



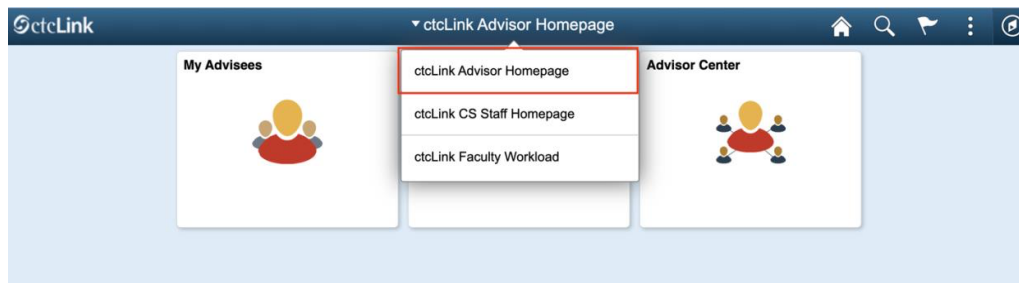
ctcLink Tutorial

How to View and Notify Advisees

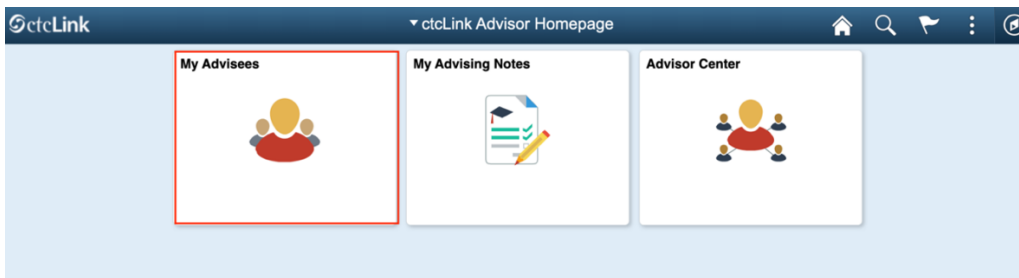
This guide will show you how to view and notify your advisees in ctcLink.

Directions

1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.



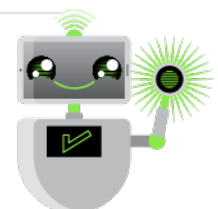
2. Click the **My Advisees** tile.




3. The **My Advisees** page will display.

The screenshot shows the 'My Advisees' page in ctcLink. It features a table with columns for 'Notify', 'Name / ID', 'Committee', 'Email', and 'Advising Notes'. There are three rows of data, each with a checkbox in the 'Notify' column and a document icon in the 'Advising Notes' column.

| Notify | Name / ID | Committee | Email | Advising Notes |
|--------------------------|-------------------------|-----------|--------------------------|----------------|
| <input type="checkbox"/> | S [redacted] li 2013 | | cs_ctc1_1@qctclink.local | |
| <input type="checkbox"/> | S [redacted] z 4124 | | cs_ctc1_1@qctclink.local | |
| <input type="checkbox"/> | Ar [redacted] s 4056 | | cs_ctc1_1@qctclink.local | |





- You have multiple options to notify advisees by email:
 - Use the email link for an individual student.
 - Use the check boxes in the **Notify** column and the drop-down menu from the  symbol.

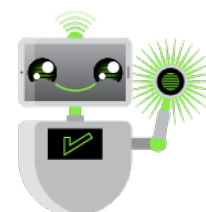
The screenshot shows the 'My Advisees' page. A dropdown menu is open, showing 'Notify Selected Advisees' and 'Notify All Advisees'. Below the menu is a table with columns: Notify, Name / ID, Committee, Email, and Advising Notes. The 'Notify' column has checkboxes for Sajad Ali (checked), Samuel Lopez (unchecked), and Andrew Shams (checked). The 'Email' column contains links like 'cs_ctc1_1@qctclink.local'.

- Compose your message and send. The advisee emails will appear in the **BCC** box.

The 'Send Notification' dialog box is shown. It has a 'Cancel' button and a 'Send' button. The text says: 'Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.' Below this, it says 'Notification from Michael Girvin'. The fields are: From: cs_ctc1_1@qctclink.local; To: cs_ctc1_1@qctclink.local; CC: (empty); BCC: cs_ctc1_1@qctclink.local, cs_ctc1_1@qctclink.local; Subject: <From the desk of Michael Girvin>; Message Text: (empty).




- You can also view and notify your advisees using the **ID Card** icon in the upper left corner.

The screenshot shows the 'My Advisees' page. In the upper left corner, there is a red box around the ID Card icon. Below it is a table with columns: Notify, Name / ID, Committee, Email, and Advising Notes. The 'Notify' column has checkboxes for three students, all of which are unchecked.














- The system will display your advisees in an ID card format. Each card shows the student's name, ID, **Advising Notes** icon and email address.

ctcLink Advisor Homepage **My Advisees**   

My Advisees

| | | |
|---|--|---|
|  S li 2013 Advising Notes  cs_ctc1_1@qctclink.local |  S: :z 4124 Advising Notes  cs_ctc1_1@qctclink.local |  A: :s 4056 Advising Notes  cs_ctc1_1@qctclink.local |
|---|--|---|

