Page Access

The SIS Academic Advising System FAA Page is accessible to advisers through Portal. Navigation to the system is as follows:

- Log in HKU Portal
- Click on ‘Admin Systems’ from the menu on the left sidebar and choose ‘Student Information System (SIS)’ (1)
- Locate all advisees on the page ‘View UG Advisees’ on the left sidebar. (2)
Introduction

The system is designed to facilitate your advising work. It may be utilised to perform the following tasks:

- Check your advisees’ academic records
- Keep a log of meeting details
- Send bulk invitation emails to your advisees
- Edit your consultation hour(s)

Please refer to the section below for a detailed illustration of each function.

Functions

Checking Advisee’s Academic Records

The ‘Advisee Roster’ page displays each of your advisees’ academic information, including Student ID, Name, Programme, Year of Studies and CGPA.

- By clicking , you may sort data in ascending or descending order.
• By clicking the name of your advisee, you may access his/her Student Academic Information Summary, where you may view additional information (e.g. public examination results, major/minor declaration, course enrolment record, course history, etc.). This page can be consulted for advising preparation.

• If a warning sign appears next to a student’s name, it indicates that the student has failed his/her course(s) in the last semester, and may need more attention and support regarding his/her academic performance.

• You may click the [View] button to access the Degree Audit* reports of your advisees. Degree Audit is a practical tool that compares students' course enrolment records and grades with their degree and declared major(s)/minor(s) requirements. It provides information on the fulfilled requirements, courses in progress, and outstanding requirements. This tool can be utilised to monitor students’ academic progress towards completing the necessary degree requirements.

[*Note: The report is for reference only and does not necessarily reflect a students’ graduation eligibility.]
- You may refer to the 'Advising Status' and 'Advising Comments' columns for previous meeting records.

- If the student is new to the University, he/she will be marked with [Yes] in the 'Newly Admitted' column. New students may require more attention from advisers in terms of transitioning to university studies and developing suitable academic plans.

- If you wish to save any records for your advisees, please make sure to select the checkbox(es) next to the 'Student ID' of the advisee(s) before clicking any function boxes. Alternatively, you may click [select all] or [unselect all] on the top right-hand corner of the roster, to perform actions in bulk.

- Lastly, you may use the 'Search Advisees' tool to look up a particular advisee.
Keeping a Log of Meeting Details

Prior to any advising meetings, you may wish to check the past meeting records of your advisee.

- You may click the words in the 'Advising Status' column to view the summary of advising records of a particular advisee. You will be directed to the 'View Advising Status Records' page.

View Advising Status Records

- Where comments are available, they can be checked by clicking [Comment in sem 1] or [Comment in sem 2]. You will be directed to the 'Comments Summary' page.

View Advising Status Records

- Alternatively, you may view previous meeting comments by clicking the [View] button in the 'Advising Comments' column, if comments have been created after the last meeting. You will be directed to the 'Comments Summary' page.
On the ‘Comments Summary’ page, you will find meeting-related information such as the ‘Meeting Type’, whether ‘Comments will be shared with your advisee’ or ‘Comments will be shared with other advisers of your advisee’, as well as the inputted ‘Comments’ and ‘Details’.

[*Note: Y = Yes, N = No]*

By clicking [Details], you will be directed to the ‘Comment Details’ page, on which topic(s) discussed/covered in the corresponding advising meeting are shown. You may click [show details] to expand the available details.

The ‘Search Comments’ tool may be utilised to look up a specific batch of students based on the Meeting Type.

[*Note: Meeting type includes: (i) Email; (ii) In person (individual); (iii) In person (group); (iv) Phone; (v) Whatsapp/Wechat; (vi) Zoom]*
• After the meeting, you may click [Add Comments] to record the meeting.

• Click [Return to Advisee Roster] to return to the main page.

• Similarly, you may input a record of the meeting on the ‘Advisee Roster’ page with the following steps:
  - Select the checkbox(es) next to the name(s) of respective student(s) whom you have met (1)
  - Click [Advised in Sem 1] / [Advised in Sem 2] for the respective student(s) after the meeting (2)
  - Click [Add Comments] and input any post-meeting notes (3)
- This record will be reflected in the 'Advising Status' column.
- If your advisee does not respond to your meeting invitation, or does not show up for the meeting, please record them as **[No Response]**. AASO will reach out to these students and remind them on the importance of meeting with FAAs.

**Advisee Roster (Academic Year 2023-2024)**

<table>
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<tr>
<th>ID</th>
<th>Name</th>
<th>Advising Status</th>
<th>Programme</th>
<th>Year of Studies</th>
<th>Degree Audit</th>
<th>CGPA</th>
<th>Advising Comments</th>
<th>Newly Admitted</th>
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<td></td>
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<td>View</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>BA (4)</td>
<td>1</td>
<td>View</td>
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<td>Yes</td>
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<td>BA (4)</td>
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<td>View</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
</tbody>
</table>

No. of advisees: 20

- Please click “No Response” if your advisee does not respond to your meeting invitation OR does not show up for the meeting.
Sending Bulk Invitation Emails to Advisees

On the 'Advisee Roster' page, you may send bulk invitation emails to your advisees for meetings with the following steps:

- Select the checkbox(es) next to the name(s) of the respective student(s) whom you wish to invite for meetings (1)
- Click [Email Advisees] (2)
- Draft the email, or choose a mailing template suitable for use (3)
- Click [Send Email] (4)
AASO has prepared an email template for inviting meetings. You may click on the drop-down menu to view and select the template. Alternatively, you may use your own email draft and choose [Save as new template] to save it for future use.
Editing Your Consultation Hour

To edit your consultation hour:

- Click [Edit] on the top left-hand corner of the page (1)
- Edit your information, including ‘Adviser Title’, ‘Display Name’, ‘URL’ and ‘Consultation Hour’. (2)
- Click [Save] (3)

The updated record will be immediately reflected, and available to students when they visit the system.

Enquiries

Please contact Mr. Cliff Chow (cliffchow@hku.hk), on access rights or technical issues; or Ms. Sherman Hong (shermanh@hku.hk) for other enquiries regarding the system.