

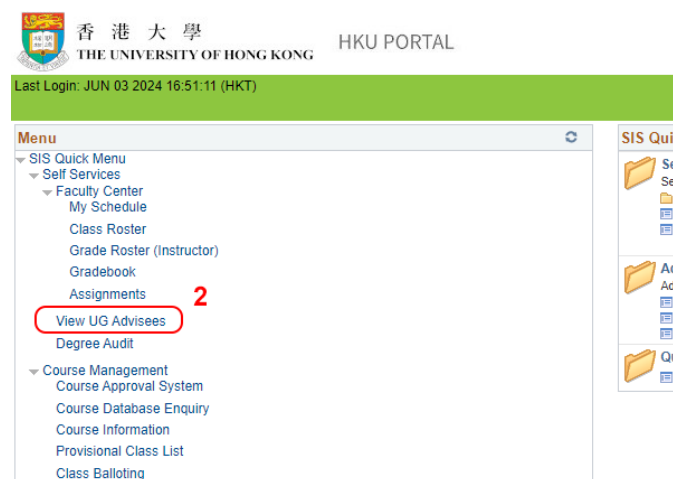
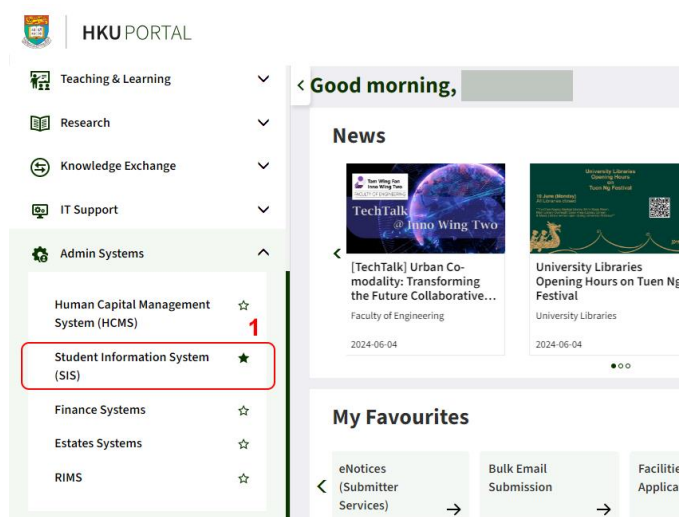


# SIS Academic Advising System FAA Page User Manual

## 1 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)



## 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)

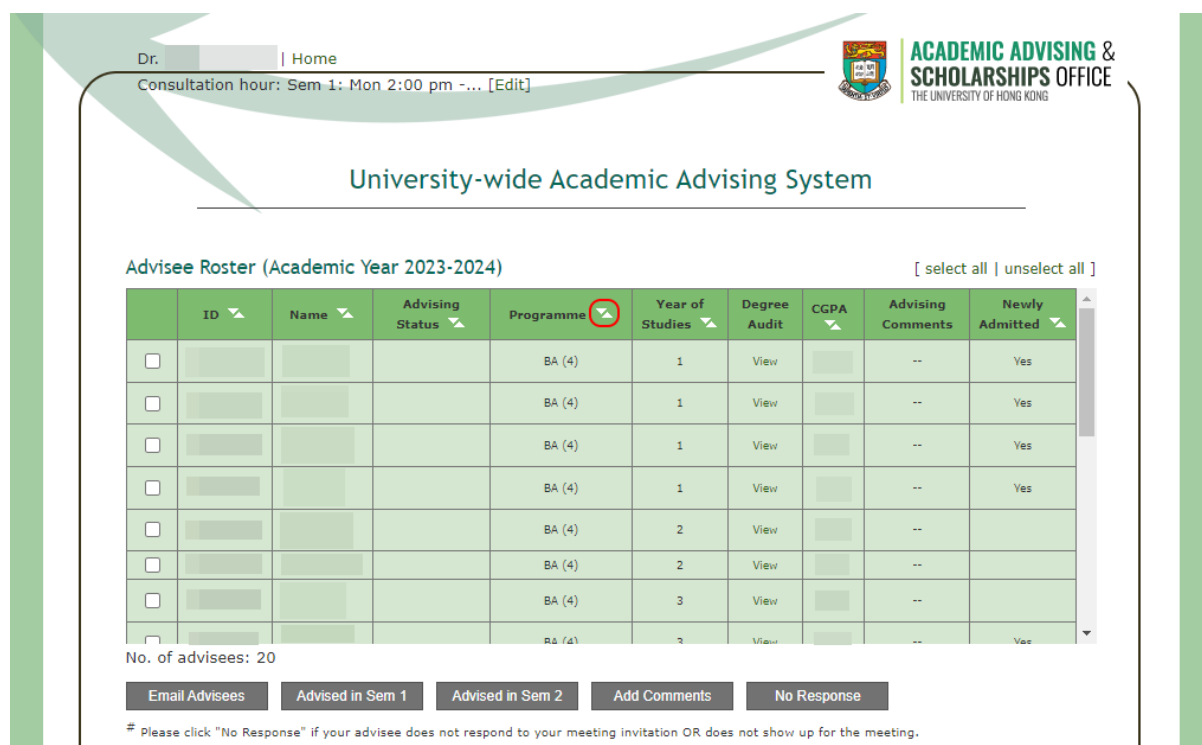
Please refer to the section below for a detailed illustration of each function.

## 3 Functions

### a 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.



The screenshot shows the 'University-wide Academic Advising System' interface. At the top, there is a navigation bar with 'Dr. [Name] | Home' and 'Consultation hour: Sem 1: Mon 2:00 pm -... [Edit]'. The logo of the 'ACADEMIC ADVISING & SCHOLARSHIPS OFFICE THE UNIVERSITY OF HONG KONG' is visible on the right. The main heading is 'University-wide Academic Advising System'. Below it, the 'Advisee Roster (Academic Year 2023-2024)' is displayed with a '[ select all | unselect all ]' link. The roster is a table with the following columns: ID, Name, Advising Status, Programme, Year of Studies, Degree Audit, CGPA, Advising Comments, and Newly Admitted. The 'Programme' column has a red circle around its dropdown arrow. Below the table, it shows 'No. of advisees: 20' and several buttons: 'Email Advisees', 'Advised in Sem 1', 'Advised in Sem 2', 'Add Comments', and 'No Response'. A footnote at the bottom states: '# Please click "No Response" if your advisee does not respond to your meeting invitation OR does not show up for the meeting.'

ID	Name	Advising Status	Programme	Year of Studies	Degree Audit	CGPA	Advising Comments	Newly Admitted
<input type="checkbox"/>			BA (4)	1	View		--	Yes
<input type="checkbox"/>			BA (4)	1	View		--	Yes
<input type="checkbox"/>			BA (4)	1	View		--	Yes
<input type="checkbox"/>			BA (4)	1	View		--	Yes
<input type="checkbox"/>			BA (4)	2	View		--	
<input type="checkbox"/>			BA (4)	2	View		--	
<input type="checkbox"/>			BA (4)	3	View		--	
<input type="checkbox"/>			BA (4)	3	View		--	Yes


- 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.

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

[ select all | unselect all ]


	ID	Name	Advising Status	Programme	Year of Studies	Degree Audit	CGPA	Advising Comments	Newly Admitted
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes

click here to view the Academic Info of

- 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.


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

[ select all | unselect all ]

	ID	Name	Advising Status	Programme	Year of Studies	Degree Audit	CGPA	Advising Comments	Newly Admitted
<input type="checkbox"/>			No response in 2018-19	BA (4)	6	View		--	
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	4	View		--	

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

[ select all | unselect all ]

	ID	Name	Advising Status	Programme	Year of Studies	Degree Audit	CGPA	Advising Comments	Newly Admitted
<input type="checkbox"/>			No response in 2018-19	BA (4)	6	View		--	
<input type="checkbox"/>			Fail course(s) at sem 2 in 2023-24	BA (4)	5	View		View	
<input type="checkbox"/>				BA (4)	5	View		--	

- 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.]

## Advisee Roster (Academic Year 2023-2024)

[ select all | unselect all ]

	ID ▾	Name ▾	Advising Status ▾	Programme ▾	Year of Studies ▾	Degree Audit	CGPA ▾	Advising Comments	Newly Admitted ▾
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes

- 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.

## Advisee Roster (Academic Year 2023-2024)

[ select all | unselect all ]

	ID ▾	Name ▾	Advising Status ▾	Programme ▾	Year of Studies ▾	Degree Audit	CGPA ▾	Advising Comments	Newly Admitted ▾
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes

- 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.

## Advisee Roster (Academic Year 2023-2024)

[ select all | unselect all ]

	ID ▾	Name ▾	Advising Status ▾	Programme ▾	Year of Studies ▾	Degree Audit	CGPA ▾	Advising Comments	Newly Admitted ▾
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes

- Lastly, you may use the '**Search Advisees**' tool to look up a particular advisee.

**Search Advisees**

ID:

First Name:

Last Name:

Year of Studies:

Has fail course(s):

## b 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.

Advisee Roster (Academic Year 2023-2024)

[ select all | unselect all ]

	ID	Name	Advising Status	Programme	Year of Studies	Degree Audit	CGPA	Advising Comments	Newly Admitted
<input type="checkbox"/>			No response in 2018-19	BA (4)	6	View		--	
<input type="checkbox"/>			Advised in sem 1 in 2019-20	Chin (4)	5	View		View	
<input type="checkbox"/>				BA (4)	5	View		--	

View Advising Status Records

Academic Year	ID	Name	Adviser Name	Advising Status	Last Updated
2018-19				No response in sem 2	2019-04-08 14:18:39
2018-19				No response in sem 1	2018-11-16 16:09:33

No. of advising status records: 2

[Return to Advisee Roster](#)

- 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

Academic Year	ID	Name	Adviser Name	Advising Status	Last Updated
2019-20				<a href="#">Comment in sem 1</a>	2019-11-06 17:12:01

No. of advising status records: 1

[click here to view the comments](#)

[Return to Advisee Roster](#)

- 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.

Advisee Roster (Academic Year 2023-2024)

[ select all | unselect all ]

	ID	Name	Advising Status	Programme	Year of Studies	Degree Audit	CGPA	Advising Comments	Newly Admitted
<input type="checkbox"/>			No response in 2018-19	BA (4)	6	View		--	
<input type="checkbox"/>			Advised in sem 1 in 2019-20	BA&BE(LangEd)-Chin (4)	5	View		View	
<input type="checkbox"/>				BA (4)	1	View		--	Yes

- 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]

### Comments Summary

Advisee Name: [redacted]

Academic Program: BSc(ActuarSc) (4)

	Meeting Date ▾	Adviser ▾	Department ▾	Meeting Type ▾	Comments will be shared with your advisee	Comments will be shared with other advisers of your advisee	Comments	Details	Last Updated ▾
1	2024-06-07	[redacted]	Dept of Statistics & Actuarial	Zoom	Y	Y	Career planning (academic/non- ...)	Details	2024-06-07 17:19:15

No. of comments: 1

Add Comments

Return to Advisee Roster

- 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.

### Comment Details

Advisee Name: [redacted]

Academic Program: BA&BEd(LangEd)-Chin (4)

[ show details | hide details ]

Meeting Date: 2019-10-25

Topic(s) which have been discussed/covered in the advising meeting:

- ✓ Developing an academic plan
- ✓ Adjusting to university studies

Inputted by Dr. [redacted] at 2019-11-06 17:12:01.

Return to Comments Summary

Return to Advisee Roster

- 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]

Search Comments

Meeting Type:  ▾

- After the meeting, you may click **[Add Comments]** to record the meeting.

### Comments Summary

Advisee Name: [redacted]

Academic Program: BA&BEd(LangEd)-Chin (4)

	Meeting Date ▾	Adviser ▾	Department ▾	Meeting Type ▾	Comments will be shared with your advisee	Comments will be shared with other advisers of your advisee	Comments	Details	Last Updated ▾
1	2019-10-25	[redacted]	School of Chinese	In person (individual)	N	N		Details	2019-11-06 17:12:01

No. of comments: 1

**Add Comments**

Return to Advisee Roster

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

### Comments Summary

Advisee Name: [redacted]

Academic Program: BA&BEd(LangEd)-Chin (4)

	Meeting Date ▾	Adviser ▾	Department ▾	Meeting Type ▾	Comments will be shared with your advisee	Comments will be shared with other advisers of your advisee	Comments	Details	Last Updated ▾
1	2019-10-25	[redacted]	School of Chinese	In person (individual)	N	N		Details	2019-11-06 17:12:01

No. of comments: 1

Add Comments

**Return to Advisee Roster**

- 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)

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

[ select all | unselect all ]

1	ID ▾	Name ▾	Advising Status ▾	Programme ▾	Year of Studies ▾	Degree Audit	CGPA ▾	Advising Comments	Newly Admitted ▾
<input type="checkbox"/>	[redacted]	[redacted]		BA (4)	1	View	[redacted]	--	Yes
<input checked="" type="checkbox"/>	[redacted]	[redacted]		BA (4)	1	View	[redacted]	--	Yes
<input type="checkbox"/>	[redacted]	[redacted]		BA (4)	1	View	[redacted]	--	Yes
<input type="checkbox"/>	[redacted]	[redacted]		BA (4)	1	View	[redacted]	--	Yes
<input checked="" type="checkbox"/>	[redacted]	[redacted]		BA (4)	2	View	[redacted]	--	
<input type="checkbox"/>	[redacted]	[redacted]		BA (4)	2	View	[redacted]	--	
<input type="checkbox"/>	[redacted]	[redacted]		BA (4)	3	View	[redacted]	--	
<input type="checkbox"/>	[redacted]	[redacted]		BA (4)	3	View	[redacted]	--	Yes

No. of advisees: 20

2

3

Email Advisees

**Advised in Sem 1**

Advised in Sem 2

**Add Comments**

No Response

≠ Please click "No Response" if your advisee does not respond to your meeting invitation OR does not show up for the meeting.

○ **Add New Comment**

### Advisee Information

**Advisee Name:**

**Academic Program:** BA&BEd(LangEd)-Chin (4)

<b>*Meeting Date:</b>	<input type="text" value=""/> <small>(date format: yyyy-mm-dd)</small>
<b>*Meeting Type:</b>	--
<b>*Comments:</b>	<p>Topic(s) which have been discussed/covered in the advising meeting:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Developing an academic plan</li> <li><input type="checkbox"/> Adjusting to university studies</li> <li><input type="checkbox"/> Setting academic goals</li> <li><input type="checkbox"/> Exploring major/minor options</li> <li><input type="checkbox"/> Reviewing academic performance</li> <li><input type="checkbox"/> Preparing for exchange/internship/experiential learning</li> <li><input type="checkbox"/> Planning for postgraduate studies</li> <li><input type="checkbox"/> Understanding available campus academic resources</li> <li><input type="checkbox"/> Considering programme transfer</li> <li><input type="checkbox"/> Inquiring about university regulations</li> </ul> <p>Additional comments</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<b>*Comments will be shared with your advisee:</b>	--
<b>*Comments will be shared with other advisers of your advisee:</b>	--

Save
Cancel

- This record will be reflected in the 'Advising Status' column.

Advisee Roster (Academic Year 2023-2024)

[ select all | unselect all ]

	ID	Name	Advising Status	Programme	Year of Studies	Degree Audit	CGPA	Advising Comments	Newly Admitted
<input type="checkbox"/>			No response in 2018-19	BA (4)	6	View		--	
<input type="checkbox"/>			Advised in sem 1 in 2019-20	BA&BEd(LangEd)-Chin (4)	5	View		View	
<input type="checkbox"/>				BA (4)	5	View		--	



- 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)

[ select all | unselect all ]

	ID	Name	Advising Status	Programme	Year of Studies	Degree Audit	CGPA	Advising Comments	Newly Admitted
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	2	View		--	
<input type="checkbox"/>				BA (4)	2	View		--	
<input type="checkbox"/>				BA (4)	3	View		--	
<input type="checkbox"/>				BA (4)	3	View		--	Yes

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.

## C 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)

Advisee Roster (Academic Year 2023-2024)

[ select all | unselect all ]

1	ID	Name	Advising Status	Programme	Year of Studies	Degree Audit	CGPA	Advising Comments	Newly Admitted
<input checked="" type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	1	View		--	Yes
<input checked="" type="checkbox"/>				BA (4)	1	View		--	Yes
<input type="checkbox"/>				BA (4)	2	View		--	
<input type="checkbox"/>				BA (4)	2	View		--	
<input type="checkbox"/>				BA (4)	3	View		--	
<input type="checkbox"/>				BA (4)	3	View		--	Yes

No. of advisees: 20 2

# Please click "No Response" if your advisee does not respond to your meeting invitation OR does not show up for the meeting.

**Send Email to Advisees**

**Advisees Information**

	Student Number	Advisee Name	Email	Academic Program
1				BA (4)
2				BA (4)

**Email Template 3**

<b>Mailing Template:</b>	<input type="text" value="--"/>
<b>Mailing From:</b>	Dr. <input type="text"/>
<b>Mailing To:</b>	Your select advisee(s)
<b>Mailing Cc:</b>	<input type="text"/>
<b>Mailing Subject:</b>	<input type="text"/>

**Mailing Body:**

Dear [Student's Full Name],

Save as new template
  Include cc 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.

○ Send Email to Advisees

### Advisees Information

	Student Number	Advisee Name	Email	Academic Program
1				BSc(ActuarSc) (4)

### Email Template

Mailing Template:	<div style="border: 1px solid #ccc; padding: 2px;"> <span>Template 1 - Reminder: Meeting for Academic Advice ▾</span> </div>
Mailing From:	<div style="border: 1px solid #ccc; padding: 2px;"> <span>-</span> </div>
Mailing To:	<div style="border: 1px solid #ccc; padding: 2px;"> <span>Your select advisee(s)</span> </div>
Mailing Cc:	<div style="border: 1px solid #ccc; padding: 2px;"> <span></span> </div>
Mailing Subject:	<div style="border: 1px solid #ccc; padding: 2px;"> <span>Reminder: Meeting for Academic Advice</span> </div>
Mailing Body:	<div style="border: 1px solid #ccc; padding: 10px; min-height: 100px;"> <p>Dear <b>[Student's Full Name]</b>,</p> <p>I am your Faculty Academic Adviser. To ensure a smooth transition to university studies, you are encouraged to meet with me in your first year. Please reply this email to set up a meeting with me or contact me whenever you need academic advice. I look forward to seeing you. Thank you.</p> </div>
	<input checked="" type="checkbox"/> Save as new template <input checked="" type="checkbox"/> Include cc email
Name of Template:	<div style="border: 1px solid #ccc; padding: 2px;"> <span>Reminder: Meeting for Academic Advice</span> </div>

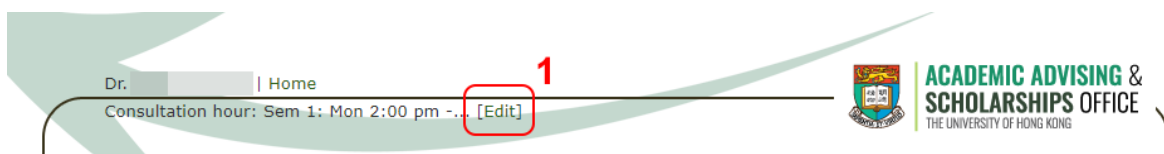
Send Email
Cancel

## d 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.



○ Edit Profile

### Faculty Academic Adviser Information 2

*Adviser Title:	Dr. <span style="font-size: 0.8em;">▼</span>
*Display Name:	Dr. <input style="width: 80%;" type="text"/>
Adviser First Name:	<input style="width: 80%;" type="text"/>
Adviser Last Name:	<input style="width: 80%;" type="text"/>
URL:	https: <input style="width: 80%;" type="text"/>
Consultation hour:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">           Sem 1: Mon 2:00 pm - 3:00 pm; Sem 2: Fri 3:00 pm - 4:00 pm         </div>

Save
Reset

*The fields with an asterisk (\*) must be completed. Otherwise, it cannot proceed.*

## 4 Enquiries

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