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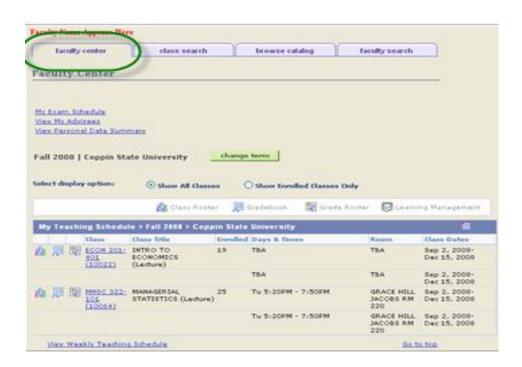
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Navigation: Faculty Center

Screen Page Action(s) to be taken

View My (Assigned) Advisees



- 1. Click the **Faculty** Center tab
- 2. Click change term

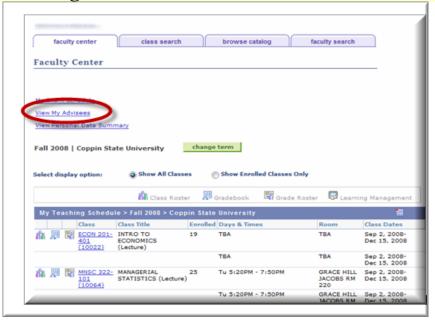


Screen Page Faculty Center Select Term CONTINUE Select a term then click Continue. Term Institution Fall 2008 Coppin State University Spring 2004 Coppin State University Fall 2003 Coppin State University Spring 2003 Coppin State University Fall 2002 Coppin State University CONTINUE

Action(s) to be taken

- 3. Select the **Term** for which you wish to change a final grade by pressing on the radio button beside the term in the listing.
- 4. Click CONTINUE





Action(s) to be taken

5. Click View My Advisees



Screen Page View My Advisees Advisee Roster View FERPA Statement Find | View All | Notify ID Name **View Student Details** 1 View Student Details 2 Student Information blurred for confidential purposes View Student Details 3 View Student Details notify selected advisees notify all advisees VIEW DATA FOR OTHER STUDENTS My Advisees Student Center General Info Transfer Credit Academics

Action(s) to be taken

6. The Advisee Roster will appear

To view Student Details: Weekly Schedule, Personal Information, Advisor Details, Acdemics, etc.



1. Click View Student Details



Screen Page my advisees student center general info transfer credit academics Brandon's Student Center **B**Deadlines **₩** URL Gradebook To Do List My Class Schedule Shopping Cart This Week's Schedule My Planner ₹ Enrollment Dates Schedule Enrollment Appointment ECON 201-401 LEC (10022) other academic... 🔻 📎 Room: TBA You may begin enrolling for the Winter 2009 TuTh 5:20PM -ENGL 101-103 Regular Academic Session 6:50PM session on November 10, LEC (9676) GRACE HILL JACOBS RM 309 TuTh 11:00AM details > KNES 202-001 12:20PM LEC (10193) GRACE HILL JACOBS RM 122 **Advisor** MoWeFr 11:00AM Program Advisor PHSC 101-002 11:50AM LEC (9924) PERCY JULIAN Delores Reaves SCIENCE RM 007 Tu 8:00AM details ▶ PHSC 101-L02 10:50AM PERCY JULIAN LAB (9932) SCIENCE RM 224 MoWeFr 10:00AM SOCI 201-001 LEC (9446) Room: TBA weekly schedule 🕨 Personal Information Contact Information Demographic Data **Emergency Contact** Student Information blurred for confidential purposes My Advisees Student Center General Info Transfer Credit Academics

Action(s) to be taken

2. Click a **link** or **tab** to view information

Academic Options Available

- Academic Requirements
- Course History
- Grades
- Transcript (Unofficial View)
- Transfer Credit Report
- Academics: Institution/Career/Program, etc.



Office of Records & Registration Effective: 2008/09/29

Screen Page Action(s) to be taken

To send an e-mail message to All Advisees

- 1. Click View My Advisees
- 2. Click notify all advisees
- 3. Students name automatically filled in the BCC window
- 4. Highlight existing Subject text and enter new text
- 5. Enter and spell-check message text
- 6. Click SEND NOTIFICATION
- 7. Click Return to Advisee Roster

To send an e-mail message to Selected Advisees

- 1. Click the View My Advisees
- 2. Click the **Notify** checkbox next to the student name

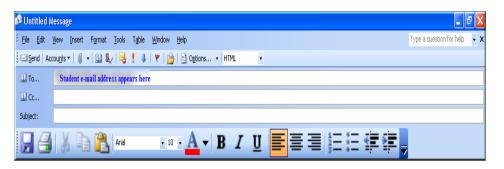


Action(s) to be taken

notify selected advisees

- 3. Click –
- 4. Students name automatically filled in the BCC window
- 5. Highlight existing Subject text and enter new text
- 6. Enter and spell check message text
- 7. Click SEND NOTIFICATION
- 8. Click Return to Advisee Roster

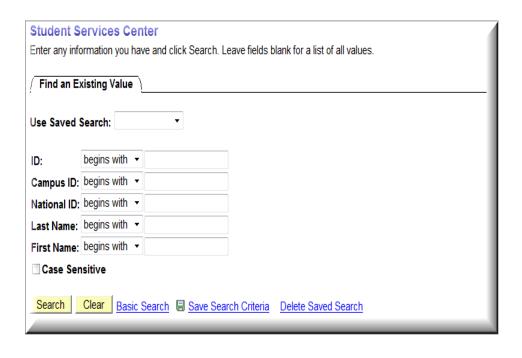
To send an e-mail message to single Advisees



- 1. Click View My Advisees
- 2. At the Advisee Roster, click on advisee name link
- 3. If you are working on campus, the Outlook application will open with the student's name automatically filled in the To... line
- 4. Proceed to enter subject, message text, spell check and set message options.

Screen Page Action(s) to be taken

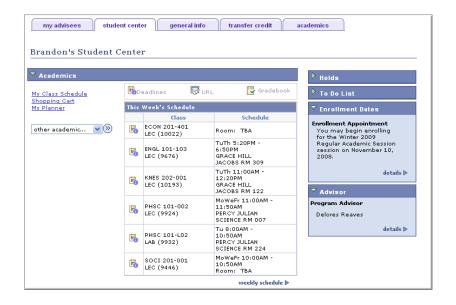
To View Other Students [Drop-In Advisee]



- 1. Click View My Advisees
- YIEW DATA FOR OTHER STUDENTS
- 3. Enter any information you have [e.g. Student ID, Last Name, and First Name]
- 4. Click Search



Action(s) to be taken



At the Student Center click on a link or tab to view information such as: Weekly Schedule, Personal Information, Demographic Data, Emergency Contact, Holds, To Do List, Enrollment Dates, and Program Advisor, Academics, etc.

Academic Options Available

- Academic Requirements
- Course History
- Grades
- Transcript (Unofficial View)
- Transfer Credit Report
- Academics: Institution/Career/Program, etc.









Action(s) to be taken

- 5. To proceed with Advisee functions perform one of the following:
 - Click a link at the bottom of the page; or
 - Click on a tab [at the top of the page] to continue

6. To return to Faculty Center, from the EagleLinks menu, click **Faculty Center**.



Screen Page Action(s) to be taken



To e-mail the Student's Advisor

- 1. Click on the Advisor's name link. If you are working on campus, the Outlook application opens with the Advisor's name automatically filled in the **To** line.
- 2. Click Cancel to return to the Student Center page.