



SIS Academic Advising System FSA Page User Manual

1 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)

My Page | MyEmail | My eLearning | MyLibrary | Events | MyFaculty

Self Services

- Student Center
- Request Temporary Adviser
- Master Registration
- View & Change Personal Info
- Honors and Awards
- Student Card Document Upload
- Collection of Card (1st Year)
- Report Lost/ Damaged Card
- Guide to Reveal SIS Me

Student Center

Academics

Search Plan Enroll My Academics

Progress Units: credit load in the semester
Credit Units: credits to be gained after passing the course

You are not enrolled in classes.

other academic... [v] [x]

Temporary Course List ▶

Finances

Search for Classes

Holds

No Holds.

Adviser

Find your adviser

Other Links

Home

ACADEMIC ADVISING &
SCHOLARSHIPS OFFICE
THE UNIVERSITY OF HONG KONG

University-wide Academic Advising System

View My Advisees | View My Advisers | Send E-Card | E-Academic Planner |

View My Advisers

Faculty Academic Adviser (FAA)

Adviser Name	Adviser Email	Department	Adviser Comments	Consultation hour
		Faculty of Social Sciences	--	By appointment

#Student who has requested for Temporary Academic Adviser (TAA) will be informed of the TAA assigned by e-mail within one working day.

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)

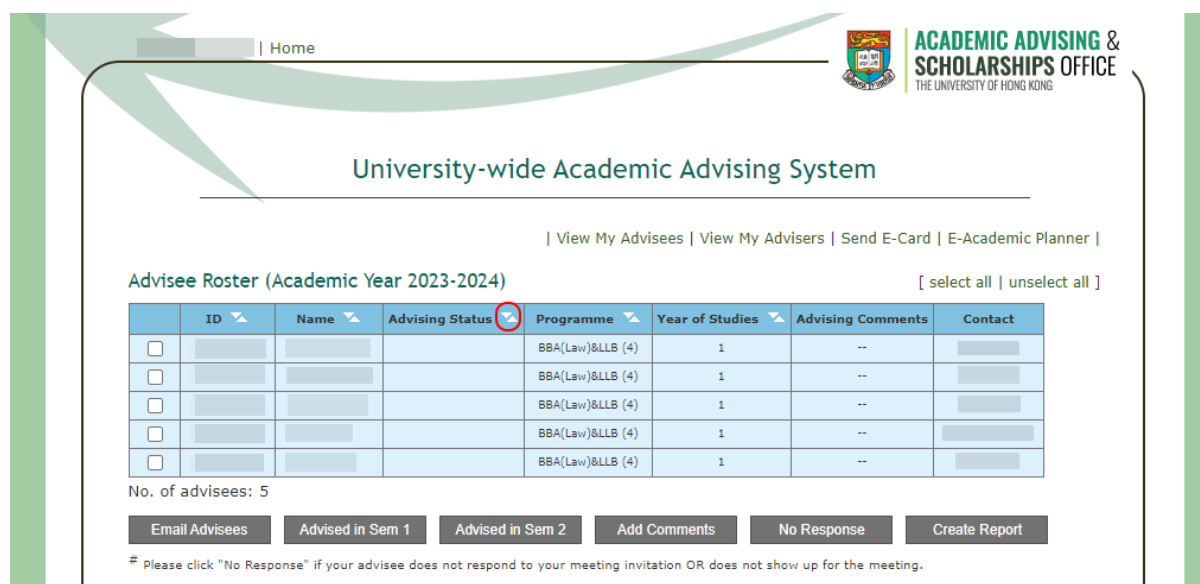
Please refer to the section below for a detailed illustration of each function.

3 Functions

a 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.



Home

ACADEMIC ADVISING & SCHOLARSHIPS OFFICE
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University-wide Academic Advising System

| View My Advisees | View My Advisers | Send E-Card | E-Academic Planner |

Advisee Roster (Academic Year 2023-2024) [select all | unselect all]

	ID	Name	Advising Status	Programme	Year of Studies	Advising Comments	Contact
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	

No. of advisees: 5

Email Advisees Advised in Sem 1 Advised in Sem 2 Add Comments No Response Create Report

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

- 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.

Advisee Roster (Academic Year 2023-2024)

[select all | unselect all]

	ID ▾	Name ▾	Advising Status ▾	Programme ▾	Year of Studies ▾	Advising Comments	Contact
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	

- 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.

Advisee Roster (Academic Year 2023-2024)

[select all | unselect all]

	ID ▾	Name ▾	Advising Status ▾	Programme ▾	Year of Studies ▾	Advising Comments	Contact
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	

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

Search Advisees

ID:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Year of Studies:	<input type="text" value="ANY"/>

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	Advising Comments	Contact
<input type="checkbox"/>			Advised in sem 1 & sem 2 in 2023-24	BBA(Law)&LLB (4)	1	View	
<input type="checkbox"/>			Advised in sem 2 in 2023-24	(4)	1	--	
<input type="checkbox"/>			No response in 2023-24	BBA(Law)&LLB (4)	1	--	

click here to view the details of advising status

View Advising Status Records

[select all | unselect all]

	Academic Year	ID	Name	Adviser Name	Advising Status	Last Updated
	2023-24				Comment in sem 2	2024-06-13 16:34:43
<input type="checkbox"/>	2023-24				Advised in sem 1	2024-06-13 16:31:58

No. of advising status records: 2

Delete Status

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

[select all | unselect all]

	Academic Year	ID	Name	Adviser Name	Advising Status	Last Updated
	2023-24				Comment in sem 2	2024-06-13 16:34:43
<input type="checkbox"/>	2023-24				Advised in sem 1	

click here to view the comments

No. of advising status records: 2

Delete Status

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	Advising Comments	Contact
<input type="checkbox"/>			Advised in sem 1 & sem 2 in 2023-24	BBA(Law)&LLB (4)	1	View	
<input type="checkbox"/>			Advised in sem 2 in 2023-24	BBA(Law)&LLB (4)	1	--	
<input type="checkbox"/>			No response in 2023-24	BBA(Law)&LLB (4)	1	--	

- 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]

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	2023-08-18	[redacted]	Faculty of Science	Whatsapp/Wechat	Y	Y	[redacted] took the initiative t ...	Details	2023-08-22 19:00:59

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: BSc(ActuarSc) (4)

[show details | hide details]

Meeting Date: 2023-08-18

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

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

Additional Comments:

Inputted by [redacted] at 2023-08-22 19:00:59.

Return to Comments Summary

Return to Advisee Roster

- The '**Search Comments**' tool may be utilised to look up a specific batch of students.

Search Advisees

ID:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Year of Studies:	ANY ▾

Search Advisees

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

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	2023-08-18	[Redacted]	Faculty of Science	Whatsapp/Wechat	Y	Y	[Redacted] took the initiative t ...	Details	2023-08-22 19:00:59

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: 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	2023-08-18	[Redacted]	Faculty of Science	Whatsapp/Wechat	Y	Y	[Redacted] took the initiative t ...	Details	2023-08-22 19:00:59

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 ▾	Advising Comments	Contact
<input type="checkbox"/>	[Redacted]	[Redacted]		BBA(Law)&LLB (4)	1	--	[Redacted]

No. of advisees: 1

Email Advisees

Advised in Sem 1

Advised in Sem 2

Add Comments

No Response

Create Report

≠ 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: [Redacted]

Academic Program: BBA(Law)&LLB (4)

*Meeting Date: [Date Picker] (date format: yyyy-mm-dd)

*Meeting Type: [Dropdown]

*Comments:

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

- Developing an academic plan
- Adjusting to university studies
- Setting academic goals
- Exploring major/minor options
- Reviewing academic performance
- Preparing for exchange/internship/experiential learning
- Planning for postgraduate studies
- Understanding available campus academic resources
- Considering programme transfer
- Inquiring about university regulations

Additional comments

[Text Area]

*Comments will be shared with your advisee: [Dropdown]

*Comments will be shared with your advisee's FAA: [Dropdown]

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	Advising Comments	Contact
<input type="checkbox"/>	[Redacted]	[Redacted]	Advised in sem 1 in 2023-24	BSc(ActuarSc) (4)	1	View	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	Advised in sem 1 in 2023-24	BSc(ActuarSc) (4)	1	View	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]		BSc(ActuarSc) (4)	1	--	[Redacted]

- If your advisee does not respond to your meeting invitation, or does not show up for the meeting, please record them as **[No Response]**.

Advisee Roster (Academic Year 2023-2024)

[select all | unselect all]

	ID	Name	Advising Status	Programme	Year of Studies	Advising Comments	Contact
<input type="checkbox"/>	[Redacted]	[Redacted]		BBA(Law)&LLB (4)	1	--	[Redacted]

No. of advisees: 1

Email Advisees	Advised in Sem 1	Advised in Sem 2	Add Comments	No Response	Create Report
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[#] 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 that is suitable for use (3)
- Click [**Send Email**] (4)

Advisee Roster (Academic Year 2023-2024)

[select all | unselect all]

	ID ▾	Name ▾	Advising Status ▾	Programme ▾	Year of Studies ▾	Advising Comments	Contact
<input checked="" type="checkbox"/>				BBA(Law)&LLB (4)	1	--	

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.

Send Email to Advisees

Advisees Information

	Student Number	Advisee Name	Email	Academic Program
1				BBA(Law)&LLB (4)

Email Template

Mailing Template:	<input type="text" value="--"/>
Mailing From:	<input type="text" value=""/>
Mailing To:	Your select advisee(s)
Mailing Cc:	<input type="text" value=""/>
Mailing Subject:	<input type="text" value=""/>
Mailing Body:	<div style="border: 1px solid #ccc; padding: 10px; min-height: 100px;"> <p>Dear [Student's Full Name],</p> </div> <p> <input type="checkbox"/> Save as new template <input checked="" type="checkbox"/> Include cc email </p>

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				BBA(Law)&LLB (4)

Email Template

Mailing Template:	-- v
Mailing From:	
Mailing To:	Your select advisee(s)
Mailing Cc:	
Mailing Subject:	
Mailing Body:	<p>Dear [Student's Full Name],</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
	<input checked="" type="checkbox"/> Save as new template <input checked="" type="checkbox"/> Include cc email
Name of Template:	

d 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.

Advisee Roster (Academic Year 2023-2024)

[select all | unselect all]

	ID	Name	Advising Status	Programme	Year of Studies	Advising Comments	Contact
<input type="checkbox"/>				BBA(Law)&LLB (4)	1	--	

No. of advisees: 1

Email Advisees	Advised in Sem 1	Advised in Sem 2	Add Comments	No Response	Create Report
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Please click "No Response" if your advisee does not respond to your meeting invitation OR does not show up for the meeting.

○ Create your advising report

Advising Status

ID	Name	Advising Status	Programme	Year of Studies
			BSc(ActuarSc) (4)	1
		Advised in sem 1 in 2023-24	BSc(ActuarSc) (4)	1
			BSc(ActuarSc) (4)	1
			BSc(ActuarSc) (4)	1
			BSc(ActuarSc) (4)	1
			BSc(ActuarSc) (4)	1
			BSc(ActuarSc) (4)	1
		Advised in sem 1 in 2023-24	BSc(ActuarSc) (4)	1
			BSc(ActuarSc) (4)	1

Report Content

3

Save

Return to Advisee Roster

4 Enquiries

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