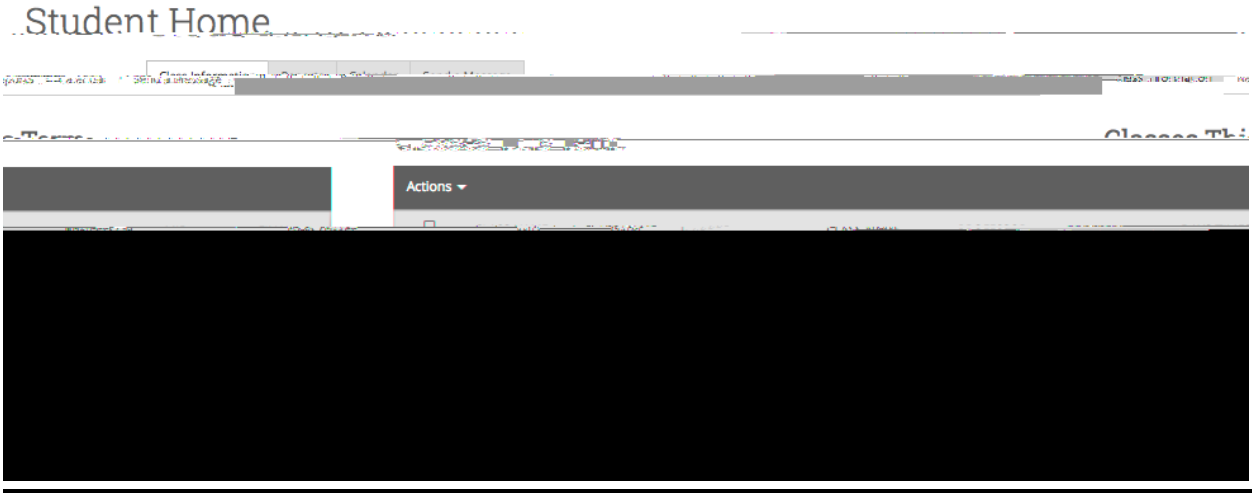
www.csueastbay.edu/bayadvisor

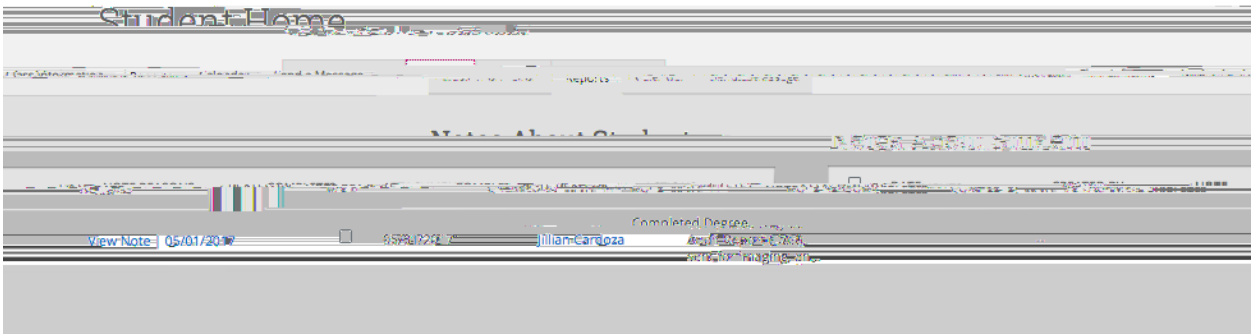
StudentQuick Guide

Class Information



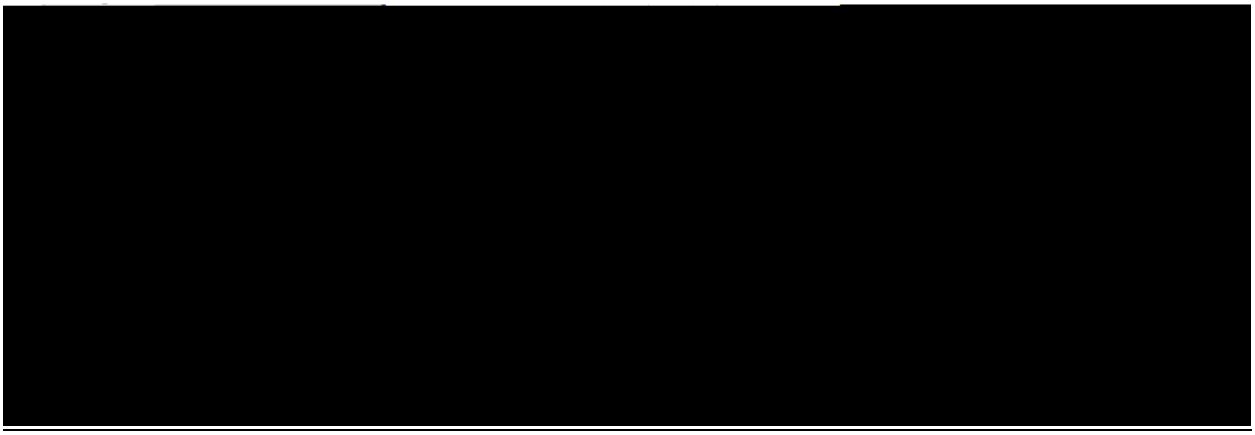
When you log on to the Bay Advisor, your home page will always display your courses (} Œ š Z µ Œ Œ v š š Œ u X d Z } µ Œ • •] v o µ Ç } µ Œ] v • š Œ µ š] the course, and where the class is held. If the days/times section is blank, this is online.

Reports



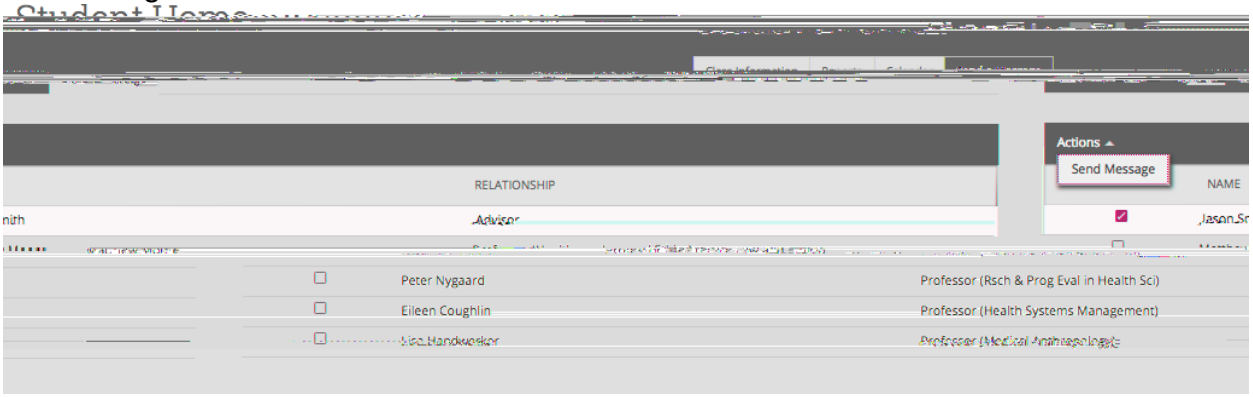
Any important advising notes shared by either your faculty or staff advisor can be viewed here. The notes will be listed in chronological order and will always include who created the note for your information.

Messaging



The Bay Advisor allows you to easily send email messages to your assigned instructor and academic advisor (if assigned).

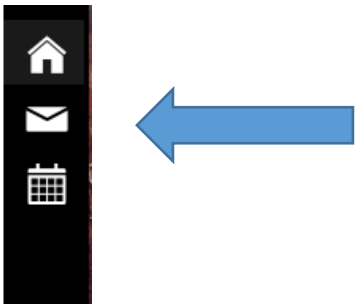
To message an instructor or advisor:



1.) Select the button next to their name.

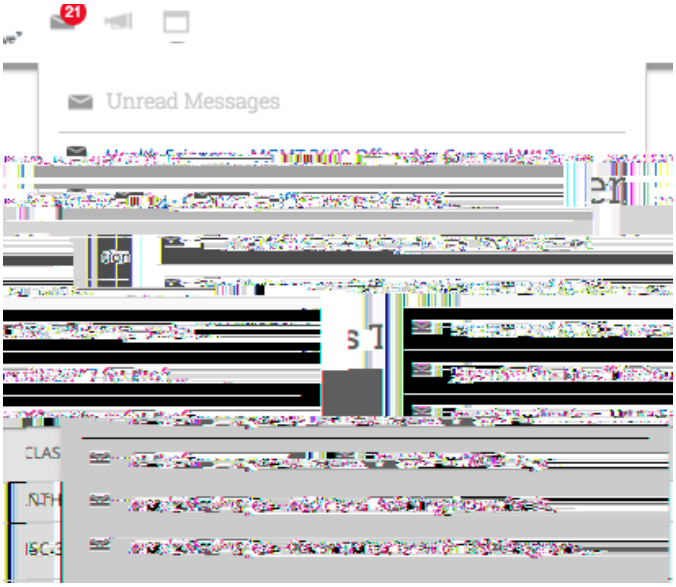
2.) ^ o š š Z š] } v • U v ‰ Œ •• ^ ^ v D ‰ ! ••• a''ë /1hTAÞÍ

All messages sent with The Bay Advisor will be saved in your conversations tab.



Messages sent to you in the platform can be viewed from the notification bar.

To view messages sent to you by either instructors or advisors, select the envelop and view your messages.



Messages sent in the platform will also be sent to your horizon email account.

Important Note: If you are a student employee, you will want to make sure your