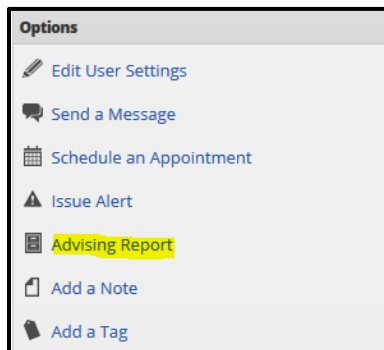# GradesFirst Training
Adding an Advising Report to a Student's Profile
(For a Student without an Appointment)

Advising Report

1. There are many ways to add an advising report. When a student meets with you and does not have an appointment the appropriate way to add an advising report is by visiting the students profile and recording a report.

UofL Best Practice

Advisor Time (Arrived & Departed) should match the scheduled time for the appointment.

Student Time (Arrived & Departed) should reflect the actual appointment length.

2. Enter the **Reason** for the appointment(s). You may list multiple reasons - your unit should help you understand how to use reasons. If this is a Flight Plan Missed Milestone appointment, refer to the training exercise "How to Enter Flight Plan Reason Codes into GradesFirst" to learn the UofL best practice.

3. Enter the **Location**.

   *You can ignore the **Course** drop-down; that value is there for recording tutoring visits, which UofL does not do in GradesFirst.*

4. If you open the Advising Report when the appointment begins, the **Arrived** time will record for you; similarly, if you complete and save the note upon the end of the appointment, the **Departed** time will record automatically as well. Otherwise you must enter these manually.

5. Within the **Summary** field, enter your visit notes. Again, if this is a Missed Milestone appointment, you may need to enter additional information. Refer to "How to Enter Flight Plan Reason Codes into GradesFirst" for more detail. **Save the Report** when finished; this will log the student's departed time.

6. The report will now be entered on the student's "Reports/Notes" tab for future reference, along with the date and time of the appointment. If you are new to saving reports, then check the time arrived and departed for accuracy.
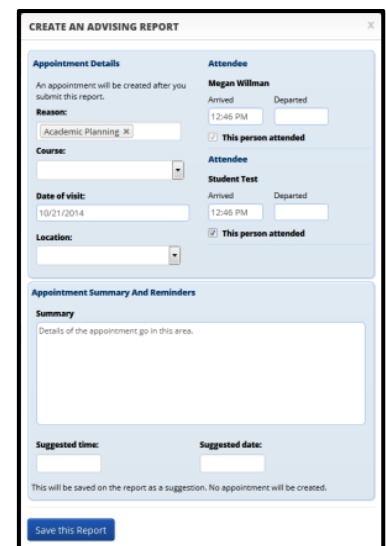
ADVISOR REPORTS					
DATE	REPORT FILED ON	COURSE	FOLLOW-UP	SUMMARY	
10/21/2014 12:46 PM	10/21/2014			Details of the appointment ...	Details