# Adviser Meetings – Student Helpsheet

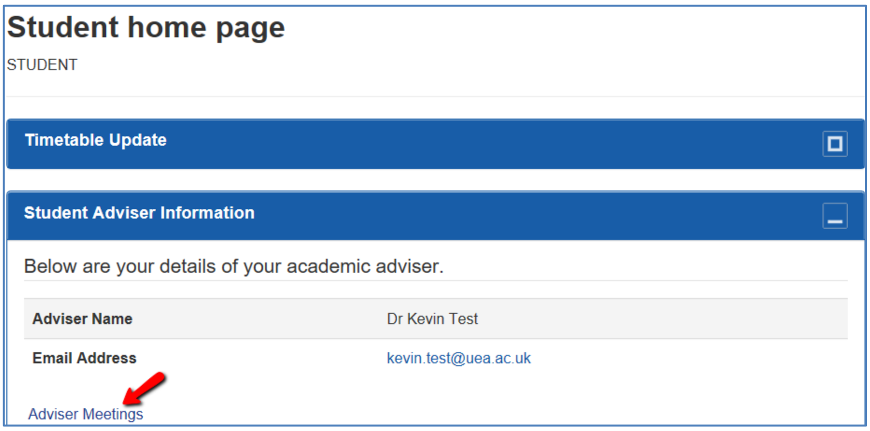
This helpsheet explains how to keep track of your Adviser Meetings in e:Vision. Students have a read-only view of this information. Your Adviser will set up the meetings and update the meeting notes. Each time a meeting is set up you will receive a confirmation email. Senior Advisers can also edit this screen. The Learning and Teaching Service Hub and Local Support staff have a read-only view.

## 1. Accessing Adviser Meetings

1. Login to e:Vision by clicking the ***e:Vision link*** on the UEA Portal homepage [https://portal.uea.ac.uk](https://portal.uea.ac.uk)

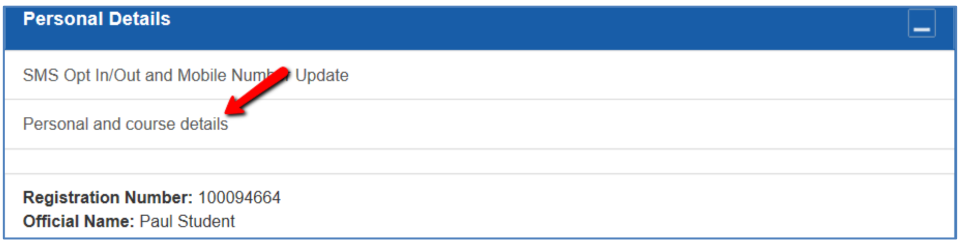

2. There are two ways to access your Adviser Meetings:

   a. On your Student Homepage, click the ***Adviser Meetings*** link in the *Student Adviser Information* container:

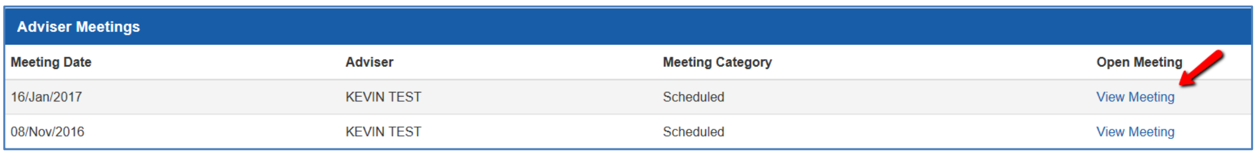



*OR*

   b. Click the ***Personal and course details*** link on your Student homepage and scroll down to the bottom of the screen where you will find the *Adviser Meetings* container.

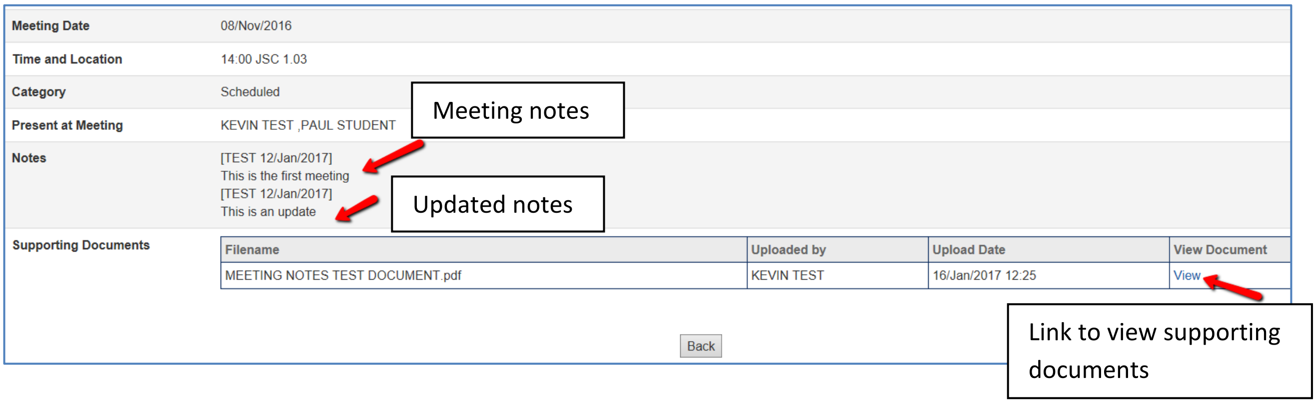



3. Whichever method you used to access your adviser meetings, summary details of any existing meetings will display as shown below. If you wish to view your meetings in more detail click the ***View Meeting*** link on the right.


Adviser Meetings

| Meeting Date | Adviser | Meeting Category | Open Meeting |
|---|---|---|---|
| 16/Jan/2017 | KEVIN TEST | Scheduled | View Meeting |
| 08/Nov/2016 | KEVIN TEST | Scheduled | View Meeting |

## 2. The Adviser Meetings Screen in Detail




The following fields are available on the *Adviser Meeting* screen:

***Meeting Date***

Displays the meeting date. If this date is changed the student will receive an email.

***Time and Location***

Displays the meeting time and location. If this information is changed the student will receive an email. ***Note:*** the time/date information does not link to e:Vision or Outlook calendars

***Category***

One of the following categories will be selected by the adviser:

**Scheduled** – This is the default and refers to the regular catch-ups which take place three times per year.

**Student Request** – additional meeting at request of student

**Attendance Referral** – for use by Schools where the adviser is the person who meets with the student following on from attendance concerns under Regulation 13, Attendance, engagement and progress.

**Other/Emergency** – a 'catch all' if required

***Present at Meeting***

The names of the adviser(s) and student. If there is a second adviser (eg on a joint honours course) their name may be included. Senior Advisers do not appear on this screen.
***Note:*** If a meeting was set up and the student did not attend their name will be unticked.

***Notes***

A brief summary of the meeting and any agreed action points and due dates.

Any content of the Notes field is not emailed to the student when the initial meeting is set up. However, if any updates are made to this field, a copy of the change will be emailed to the student. The date of each update is displayed on screen.

***Document***

Advisers can upload supporting documents. Students can view the documents by clicking the *View* link.

## 3. Automated Communications

1. Students will be sent an email when:
   - a meeting has been set up in the future. ***Note:*** A confirmation email is not sent if the meeting is added retrospectively.

   - the Date, Time and Location and/or Notes fields have been updated and the ***Update*** button has been clicked

## 4. Change of Advisers

If you change your Adviser, the new Adviser will have access to all historic information and the original Adviser will lose access.

**Feedback**

We are looking for feedback on the system for further development. Please send any feedback to lts.admin@uea.ac.uk