

Creating a New Student List and Adding Students

1 Log into Navigate <https://uhcl-campus.eab.com>

UNIVERSITY OF HOUSTON-CLEAR LAKE

NAVIGATE







Staff Home

Students

Appointments

My Availability

Appointment Queues

Appointment Requests

Assigned Students

List Type: Assigned Students Term: Spring 2024 (Default T... Relationship Type: All Relationship Typ

Actions

☐

NAME

ID

STUDENT LIST

CUMULATIVE GPA

PREDICTED SUPPORT

2 Click "Lists & Saved Items"

List Type: Assigned Students Term: Spring 2024 (Default T... Relationship Type: All Relationship Typ

Actions ▾

☐	NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT
No matching records found					

Previous Next

3 Click "New Student List"

the list of students will remain the same. Use Student Lists to track information about a group of

New Student List

ANALYTICS?	# OF ACTIVE STUDENTS
	5839
	2
	0
	16

4 Enter a name for your list

UNIVERSITY OF HOUSTON CLEAR CARE

NAVIGATE   

Adding New Student List

Name of Student List

Sp24 Undergrads

☐ Do not show this list in analytics dashboards?

Save Student List

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5 Click "Save Student List"

Adding New Student List

Name of Student List

Sp24 Undergrads

☐ Do not show this list in analytics dashboards?

Save Student List

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6 Click your list name



My Saved Items

Student Lists

Student Lists are static lists of students by student ID. Even as student information changes, the list of students will remain the same.

Actions ▾		
☐	NAME	VIEWABLE IN ANALYTICS?
☐	Sp24 Undergrads	Yes
☐	sp24 UG	Yes
☐	fall 23 appt students	Yes
☐	anthro majors sp24	Yes
☐	ACCT 2301_FA23	Yes
☐	2220 TSO JAN6	Yes

7 Method 1: Click "Add Student..."

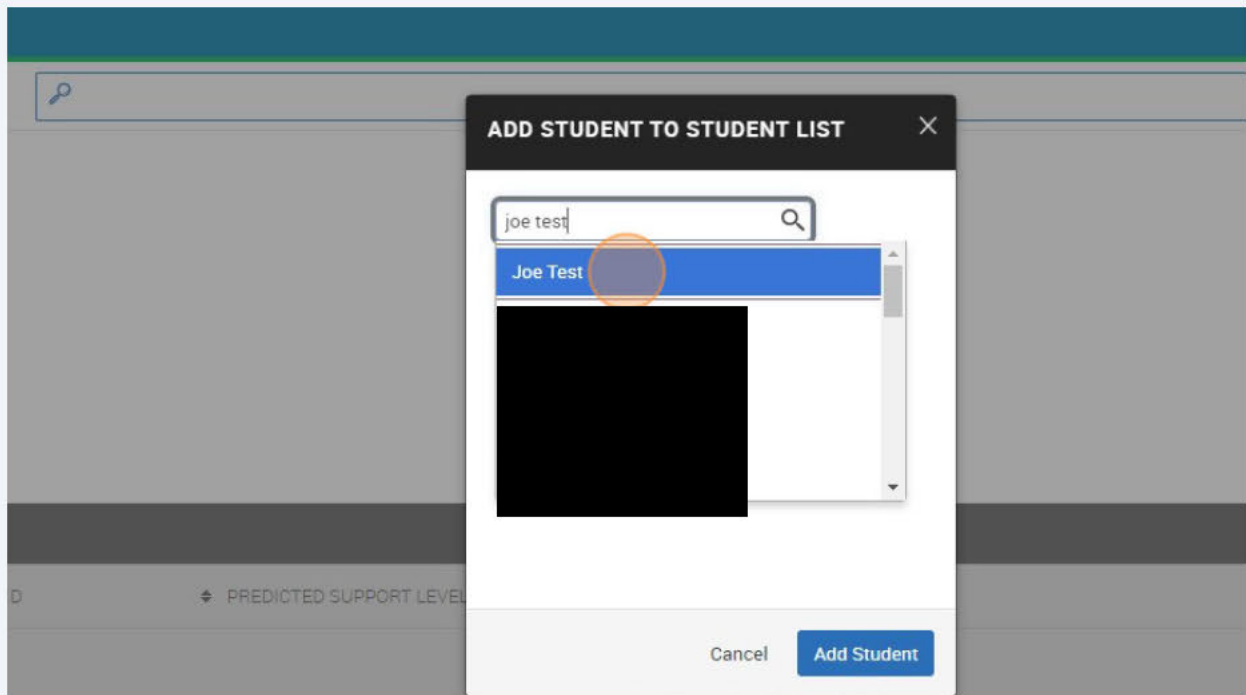


Add Student...

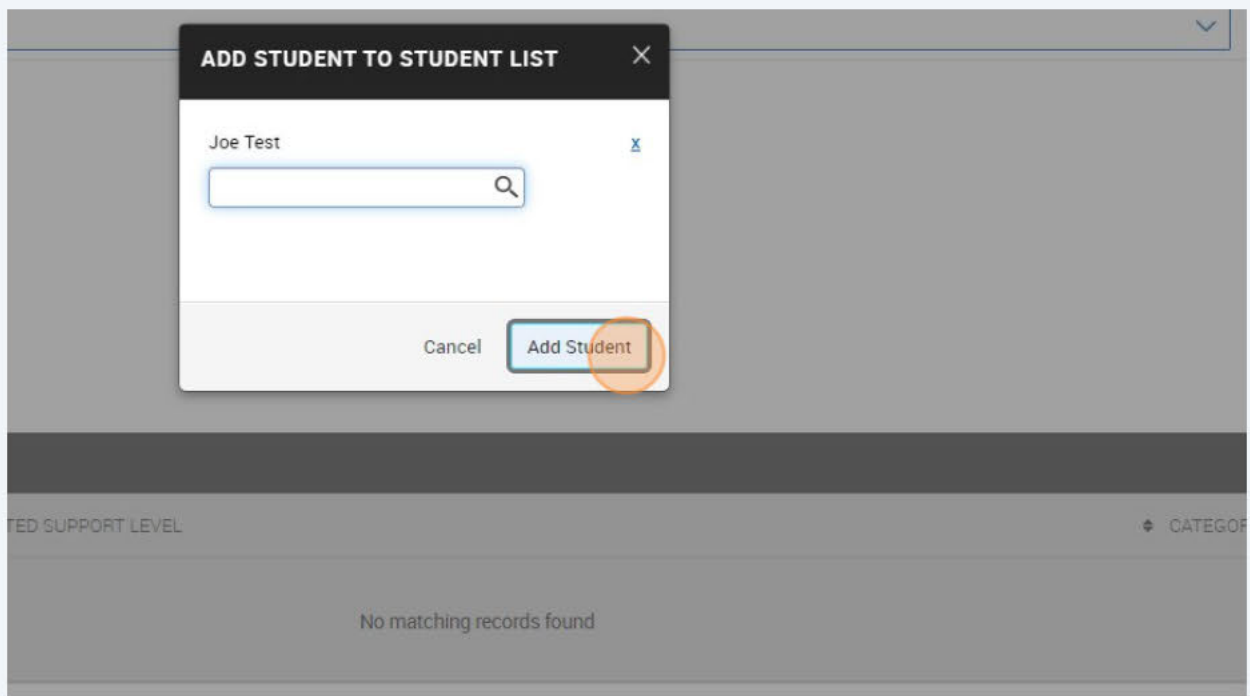
CATEGORY

0 total results

- 8 Enter a student's name or 7-digit ID to add them to your list

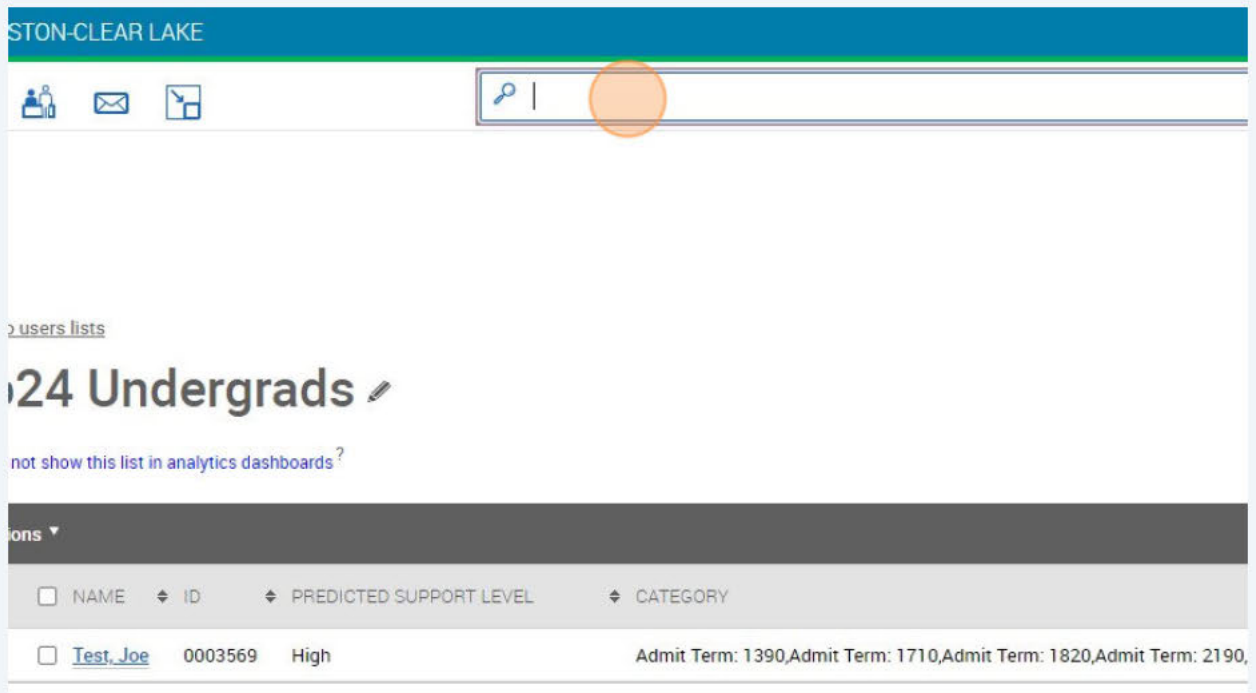


- 9 Click "Add Student"



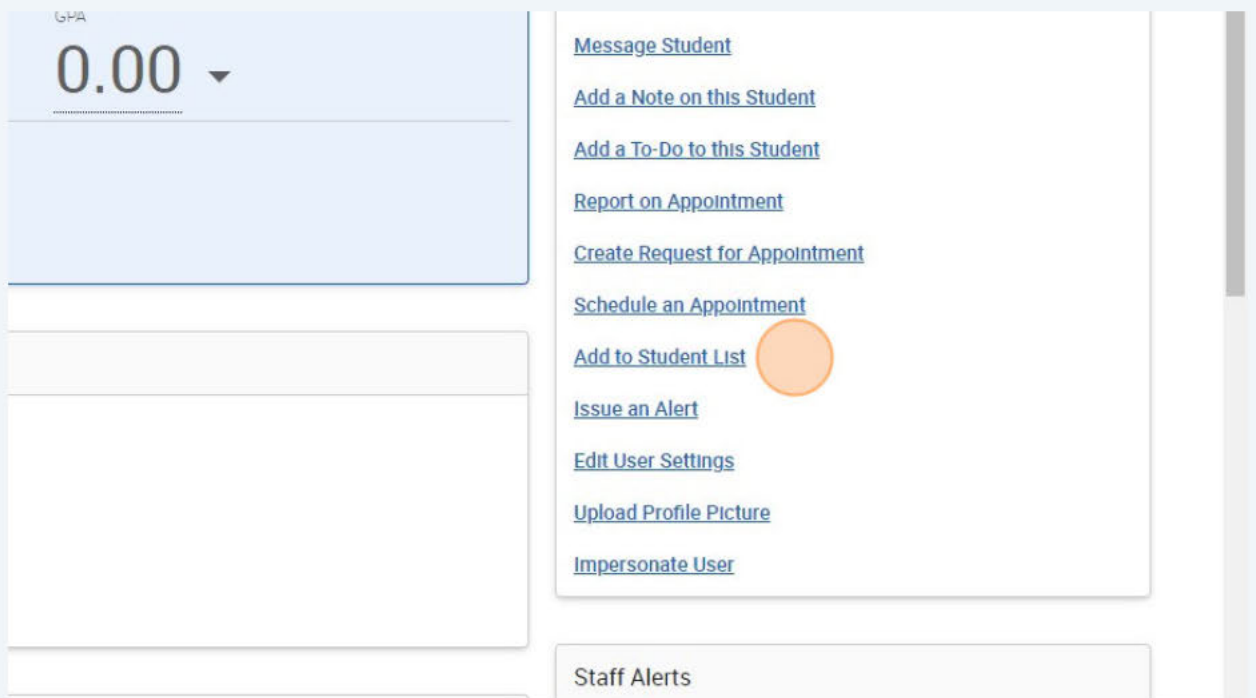
10

Method 2: Type student's name or ID in "quick search" bar

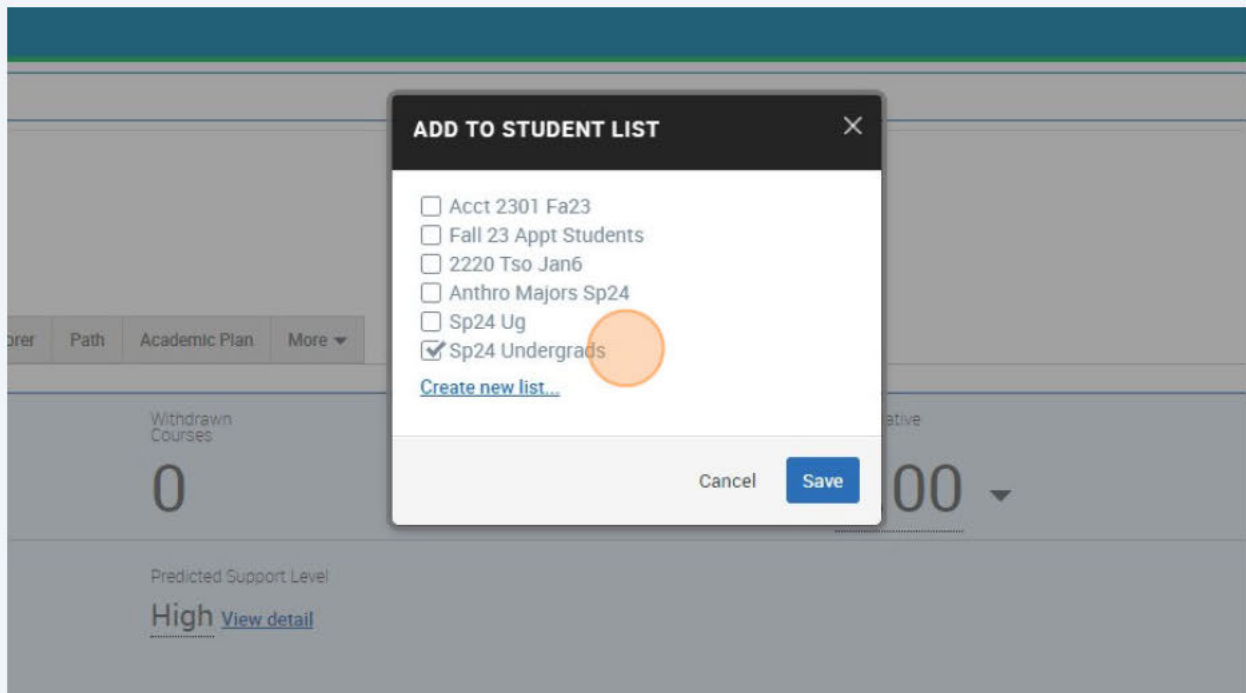


11

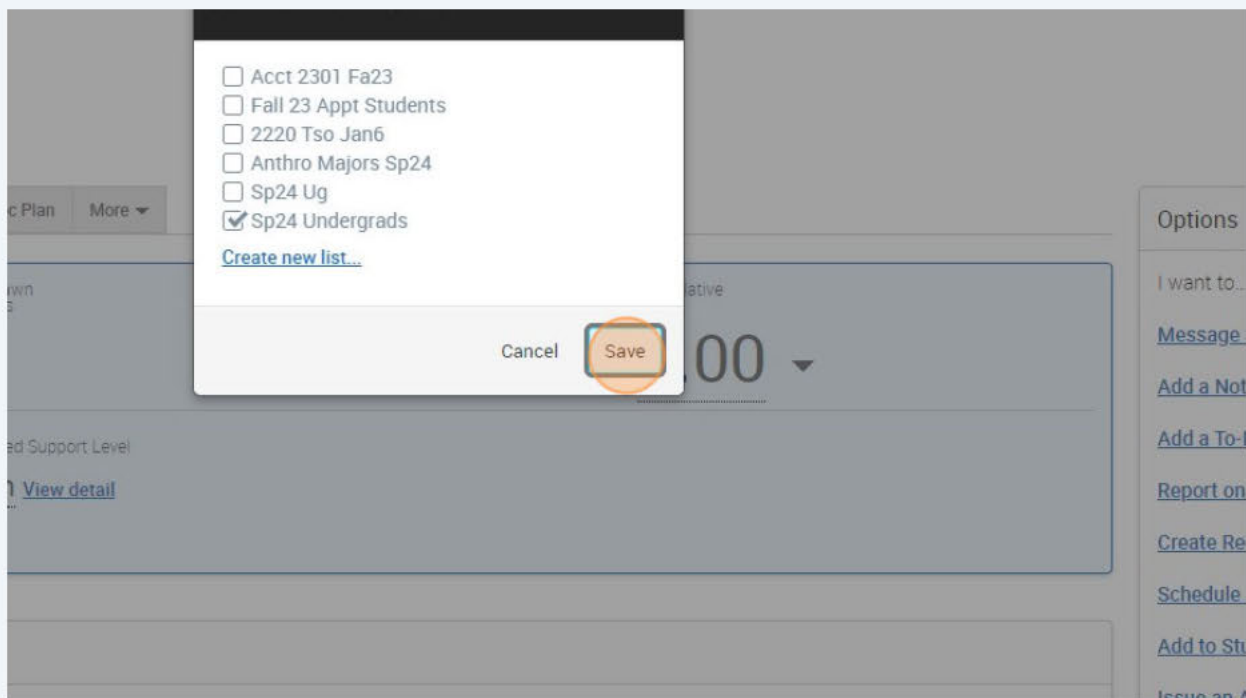
Once in student profile, Click "Add to Student List" under "Options" on the right side of the page



12 Select the list you want to add them to



13 Click "Save"



14 Method 3: Click "Advanced Search"

The screenshot shows a student profile page. On the left is a vertical sidebar with icons for home, calendar, mail, folder, magnifying glass, pin, and settings. The main content area has a light blue header with the following statistics:

Course Grade D/F	Repeated Courses	Withdrawn Courses
0	2	0

Total Credits Earned	Credit Completion % at this Institution	Predicted Support Level
12.00	%	High View detail

Below the header is a section titled "Overview" containing student information:

Chemistry BA Bachelor of Arts College of Sci & Engineering	Student ID 0003569
Major History ▾	Classification Freshman
	Most Recent Enrollment None

An orange circle highlights the magnifying glass icon in the sidebar, with a tooltip box next to it containing the text "Advanced Search".

15 Enter student name, 7-digit ID (can enter multiple IDs at a time), or run a search for your desired criteria

The screenshot shows a "Search" page. The sidebar is identical to the previous screenshot. The main content area has a large "Search" heading. Below it is a "New Search" section with a dark grey header containing "Saved Searches ▾".

The search form has two main input areas:

- Keywords (First Name, Last Name, E-mail, Student ID) ?**: A text input field containing "joe test".
- Type?**: A dropdown menu with "Students" selected.

Below the form are three expandable sections:

- Student Information**: First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List
- Enrollment History**: Enrollment Terms
- Area of Study**: College/School, Degree, Concentration, Major

An orange circle highlights the question mark icon next to the "Keywords" label.

16 Click "Search"

The screenshot shows the EAB interface with a sidebar on the left containing icons for search, list, chart, chat, and settings. The main content area has a header 'Course Data' with subtext 'Course, Section, Status'. Below this are sections for 'Assigned To', 'Academic Plan' (with subtext 'Planned Terms, Plan Warnings?'), 'Polls' (with subtext 'Questions, Choices?'), and 'Success Indicators' (with subtext 'Predicted Support Level, Success Markers'). At the bottom of the main area is a 'Search' button, which is circled in orange. To the right of the button are two checkboxes: 'Include Inactive' and 'My Students Only'. The footer contains the EAB logo, a navigation arrow, and links for 'Privacy Policy', 'Legal Disclaimer', 'Terms of Use', and 'Download Acrobat Reader', followed by the copyright notice '© 2024 EAB. All Rights Reserved. Release Version: 24.1.1.2'.

Course Data Course, Section, Status

Assigned To

Academic Plan Planned Terms, Plan Warnings?

Polls Questions, Choices?

Success Indicators Predicted Support Level, Success Markers

Search ☐ Include Inactive ☐ My Students Only

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17 Once in your results, select the students you want to add to your list

The screenshot shows the EAB interface with a sidebar on the left containing icons for search, list, chart, chat, and settings. The main content area displays a table of student results. The table has a header row with columns: NAME, FIRST NAME, LAST NAME, STUDENT ID, STUDENT ALTERNATE ID, STUDENT LIST, and CUMULA. The first row of data is redacted with a black box. The second row of data is highlighted in light blue and has a checkbox circled in orange. The table is followed by a pagination bar with 'Previous', '1', and 'Next' buttons.

	NAME	FIRST NAME	LAST NAME	STUDENT ID	STUDENT ALTERNATE ID	STUDENT LIST	CUMULA
17.	☐	[Redacted]					
18.	☒	Test, Joe	Joe	Test	0003569	Sp24 Undergrads	0.00

[Previous](#) **1** [Next](#)

18 Click "Actions"

Unsaved Student Search [Save](#)

Keywords: joe test x

[Search](#) [Modify Search](#)

Actions ▾

☐	NAME	FIRST NAME	LAST NAME	STUDENT ID	STUDENT ALTERNATE ID	STUDENT LIST	CUMULA
17. ☐							

19 Click "Add to Student List"

Send a Message to Student

Create Ad hoc Appointment Summary

Create an Appointment Campaign

Create a Survey Campaign

1 Schedule Appointment

Tag

Note

Mass Print

1 Issue Alert

Add to Student List

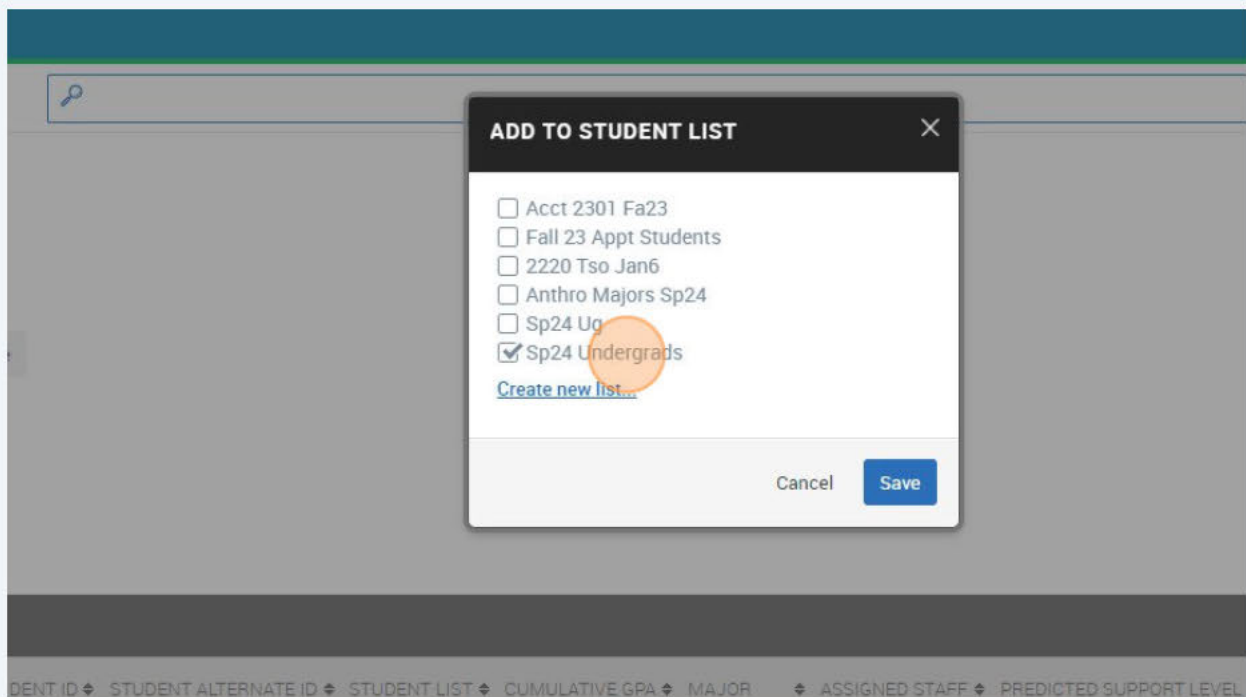
Add To-Do

Show/Hide Columns

Export Results

	NAME	STUDENT ID	STUDENT ALTERNATE ID	STUDENT LIST	CUMULA
1	a	2381531			
1		0003569		Sp24 Undergrads	0.00

20 Select your list



21 Click "Save"

