

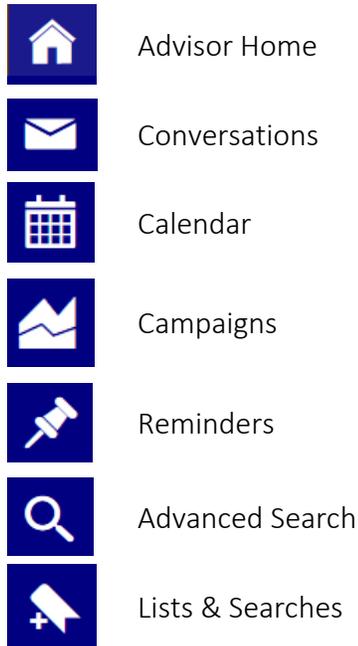
EAB Campus Training

Campus Login

- Today's login URL: <https://rmu.campus-training2.eab.com> (this is the TEST site)
- RMU username and RMU Password

Layout

Left Navigation Buttons:

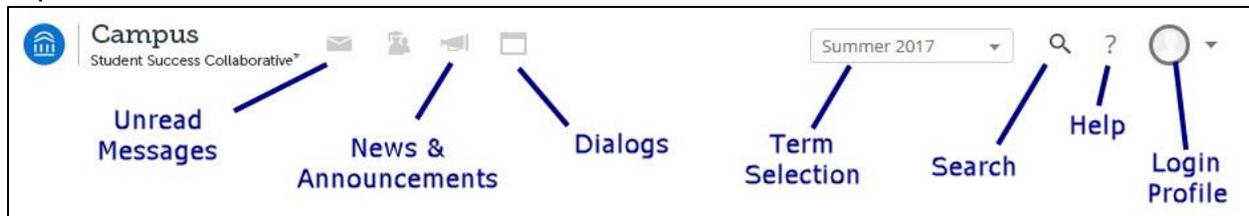


Right Panel:

*The information in this panel will change once a student is selected to show support resources and actions to take to support the student during a session.

- Quick Links
- Reminders
- Upcoming Appointments

Top Notifications Panel:



Advisor Home

- “My Assigned Students for _____” in the current term they will be listed in alphabetical order.
- The term that appears can be adjusted to show students in all terms by selecting the drop down arrow and choosing “My assigned students in all terms”

Students Tab > Actions Panel

*The actions panel can be used to complete one of the following actions for **multiple** students.

- **Send Message:**
 1. Choose a student(s) from the home screen (or all)
 2. Actions > Send Message -- this will send an email to all students

3. Anything you write here, students will see this as only being sent to them (even if you are sending to multiple)
 4. Sending a message from here will go to your “Conversations” tab. If a student replies, you will get a message to your RMU Gmail account **and** to the conversations tab.
 5. You may have the ability to send a SMS text message in the future by clicking “Send Text” tab- will send a text message to student. If a cell phone isn’t on record or land line is on record the message will automatically re-route to an email message.
 - In conversations tab you will see if the message was sent via text message or email
 - Email does not auto paste in signature- paste in manually
 - ** All of these functions may not be available to you
- **Advising Appointment Report** – Use this to document an advising appointment with students. To create this report with multiple students, first select the student names then select Actions> Advising Appointment Report.
 - **Appointment Campaign**
 - This function gives you the ability to reach out to a cohort of students at one time for a specific period of time.
 - This works well for Registration.
 - **Schedule Advising Appointment**
 - Allows you to make an advising appointment with a student that is assigned to you or setup an advising appointment with a different advisor for a student assigned to you.
 - **Note**
 - Here you have the capability to provide note to yourself about a particular student. You have the option to allow or not allow the student to see this note.
 - This also works well as a communication tool between advisors and professors
 - **Charity** refers to tutoring and study hall services
 - **Watch**
 - Static list based on a set of criteria. This list will **never change** or update.
 - This would be good to use for comparing purposes. *Example:* How many students do I have in the actuarial science program at the end of 2016 vs end of 2017?
 - Results can be exported to Microsoft Excel
 - **Export Results**
 - Results of an advanced search or watch list can be exported to Microsoft Excel
 - By simply choosing Actions > “Export Results” you will get all information available in EAB on the students assigned to you.

Upcoming Appointments Tab

- This tab will show all upcoming advising appointments and any advisor reports.

My Availability Tab

- Setup when you are available for students to meet with you.

Advising Appointment Queues

- Coming soon: The availability to see whether a student has checked in for their advising appointment providing a chronological order of upcoming student appointments.