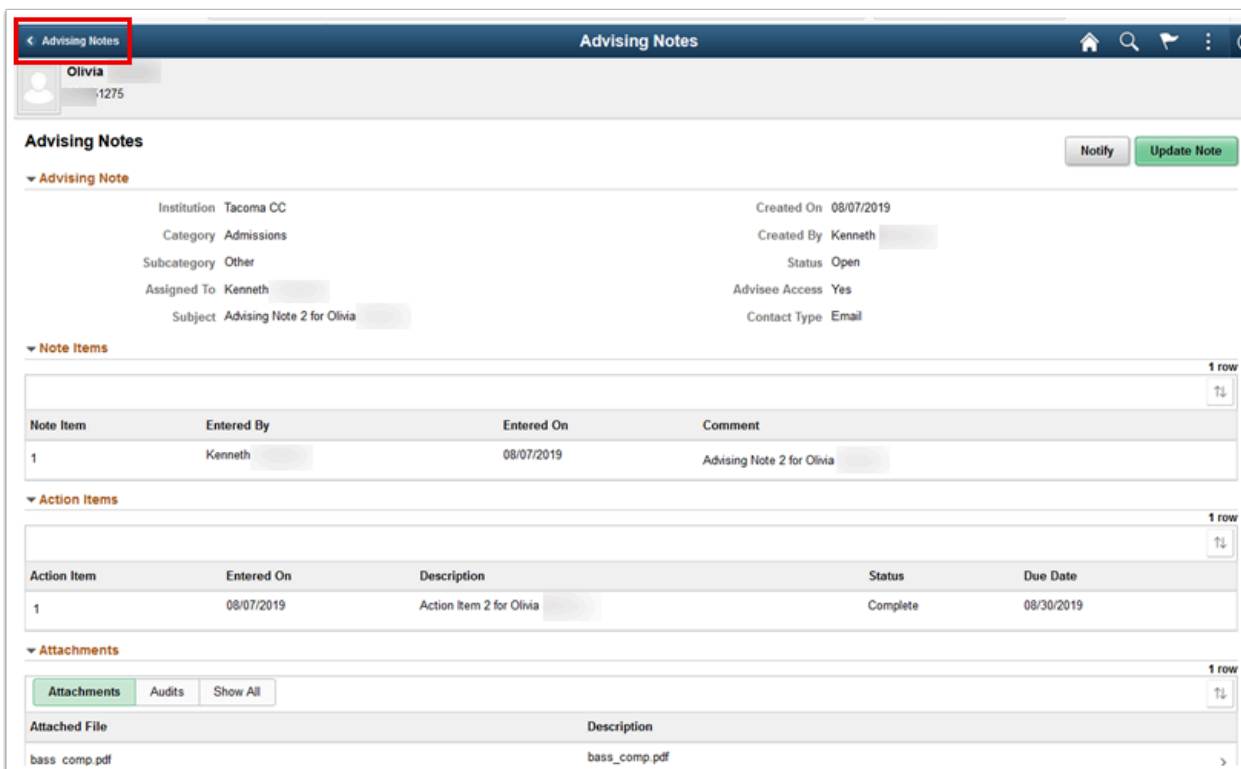
12. The email link is opened in your default email account to be able to send a communication.
13. Return to the My Advisees page.
14. Select the **Advising Notes** icon for a student.



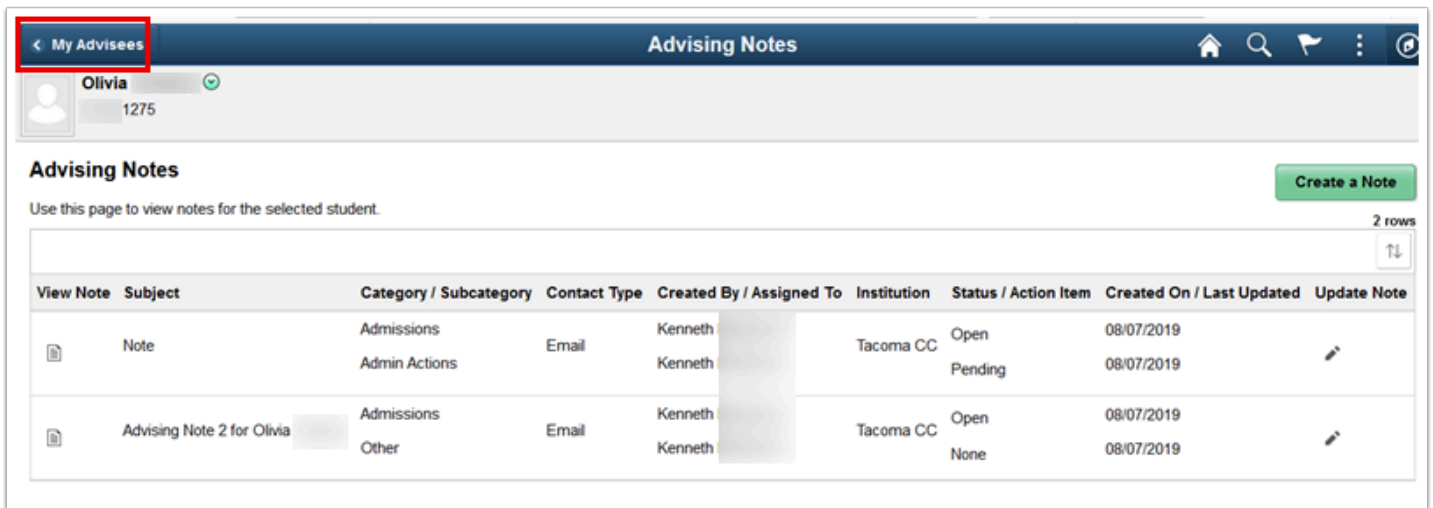
15. The **Advising Notes** page displays.
16. Select the **View Note** icon for an advising note.



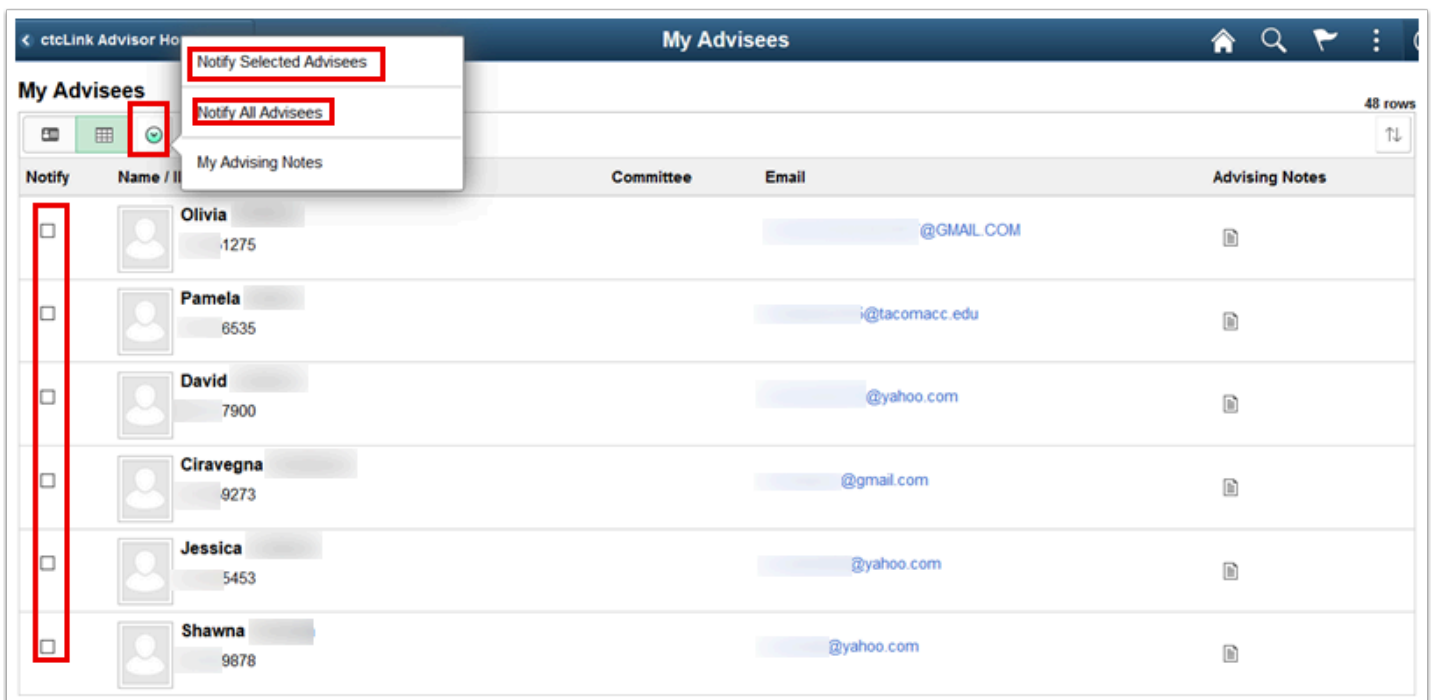
17. The **Advising Notes** page displays.
18. Select the **Advising Notes** link at the top-left of the page.



19. The **Advising Notes** page displays.
20. Select the **My Advisees** link at the top-left of the page.



21. The **My Advisees** page displays.
22. Select the **circle** icon below the My Advisees label.
23. To notify *all* of your advisees:
 1. Select the **Notify All Advisees** link.
24. To notify *some* of your advisees:
 1. Check the **Notify** checkbox for the advisee(s) you wish to notify.
 2. Select the **Notify Selected Advisees** link.



25. The **Send Notification** page displays.
26. Complete it.
27. Select **Send**.

Send Notification

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

Notification from Kenneth

From [redacted]@tacomacc.edu

To [redacted]@GMAIL.COM

CC

BCC

Subject <From the desk of Kenneth >

Message Text

28. The **My Advisees** page displays.
29. Select the **circle** icon below the My Advisees label.
30. Select the **My Advising Notes** link.

ctcLink Advisor Ho My Advisees

My Advisees

Notify Selected Advisees

Notify All Advisees

My Advising Notes

Notify	Name / ID	Committee	Email	Advising Notes
<input type="checkbox"/>	Olivia 1275		[redacted]@GMAIL.COM	
<input type="checkbox"/>	Pamela 3535		[redacted]@tacomacc.edu	
<input type="checkbox"/>	David .7900		[redacted]@yahoo.com	
<input type="checkbox"/>	Ciravegna 9273		[redacted]@gmail.com	
<input type="checkbox"/>	Jessica 5453		[redacted]@yahoo.com	
<input type="checkbox"/>	Shawna 9878		[redacted]@yahoo.com	

31. The **My Advising Notes** page displays.
32. Select the **My Advisees** link at the top-left of the page.

< My Advisees My Advising Notes

My Advising Notes
This page displays advising notes created by or assigned to you. Use the facet filters, as needed, to narrow your search results.

Open Last Updated 7 Days Clear All

5 rows

View Note	Advisee	Subject	Category / Subcategory	Contact Type	Created By / Assigned To	Institution	Status / Action Item	Created On / Last Updated	Update Note
	Pamela	Advising Note for Pamela I	Admissions Residency	Email	Kenneth Kenneth	Tacoma CC	Open Pending	08/07/2019 08/07/2019	
	David	Advising Note for David	Admissions Residency	Email	Kenneth Kenneth	Tacoma CC	Open Pending	08/07/2019 08/07/2019	
	Olivia	Note	Admissions Admin Actions	Email	Kenneth Kenneth	Tacoma CC	Open Pending	08/07/2019 08/07/2019	
	Olivia	Advising Note 2 for Olivia	Admissions Other	Email	Kenneth Kenneth	Tacoma CC	Open None	08/07/2019 08/07/2019	

33. The **My Advisees** page displays.

34. Select the **ctcLink Advisor Homepage** link at the top-left of the page.

< ctcLink Advisor Homepage My Advisees

My Advisees 48 rows

Notify	Name / ID	Committee	Email	Advising Notes
<input type="checkbox"/>	Olivia 1275		@GMAIL.COM	
<input type="checkbox"/>	Pamela 6535		@tacomacc.edu	
<input type="checkbox"/>	David 7900		@yahoo.com	
<input type="checkbox"/>	Ciravegna 9273		@gmail.com	
<input type="checkbox"/>	Jessica 5453		@yahoo.com	
<input type="checkbox"/>	Shawna 9878		@yahoo.com	

35. Process complete.