Navigate Student Success Collaborative

How to write a note anytime about a student to document emails, calls or need-to-know items for other advisors or other UHCL stakeholders. (*Not for appointment documentation.*) It is like a sticky note!

The choice is clear.

UHCL

Steps	Descriptions							
1.	Enter your UHCL user ID/user name and password to login to EAB. <u>https://uhcl.campus.eab.com</u>							
2.	Click: Spy Glass (located on the upper right hand side of screen) and type of in student's name or ID# Then click on student's name.							
	Campu Student Succe	Campus Sudent Success Collaborative 🔤 😰 🕬 🗖						Fall 2018 • • • • • • • • • • • • • • • • • • •
	↑≤	Staff Home 🔻	New					~
	±	Students Upcoming Appointments	My Availability Appointment Que	ues Appointment Requests				Quick Links
	A N	My Assigned Students for Fall 2018 👻						Take me to
	*	Actions -						Schedule a General Event Record Class Attendance
	Q	ALL STUDENT NA	ME 🔻 ID	WATCH LIST 🔶 CU	MULATIVE GPA	PREDICTED RISK LEVEL	\$	Manage Assignments
		1			3.40	Unknown	<u> </u>	School Information
		□ 2 · · · · · · · · · · · · · · · · · ·			3.13	Unknown		Download Center for Reports
		4	1956 -			Unknown		Campaigns Appointment Campaigns
		5				Unknown		
		6 / / /	-		2.62	Unknown		
	*	8			4.00	Unknown		Tou nave no upcoming appointments.
		Previous 1 2 3	4 Next			32	25 total results	
3.	Click: Ad	d a Note on th	nis Student lin	k				
		GATE 🖴 🖹 🖷						Spring 2019 🔹 Q 😕 🔘 🗸
	^	1						~
	İ	Overview Success Progress H	History Class Info Major Explor	er Path Academic Plan M			Staff Alerts 🧕	
	~	Course Grade	Repeated	Withdrawn	Missed	Cumulative		I want to
	, ser	5 -	2 –	6 -		0.00 -		Message Student
	Q		2	Ŭ	0			Add a Reminder to this Student
		Total Credits Earned	Credit Completion % at this Institution	Predicted Risk Level				Report on Appointment
		43.00	<u>%</u>					Create Request for Appointment
		History BA wit	h 7-12 Hist Cert	STUDENT ID				Schedule an Appointment Add to Watch List
	5	Bachelor of Arts College of Human Sci & Hum						Issue an Alert
		Major History 🔻		Sophomore				Edit User Settings
				MOST RECENT ENROLLMENT Spring 2019				Impersonate User

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Enter: Information in text box

Under Relations Enter: **Note Reason (click box and dropdown will appear)** Under Visibility Check box/option: **Who can see the note in EAB.**

Note: If you are copying and pasting your note, you will need to copy using key board (Ctrl + C) and paste (Ctrl + V).

The choice is clear.

