Instructions for Conducting a Mock Advising Session

You will be playing one of two roles (student or advisor) in a dialog for academic advising, in which the student's goal is to determine with the help of the advisor a set of courses to take next semester. Throughout this document, the word "student" refers to someone acting the role of a student during an advising session.

At the beginning of the advising session, the student will be given a class history consisting of the courses they have already taken, and a set of charts with their preferences displayed (e.g., easy/hard courses, morning/evening classes, etc.). The advisor will also be given information about the class history of the student, along with a list of courses that the student could take.

The conversation should be between 10 and 25 messages and take around 5 minutes.

As the advisor, to focus your messages, we would like you to write them in two steps. First, select a dialog act (described at the bottom of this document), then write your message expressing that action.

Additional instructions when acting as a student.
- Assume you do not have other majors/minors as external constraints to your course schedule.
- Assume you do not have non-academic factors affecting your course schedule, such as wanting to take courses with a friend.
- This session is only for course advising for next semester, so assume you have no need to discuss long term life and career goals, such as internships and jobs.

Procedure

Both the student and the advisor will each be using an interface with two pieces:
- An information page
- A chat interface

The following is a summary of the five steps you need to go through. More details are provided below:
1. Both the student and the advisor create an account or login into their existing account
2. The advisor uses the link provided (see below) to create a session id, and sends the session id to the student.
3. When the advisor creates the session id, she also receives two URLs to open a chat interface and a student information page. The advisor is ready to start the advising session.

4. The student uses the link provided (see below) and enters the session id provided by the advisor.
5. The student copies and pastes the URL provided in the pop-up window into a separate browser window; this will represent the student information page. The student then clicks "Ok" on the pop-up window, which takes her to the chat interface. The student is now ready to start the advising session.

Repeat steps 2 through 5 for each of the advising sessions you are doing.

Account Creation / Login

1. Navigate to https://legionpowered.net:8445/simpleChatLogin and select "sign in"
2. If you do not already have an account, click create account at the bottom right.
3. Use your UMich uniqname as the username
4. Use any password (e.g., "password123"). ***Do NOT use your *actual* UMich passwords please!***

Advisor Role

If you play the advisor role, **after** having logged in, go here:
http://diae1.eecs.umich.edu:8888/MockData/genParticipantURL.html

At this link, for **every** advising session that you want to record, you will have to create a session id by entering the advisor uniqname and the student uniqname.* Once you click "Submit query", you will get to a screen that contains three important pieces of information:
1. Session id: e.g., uniqname1_uniqname2_number_semester. Please send this information (by email, etc.) to the student with whom you are doing the advising session.
2. Information page: The URL for a page that contains the course history of the student you are about to advise (i.e., courses she has already taken), as well as a list of candidate courses from which you have to pick a few courses to suggest to the student you are advising. Please open this URL in a separate tab.
   On the information page, you will see the history of the courses that the student has taken, as well as a list of courses that the student qualifies for (under the list of "Suggested" courses). If you click on a course name, you will see a description of the course, along with several attributes. You can use these attributes to formulate questions (e.g., if you are thinking to advise the student to take a class where the class size is large, you could ask a question such as "Are you fine with a large class?"; or, if you see that a class falls under the broad area of AI, you could ask as question such as "Are you interested in AI classes?"
3. Chat interface: The URL for the chat interface. Please open this URL in a separate tab. For each message that you will send in this interface, you will **have** to choose the appropriate dialog act from the drop-down menu before you can type and send the message. Whenever possible, choose the most specific dialog act that is applicable (the ones with the + sign). If for a certain message you plan to write you are unable to

distinguish between the specific dialog acts,, then you can select a dialog act with the double asterisks (**)

At this point you are ready to start the advising session.

*Note: It is perfectly fine to create multiple sessions for the same advisor-student pair (in other words, the same two people can record multiple sessions).

Student Role

After having logged in, go here:
https://legionpowered.net:8445/chat?pm=false&session=&advisor=f

You will need to complete the following steps:
1. Session id: get the session id (e.g., uniqname1_uniqname2_number_semester) from your advisor and enter it when required.
2. Information page: The window that pops up immediately after that contains a URL. Please copy&paste this URL in a new tab; it will open a page with the history of courses that you (acting student) have taken.
   The information page contains classes that you (acting student) have taken. It also contains a set of charts with the attributes of the classes you are inclined to take in the "future." In other words, you can look at the chart attributes as a "student preference profile." Using the classes you already took and the preferences from the charts, you will attempt to make choices that would line up with these preferences (for instance, if the chart indicates a preference for easy classes, then you can make a statement such as "I would like an easy class"; or, if the advisor asks "Do you have any preferences in terms of workload" you could answer by saying "I prefer a light load for next semester.")
3. Chat interface: After you have copied the URL, click OK, and you will be re-directed to the chat interface. You will use this interface to simply type messages to communicate with the advisor.

At this point, you are ready to start the advising session.

Dialog Act Descriptions

Every message the advisor writes will be assigned to a dialog act from the set below. As much as possible, try to have your message fit within one category, breaking up a message if necessary (e.g. "I see that you've taken AI, did you enjoy the class?" could be broken in half at the comma and sent as two messages).

If the advisor is answering a question posed by the student, e.g., "Student: Am I required to take 464 to graduate?", "Advisor: Yes", the dialog act annotation for the advisor statement should be made as if the advisor said "Advisor: Yes, you are required to take 464 to graduate." (i.e., a **push-general-info-inform**, using the terminology below)

Here we provide descriptions of the acts, and example messages.

Pull information
These are for messages you send that are prompting the other person to provide information. This act is sub-divided based on the type of information being requested.
- **pull-bool** - When you are expecting a form of yes or no in response.
  "Are you interested in web development?"
- **pull-select** - When an explicit set of options are provided in your message.
  "Which one do you like more, web or software development?"
- **pull-fill** - When no explicit set is provided, but you are asking about a specific property,
  "What topics are you interested in?"
- **pull-other** - Other cases in which you are requesting information.
  "What do you want to do next?"

Push information
These dialog acts are for messages in which you are providing information.
- **push-general-info-inform** - For facts that are true in general.
  "You are required to take 464 to graduate."
- **push-general-info-suggest** - A suggestion that is applicable in most advising sessions.
  "I strongly suggest sophomores take 281
- **push-tailored-info-inform** - A fact that is true only for this student or this advising session.
  "Given your background, you may find this course difficult."
- **push-tailored-info-suggest** - A suggestion specific to this student or advising session.
  "Based on your interests, I'd recommend taking 595."
- **push-conditional-inform** - When you specify conditions under which info is applicable.
  "You will have to drop a course if you want to take 232."
- **push-conditional-suggest** - Similarly for suggestions that are only sometimes applicable.
  "If you take 493, I strongly suggest you to drop something else."

- **push-other** - Other cases when you are providing information, which do not fall under any of the previous cases.

Neutral information transfer
This covers messages that are not providing or requesting information directly related to advising decisions.
- **social-open/close** - When you send messages to greet or farewell the other person. *"Hello!"*
- **social-continue** - Messages to encourage the other person to continue / elaborate. *"Go on."*
- **social-other** - Other messages that don't fit in the previous two categories. *"Let me think for a moment."*