AdvisorTrac version 4.0

- ***Introduction to the AdvisorTrac system – what it can do for you and your students….***
  - Allow students to determine who their advisor is
  - Allow students to schedule appointments with you online
  - Allow you to communicate easily with your students
  - Allow you to keep electronic records on your students
- ***Things you need to know as advisor***
  - **Logging in**
    - GO TO advisortrac.bluegrass.kctcs.edu (NEW ADDRESS COMING)
    - Use the same Username/Password you do for BCTC email
    - Click on the TrackMan  in the upper left hand corner to see your options:
    - ***THE FIRST TIME YOU LOG IN --- CLICK ON THE TRACKMAN and select "My Prefs" Scroll to the bottom of that screen and click on "Save Prefs"***
  - **Locate your advisees in AT:**
    - From your MAIN MENU screen, find the Advising Offices Notice. Click on "My Students"
  - **You can click on the student's PS number in the student list to view information on your students**
  - **Send messages to your advisees**
    - From the students listing screen in which you have located your list of advisees, go to "List Options" and select "Send Note"
    - This message will go to all of your advisees, unless you choose to identify a specific advisee in the "Find Student" box.
    - Type your message
    - At the bottom of this screen, determine if you want the student to receive a note in AdvisorTrac only (NOTE) or to their KCTCS email (EMAIL) or to both (NOTE and EMAIL) by selecting an option in the "Type" box. Choose where the message will go and then click "Send Message."
  - **Send message to single advisee:**
    - Select a student record from your list by clicking on their PS number
    - Click on "History" and then onto "Messages"
    - Type your message
    - At the bottom of this screen, determine if you want the student to receive a note in AdvisorTrac only (NOTE) or to their KCTCS email (EMAIL) or to both (NOTE and EMAIL) by selecting an option in the "Type" box. Choose where the message will go and then click "Send Message.

- **Create Availability/Putting in your schedule**
    - From your MAIN MENU screen, click on the TrackMan and select "Schedule"
    - You will see a monthly calendar to the left and a weekly calendar directly in front of you.
    - Choose the date you'd like to create available time slots. Place your cursor in the time slot you would like to offer an appointment. Click and drag to the time you'd like appts to end.
    - A schedule box will open.
    - Put a "1" in the Max Students box.
    - Put beginning and ending date
    - Select days of the week for which you'd like this schedule
    - "Divide into slots" of 30 minutes and check the box that says "Split into separate availability blocks on Save"
    - Save this screen
- **Keep track of interactions with students**
    - From the students listing screen in which you have located your list of advisees, go to "List Options" and select your student by clicking on their PS number.
    - You will see the following tabs: General Info, Documents, SAGE, Visit Summary and History.
    - To upload a document such as a curriculum sheet, a permission slip to register for the next RDG course, etc., click on the Documents tab
        - Type any notes you'd like to keep on this document
        - Browse your computer to find the document
        - Click "Upload or Save Changes" button to save
    - To document your interaction with the student, click on the History tab
        - Click on "New" to open a new record box.
        - Click on the Date to automatically populate that field with a date
        - Identify a reason for the visit in the Reason Box
        - Type any notes you'd like to keep on your interaction
        - Save