Page Access

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

- Log in HKU Portal
- Click on “Student Center” from the menu on the left sidebar and then click “Find your adviser” on the right sidebar (1)
- Click “View My Advisees” and locate all of your advisees (2)
2 Introduction

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

- Check your advisee’s information
- Keep a log of meeting details
- Send bulk invitation emails to your advisees
- Create FSA report(s)

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

3 Functions

Checking Advisee’s Information

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

- By clicking , you may sort data in ascending or descending order.

- You may refer to the ‘Advising Status’ and ‘Advising Comments’ columns for past meeting records.
- 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.

- If your advisee has given consent to share his/her phone number with the Faculty Student Adviser(s) during the sign-up exercise, the contact number will be available in the 'Contact' column.

- 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.

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

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Advising Status</th>
<th>Programme</th>
<th>Year of Studies</th>
<th>Advising Comments</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Advised in sem 1 &amp; sem 2 in 2023-24</td>
<td>BBA/LLB (4)</td>
<td>1</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advised in sem 2 in 2023-24</td>
<td>BBA/LLB (4)</td>
<td>1</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No response in 2023-24</td>
<td>BBA/LLB (4)</td>
<td>1</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>ID</th>
<th>Name</th>
<th>Adviser Name</th>
<th>Advising Status</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-24</td>
<td></td>
<td></td>
<td></td>
<td>Comment in sem 2</td>
<td>2024-06-13 16:34:43</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Comments Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisee Name:</td>
</tr>
<tr>
<td>Meeting Date</td>
</tr>
<tr>
<td>2023-08-18</td>
</tr>
</tbody>
</table>

No. of comments: 1

[Add Comments] [Return to Advisee Roster]

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

<table>
<thead>
<tr>
<th>Comments Summary</th>
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<tbody>
<tr>
<td>Advisee Name:</td>
</tr>
<tr>
<td>Meeting Date</td>
</tr>
<tr>
<td>2023-08-18</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Advisee Roster (Academic Year 2023-2024)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

No. of advisees: 1


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

Prepared by AASO on June 14, 2024
- 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].
## 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 that is suitable for use (3)
- Click [Send Email] (4)
You may use your own email draft and choose [Save as new template] to save it for future use.
Creating FSA reports

By the end of the semester/academic year, you may write an FSA report to summarise your advising work over the past period. To create a report:

- Click [Create Report] at the bottom of the ‘Advisee Roster’ page (1)
- Draft report content (2)
- Click [Save] (3)

This report will be available to Faculty staff as a reference for your work.

Enquiries

Please contact our office (ug.advising@hku.hk) for enquiries regarding the system.