EAB Campus Student Success Collaborative



The choice is clear.

UHCL

How to create an Appointment Campaign. (You will want to determine time frame of campaign and write content of communication prior to starting this process.)

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		EAB Campus Student Success Collaborative	UHCL	The choice is clear.
6.	Click: Drop down arrows To ensure you on	s to narrow search: Ily return list of students assigned to you	, click box My Students Only	
	• Note: Category (located	in Student Information drop-down): stu	dents can be filtered to find pr	obation students etc.
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7.	Click: Modify Search (If a Select: ALL or Individual Click: Continue Button Add Students To Campaign Invite All My Assigned Students Advanced Search	needed to narrow list or adjust list of stu students	dents.)	
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	EAB Campus Student Success Collaborative	The choice is clear.
8.	Review Students in Campaign Click: Add More Students (if you are missing any student) Click: Continue (once you have a complete list of students for campaign)	Ent 2008 •
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The choice **EAB** Campus is clear. Student Success Collaborative 11. **Student View of email** Click: Continue Preview Email Preview Landing Page Andrew, Schedule An Advising Appointment Ś Please Schedule Your Advising Appointment. Snapshot of what the email the Hello Andrew: student receives will look like. Thank you! < Back Save and Exit 12. Review details of your campaign prior to clicking send Click: View on Email Preview to see email being sent. Click: View all on Invities to see list of students receiving email. Click: Included organizers on View All to view senders. When you are ready, click send to issue the email to students on the list. Gampus Student Success Collaborative* Fall 2018 î University of Houston Clear Lake \geq 蔮 ~ Spring 2019 Registration × Q Confirm & Send \$ Care Unit: Advising Start Date: 11/05/2018 End Date: 11/15/2018 Location: Freshman & Sophomore Advising (Bayou 1408) Appt Length: 30 minutes Slots Per Time: 1 Service: Mandatory Advising Program requirement Appt Limit: 1 Subject Spring 2019 Registration Advising Invitees: View All (16) Email Preview View < Back Send Campus 🔤 📹 🗔 ~ Q 13. î University of Houston Clear Lake \geq 蔮 ~ All Campaigns
→ Spring 2019 Registration × Q Done Congratulations! What would you like to do now? Spring 2019 Registration has been created and invitations will be sent out short View Appointment Campaign Informa Create Another Campaign Go Ho DONE Updated M.Ramos 01/27/2020 Updated. 11/12/2019

EAB Campus Student Success Collaborative

