

## Advisor Instructions for Advisor Picks

Log into MyBLUE and navigate to the “Advisee” tab in the left hand menu.

The screenshot shows the MyBLUE Home page. The left-hand navigation menu has the 'Advisees' tab highlighted with a red box and a yellow arrow pointing to it. The main content area displays the 'Spring 2023 Teaching Schedule' for Spring 2023. Below the header is a 'List View' table with columns for Class, Title, Day, Time, and Location. The table lists several classes, including PE-204 01, PE-406 01, PE-816P 01, PE-816P 02, PE-889 01, PE-889 02, and REC-304 01.

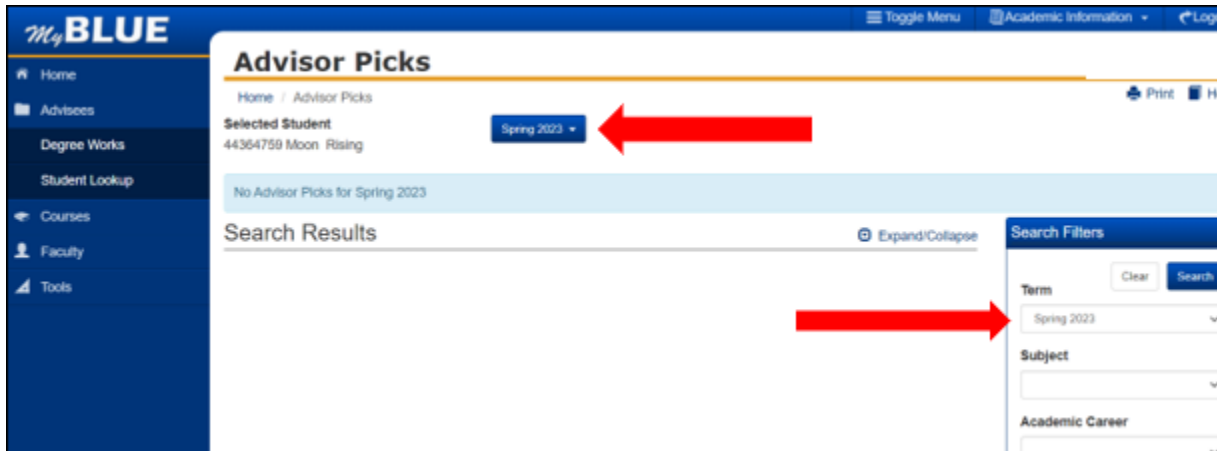
Class	Title	Day	Time	Location
PE-204 01	Foundations of Athletic Train	TR	12:30PM-01:45PM	CUSH 166
PE-406 01	Athletic Injury Assessmt II UE	TR	09:30AM-10:45AM	CUSH 166
PE-816P 01	Ath Orthopedic Assess II – UE	TR	09:30AM-10:45AM	CUSH 166
PE-816P 02	Ath Orthopedic Assess II – UE	F	09:05AM-09:55AM	CUSH 166
PE-889 01	Clinical V	MF	12:20PM-01:10PM	CUSH 166
PE-889 02	Clinical V	TBA	TBA-TBA	CUSH 129
REC-304 01	Volunteer Practicum in AT	W	03:00PM-04:50PM	CUSH 166

Select the drop down menu next to your advisee, and then select “Advisor Picks.”

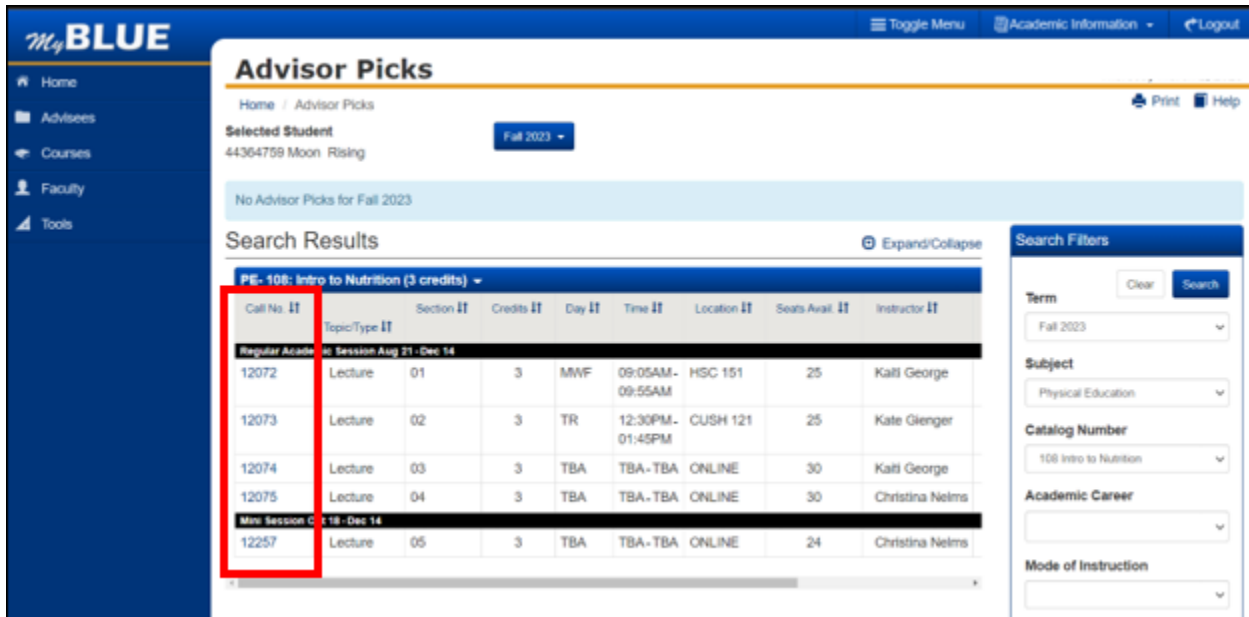
The screenshot shows the MyBLUE Advisees page. The left-hand navigation menu has the 'Advisees' tab selected. The main content area displays an 'Advisee List' table with columns for #, NUID ID, Name, Enrolled, Adv. Hold, Oth. Hold, Ferpa, and Acad. Standing. A dropdown menu is open next to the first student, 'Rising, Moon', with the 'Advisor Picks' option highlighted by a red box. The dropdown menu also includes 'Remove Advising Flag' and 'view student'.

#	NUID ID	Name	Enrolled	Adv. Hold	Oth. Hold	Ferpa	Acad. Standing
1	44364759	Rising, Moon	No				

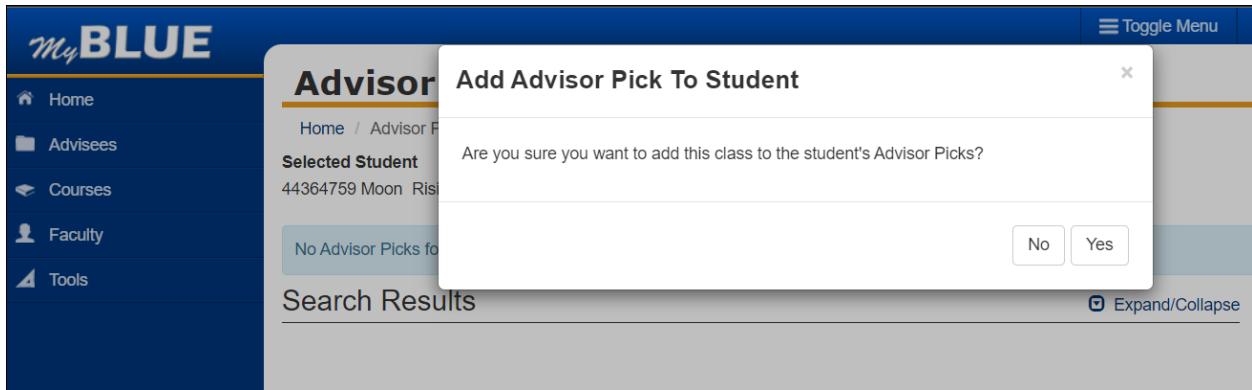
Important – you need to verify the student and the term before you begin the advisor pick process. Both the Advisor Pick and the Search Filters should be on the same term. You can change the term by selecting the dropdown arrow on both term selections.



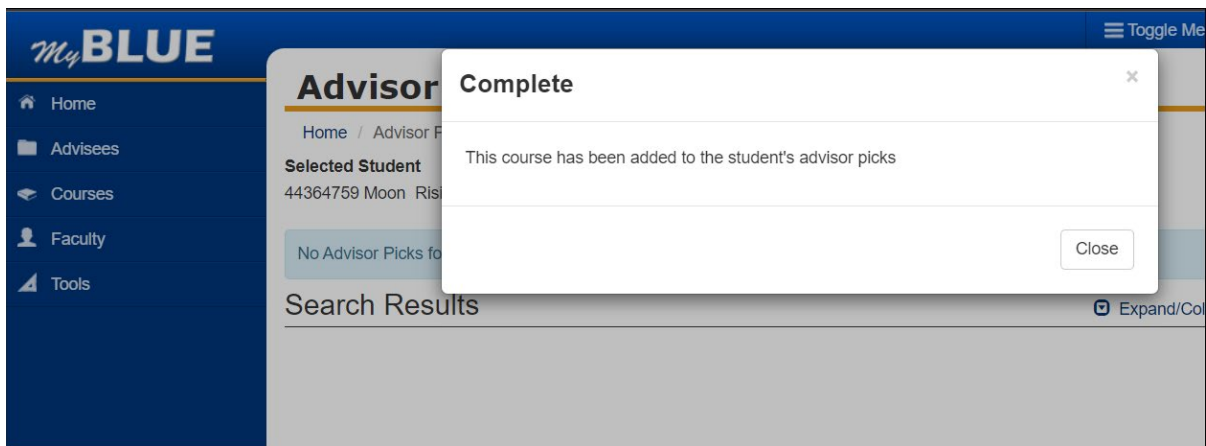
Once you have searched for a course you select the “Call No.” for the section you wish to add to the “Advisor Pick.”



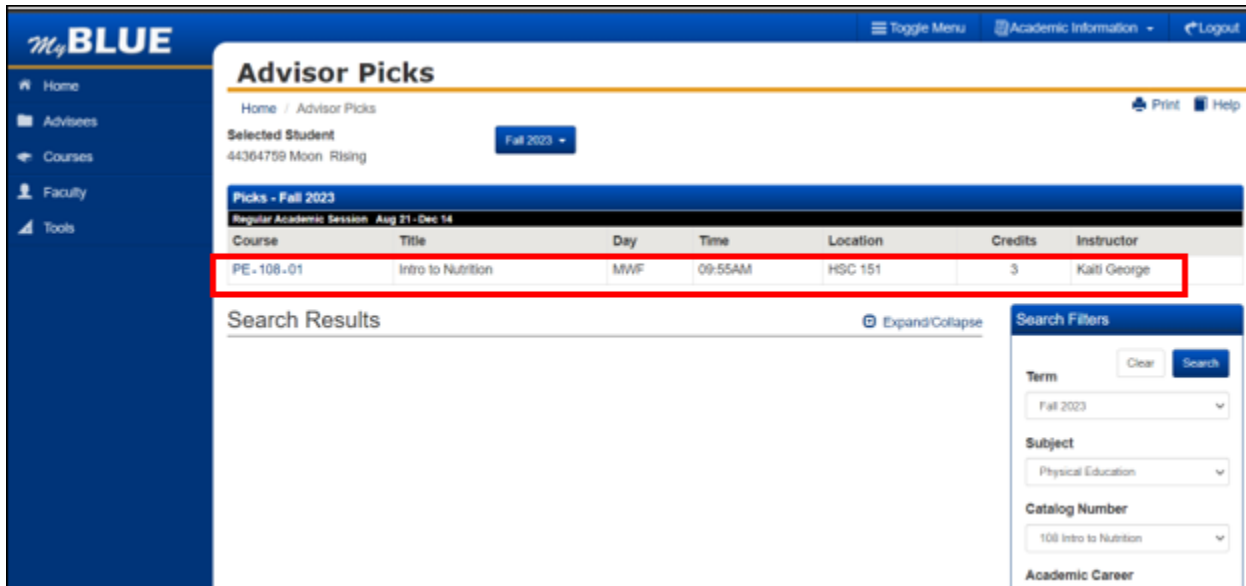
Select "Yes" to add this class to the student's Advisor Pick.



You will see this confirmation message once the course has been added to the student's advisor pick



Once you close the complete screen you will see the course add to the Picks section. Once a course has been added to this section the student is able to see it on their "Enrollment" tab for that term in MyBLUE.



If you want to delete a course that has been added to a student's advisor pick. You select the course in the "Pick" section.

The screenshot shows the MyBLUE interface for "Advisor Picks". The selected student is 44304750 Moon, Rising, for the Fall 2023 term. A table lists the picks for the Regular Academic Session (Aug 21 - Dec 14). The course PE-108-01, titled "Intro to Nutrition", is highlighted in yellow. The table columns are Course, Title, Day, Time, Location, Credits, and Instructor. Below the table is a "Search Results" section and a "Search Filters" sidebar with dropdowns for Term, Subject, and Catalog Number.

Course	Title	Day	Time	Location	Credits	Instructor
PE-108-01	Intro to Nutrition	MWF	09:55AM	HSC 151	3	Kati George

Select "Yes" to remove the Advisor Pick.

A modal dialog box titled "Remove Advisor Pick" with a close button (X) in the top right corner. The main text asks, "Do you want to remove the Advisor Pick?". At the bottom right, there are two buttons: "No" and "Yes".

Confirmation of the deletion of the advisor pick.

A modal dialog box titled "Complete" with a close button (X) in the top right corner. The main text states, "This course was removed from the Advisor Pick.". At the bottom right, there is a "Close" button.

Course will no longer appears for this student in the Advisor Picks section.

The screenshot shows the MyBLUE Advisor Picks interface. On the left is a dark blue navigation sidebar with links for Home, Advises, Degree Works, Student Lookup, Courses, Faculty, and Tools. The main content area is titled "Advisor Picks" and includes a breadcrumb "Home / Advisor Picks", a "Print" icon, and a "Help" icon. Below the title, it displays "Selected Student" as "44304759 Moon, Rising" with a "Fall 2023" dropdown menu. A light blue message box states "No Advisor Picks for Fall 2023". Underneath is a "Search Results" section with an "Expand/Collapse" button. To the right is a "Search Filters" panel with a "Clear" button and a "Search" button. The filters include: Term (Fall 2023), Subject (Physical Education), Catalog Number (106 Intro to Nutrition), Academic Career (Undergraduate), and Mode of Instruction.