

# Quick Guide

[www.csueastbay.edu/bayadvisor](http://www.csueastbay.edu/bayadvisor)

## SEARCHES

Quick Search

# STUDENT PROFILE

## Overview

To view a student's profile, either from Quick Search or Advanced Search, click their name (or right-click their name and open in new tab if from Advanced Search). This will bring you to the student's overview.

This overview is also referred to as the "30 Second Gut-Check". It is in this overview that you can quickly assess how a student is performing academically. You are able to view important information, such as courses a student received a D/F/WU/IC, repeated courses, withdrawn courses, missed success markers, GPA, concern level, and more, all in one centralized location. You can also view all categories a student has been assigned. Categories designate specific



## **Advising Notes**

Advising Notes are a great way to document any additional information to a student's record outside of a traditional advising appointment. For example, you may want to attach a note to a student if you happen to run into the student on campus, and have a conversation that warrants a record. You must always add a *Note Reason* to an Advising Note for the note to be properly recorded. Notes are uploaded to Peoplesoft Advising Notes nightly and are shared with graduation evaluators.