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Searching for a Student

Quick Search

Search for a student or user in the Quick Search in the top right corner of the platform. Able to search by first name, last name, or student ID.

Advanced Search

Search for a specific group of users (e.g. students, professors, advisors) and then optionally perform some action for them. For instance, it is possible to get a list of all Men’s Baseball players with less than a 2.0 cumulative GPA and send them an email.

You can toggle between the Advanced and Simple search by clicking the Switch To... button under the Search for Students heading. When you first click on the Search tab, EAB defaults to the Simple Search. With the simple search, you only have the option to search by Keyword. This search will only allow you to search a specific character (or group of characters in the users name), classification and/or category. The Advanced Search, as shown above, gives users a chance to search for a wide variety of other options such as First Name, Last Name, Cum. GPA less than, and many more. Once you have entered your search criteria, click the Search button.

Additional Filters

1. **My Students Only** - Search only students assigned to you. Advisor assignments can be direct, one-to-one assignments or indirect major or category assignments. Tutors most commonly have direct, one-to-one student assignments. Students are assigned to professors based on their course rosters.
2. **At-Risk Students Only** - Limit search results to students who have the At-Risk indicator on their student record.

3. **Include Inactive** - By default, the search results only display users who are active in the currently selected term. Checking this box includes students from past terms as well.

**Worklist Creation**

**Saved Search:** To save a worklist, click the save button in the upper left hand corner of the page and you will be prompted to save your worklist. This will create a dynamic list of results that consistently matches your search criteria.

![Save Search Dialog]

All saved searches can be accessed through the Saved Searches drop down on the upper right hand side of the Advanced Search page. You can also see the results of your Saved Searches on the Advisor Home by switching from Assigned Students to a specific Saved Search or by navigating to the Lists & Searches icon under the Search icon.

![Saved Searches]

**Watch List:** The alternative to a Saved Search is to create a Watch List, which is a static list of students. If instead of having a list of students that meet certain criteria, you want a list of the same group of students to keep track of then create a Watch List. From the search results, select the students by the box beside their name and then select Watch from the Actions dropdown. Students can either be added to an existing Watch List or a new one can be created.

**Upload a Watch List:** If you are not building your watch list from search results then navigate to the Lists & Searches icon. In the Actions dropdown under Watch Lists is the option to upload a watch list from an external spreadsheet. There are step by step directions for the upload process once chosen.

![Watch Lists]

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Messaging Faculty/Staff

Faculty & Staff

Depending on your permissions as a user of the Campus platform, you may have the ability to message faculty, advisors, and staff via email and/or text.

Student’s Profile: In order to easily email the advisors, tutors, professors, etc. associated with a specific student then navigate to the student’s profile through either the Quick Search or Advanced Search. Scrolling down on the Overview tab there will be a box on the lower right side titled Your Success Team. In this section will be listed any faculty, advisors, and staff who are assigned to this student, from here a user can click on the envelope beneath someone’s name to initiate a message to that person’s institution email address.

Another easy way to email a student’s professors is by navigating to the Class Info tab on their profile. Select the boxes next to the courses for which you wish to email the professor, then navigate to the Actions dropdown and select Send Message to Professor.

Search Results: If you are interested in sending a message to a faculty or staff member but do not know their association with a specific student then navigate to the Search. Change the Type of User from students to either the specific type of user or All Users if you are unsure what category the person would fall under. In the Keyword field search by a first or last name or email address to find the individuals you wish to message. Once the search results generate then you can select the box beside the name(s) and navigate to the Actions dropdown. From the list of Actions, choose Send Message.
Progress Reports

Responding to a Progress Report Campaign

As a faculty member you will receive an email during the term prompting you to provide feedback on students in your courses. The email will be similar to the below:

By clicking on the link within this email you will be taken to a web page that displays the courses you teach and the class roster for those courses. You will be asked to report on whether the students are at risk to fail your course and why; you are able to provide as many reasons as apply. You are then able to provide optional information on the absences and grades of the student as well as share any additional context.

Only those students for whom you are concerned about need to be marked, the un-marked students can be submitted as not at-risk in the course by clicking the blue button at the bottom of the screen once finished.
# Student Feedback

**Professor Lynch:**
You have been asked to fill out progress report for students in the following class. Update each student based on your best knowledge of their performance at this point in the term.

### ACC 225 6 INTRO TO FINANCIAL ACCT

<table>
<thead>
<tr>
<th>Student Name</th>
<th>At Risk to Fail Your Class?</th>
<th>Alert Reasons (You must choose at least one if the student is at risk)</th>
<th>Absences</th>
<th>Notes</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angel, Inc</td>
<td>Yes</td>
<td>Alert Reasons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Big, Sharon</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly, Chris</td>
<td>No</td>
<td>Alert Reasons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Megan, Ray</td>
<td>Yes</td>
<td>Alert Reasons</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit only marked students (but I'm not done)

The button will submit students you have marked as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can reuse the link in the progress report email at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not at Risk (I'm all done)

This is your “I'm all done” button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at risk. For example, if there are two students in your course and only one of them is at risk, you don't have to mark them all. You can mark the two at risk students and then use this button to mark the remaining students as not at risk, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.
Submitting Ad-Hoc Progress Reports

As a faculty member you have the option to provide progress report feedback on an ad-hoc basis.

From the Professor Home, click the Progress Reports link beside the course for which you wish to submit a progress report.

The Progress Reports page will then show any previously submitted reports for the students in the course. Beneath this section is the ability to create a new progress report for multiple or individual students. Select the box beside the student’s name and under the Actions dropdown, choose create a New Progress Report.

The Progress Report will need to be completed in a dialogue box that will appear. The requirements on the form will be the same as those seen on the campaign feedback form. As an institution there can be some customizations made to the fields displayed in this form.
Viewing Alerts & Cases on a Student Profile

**Student Profile:** If you have the ability to view the student, the History tab, the Cases on the History tab, and are assigned to manage Cases then you will be able to view any case management from the specific student’s page. Filter the History Tab by Cases to easily view the open cases for the student. By clicking Manage Case the same dialogue box above will appear.

### Cases For Tahirah

<table>
<thead>
<tr>
<th>DATE OPENED</th>
<th>REASONS</th>
<th>ISSUED BY</th>
<th>ASSIGNED TO</th>
<th>Manage Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/2016</td>
<td>Needs Tutoring</td>
<td>Tyler Dillman</td>
<td>Rachel Wolfowitz</td>
<td></td>
</tr>
</tbody>
</table>