

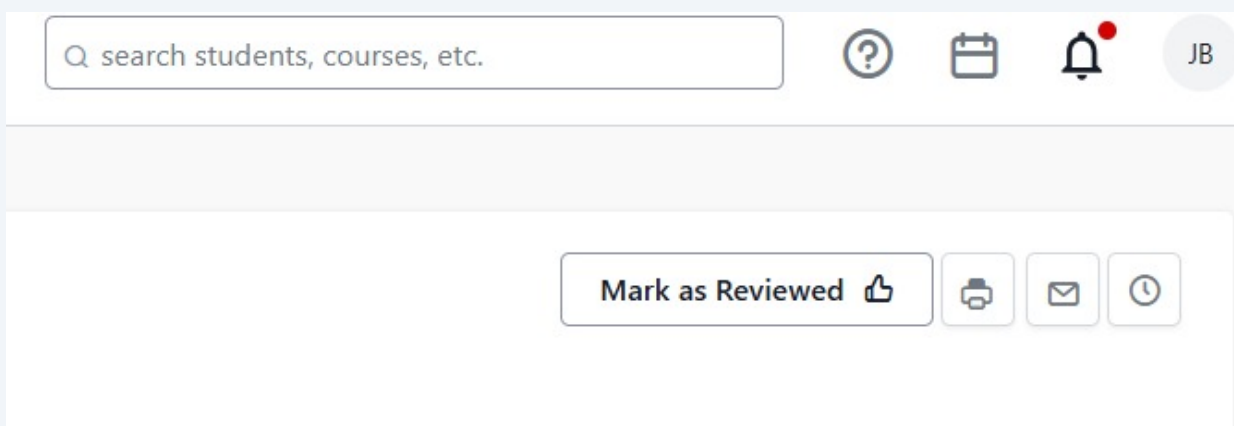
How to Mark an Advisees' Plan as Reviewed

After you meet with your first-year advisees, you'll be asked to review your first-year advisees' schedules in Stellic to make sure their courses make sense before the period closes. This guide shows you how to view each student's schedule, what to check for, and how to approve or flag any changes needed.



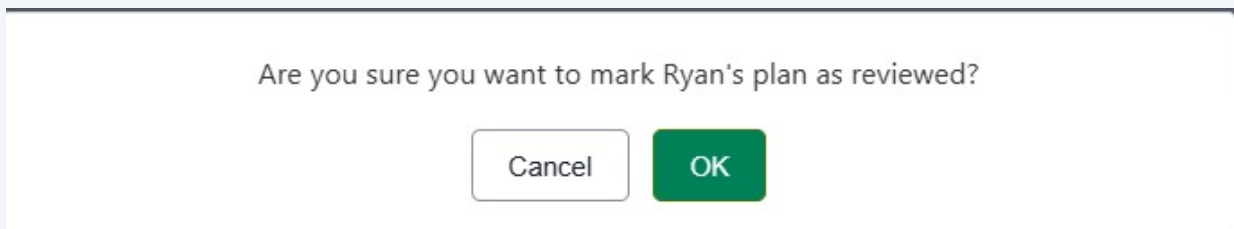
These instructions are a draft and will be updated once we have more information!

- 1 After meeting with your student, select Mark as Reviewed in upper right corner:



The screenshot shows the top navigation bar of the Stellic system. It includes a search bar with the placeholder text "search students, courses, etc.", a help icon (question mark), a calendar icon, a notification bell icon with a red dot, and a user profile icon labeled "JB". Below the navigation bar, a toolbar contains a "Mark as Reviewed" button with a thumbs-up icon, followed by icons for print, email, and a clock.

- 2 You will be asked to confirm:



The screenshot shows a confirmation dialog box with the text "Are you sure you want to mark Ryan's plan as reviewed?". At the bottom of the dialog are two buttons: "Cancel" and "OK".

- 3 You will receive confirmation, and also be allowed to revert: