



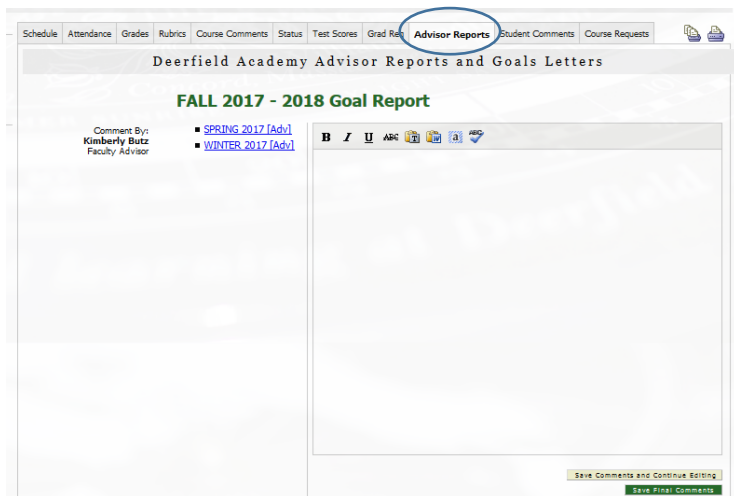
# Deerfield Academy

## Information Technology Services

How to add your advisee's goal letter:

### Step 1: Enter Advisee Goal Letter into DAinfo

Once your advisee(s) provides you with their Goal Letter, you can add it to DAinfo via their **Advisor Reports** tab. Select your advisee under **My Rosters** and click on the **Advisor Reports** tab. You can paste or type the text of the letter into the box provided.



### Step 2: Save the Goal Letter

There are two buttons for saving the Goal Letter.

