

# EAB Pathfinder

Step-by-step guide for logging in, setting availability, submitting advising reports and messaging students.

2017-SEPT-21

# Log on to EAB

- [http://sc.edu/about/offices\\_and\\_divisions/advising/index.php](http://sc.edu/about/offices_and_divisions/advising/index.php)
- The link above takes you to the advising homepage where you will see a “make an appointment” box. You can log in to EAB by clicking this
- OR
- Use this link to go straight to the online training and technology access page where you will find the EAB login link.
- [http://sc.edu/about/offices\\_and\\_divisions/advising/advising\\_toolbox/online\\_training\\_technology/index.php](http://sc.edu/about/offices_and_divisions/advising/advising_toolbox/online_training_technology/index.php)



### UofSC Central Authentication Service (CAS)

Login Help Topics Multifactor



UofSC: OneCarolina: CASP: Educational Advisory Board (EAB): Web Application.

Please enter one of the three supported credentials:

Network Username/VIP ID:

**Network Username** is assigned by the university and is based on your name. It may consist of letters and/or numbers in combination. It is the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

Password:

**VIP ID** is an eight digit number. Current faculty, staff, and students can find their VIP ID [here](#). Pre-admitted students will find their VIP ID in their acceptance letter.

**LOGIN**

**CLEAR**

**Blackboard Auxiliary ID** allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.

# EAB Home Page and Setting Availability

The following will show you how to set your availability in EAB.



# Advisor Home

- Students
- Upcoming Appointments
- My Availability
- Advising Appointment Queues

This is what the homepage looks like; click on the "my availability tab"



### Actions

I want to...

- [Issue an Alert](#)

### Quick Links

Take me to...

- [Schedule General Event](#)
- [Manage Assignments](#)
- [School Information](#)
- [Download Center for Reports](#)
- Campaigns...
- [Appointment Campaigns](#)

### Upcoming Appointments

You have no upcoming appointments.

## My Assigned Students For Fall 2017

Actions	STUDENT NAME	ID	WATCH LIST	CUM. GPA	PREDICTED RISK LEVEL
<input type="checkbox"/>	1 Beatty, Andrew	U31241632		2.58	Low
<input type="checkbox"/>	2 Bicker, Rachel	T08103335		3.16	Low
<input type="checkbox"/>	3 Brown, Christian	G48199591		3.83	Low
<input type="checkbox"/>	4 Kidd Burgess, Christina	A15780026		2.77	High
<input type="checkbox"/>	5 Burrell, Allison	J48998823		4.00	Low
<input type="checkbox"/>	6 Cantor, Alejandro	F58377402		2.79	Moderate
<input type="checkbox"/>	7 Carpenter, Heidi	C63720615		4.00	Low
<input type="checkbox"/>	8 Dyches, Mary	X63105959		3.43	Low

Navigation: Previous | 1 | Next

## Advisor Reporting

- Recent Advising Appointment
- Recent Reports You Created

## Recent Advising Appointment

# Advisor Home

Now we are going to edit appointment constraints; click here

Students Upcoming Appointments **My Availability** Advising Appointment Queues

[Edit Appointment Constraints](#)

## Times Available

Actions

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT
No available times have been listed. To add a time, click the "Add Time" button.					

## Advisor Reporting

Recent Advising Appointment Recent Reports You Created

### Recent Advising Appointment

Actions Show Cancelled

	DATE	REASON	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
You have not had any recent Advising Appointment for Fall 2017.							



### Actions

I want to...

[Issue an Alert](#)

### Quick Links

Take me to...

- [Schedule General Event](#)
- [Manage Assignments](#)
- [School Information](#)
- [Download Center for Reports](#)
- Campaigns...
- [Appointment Campaigns](#)

### Upcoming Appointments

You have no upcoming appointments.



## Advisor Home

Students | Upcoming Appointments | My Availability | Advising Appointment Queues

### Student Appointment Constraints

Hours in advance:?

24

Default Appointment Length:?

30 min

Require available times for students?

Update Constraints

[Hide Constraints](#)

Set the default length of an appointment and set the minimum 'time in advance' a student can make an appointment; then click update constraints.

### Actions

I want to...

[Issue an Alert](#)

### Quick Links

Take me to...

[Schedule General Event](#)

[Manage Assignments](#)

[School Information](#)

[Download Center for Reports](#)

Campaigns...

[Appointment Campaigns](#)

### Upcoming Appointments

You have no upcoming appointments.

### Times Available

Actions

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT
No available times have been listed. To add a time, click the "Add Time" button.					

### Advisor Reporting

Recent Advising Appointment | Recent Reports You Created

### Recent Advising Appointment

Your account has been updated.

# Advisor Home

Now hide constraints



Students Upcoming Appointments My Availability Advising Appointment Queues

## Student Appointment Constraints

Hours in advance?: 24

Default Appointment Length?: 30 min

Require available times for students?

[Update Constraints](#)

[Hide Constraints](#)

### Actions

I want to...

[Issue an Alert](#)

### Quick Links

Take me to...

- [Schedule General Event](#)
- [Manage Assignments](#)
- [School Information](#)
- [Download Center for Reports](#)
- [Campaigns...](#)
- [Appointment Campaigns](#)

### Upcoming Appointments

You have no upcoming appointments.

## Times Available

Actions

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT
No available times have been listed. To add a time, click the "Add Time" button.					

## Advisor Reporting

Recent Advising Appointment Recent Reports You Created

## Recent Advising Appointment





# Advisor Home

Now set up your available time. Click the actions button and select "add time".

Students | Upcoming Appointments | My Availability | Advising Appointment Queues

Edit Appointment Constraints

## Times Available

Actions

- Add Time
- Copy Time
- Delete Time

DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT
No available times have been listed. To add a time, click the "Add Time" button.				

### Actions

I want to...

- Issue an Alert

### Quick Links

Take me to...

- Schedule General Event
- Manage Assignments
- School Information
- Download Center for Reports
- Campaigns...
- Appointment Campaigns

### Upcoming Appointments

You have no upcoming appointments.

## Advisor Reporting

Recent Advising Appointment | Recent Reports You Created

### Recent Advising Appointment

Actions | Show Cancelled

DATE	REASON	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
You have not had any recent Advising Appointment for Fall 2017.						

Browser tabs: Convert Select, Academic Advising - Academi..., Academic Advising - Academi..., Home | SSC Campus, Oracle Fusion Middleware For...

URL: https://sc.campus.eab.com/#

Campus Student Success Collaborative

University of South Carolina | Fall 2017

### Advisor Home

Students | Upcoming Appointments | My Availability | Advising Appointment Queues

Edit Appointment Constraints

### Times Available

Actions

SELECT	DAYS OF WEEK	TIMES	DATES
No available times found. To add a time, click the "Add" button.			

### Advisor Reporting

Recent Advising Appointment | Recent Reports You Created

### Recent Advising Appointment

Actions

DATE	REASON	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
You have not had any recent Advising Appointment for Fall 2017.						

#### ADD AVAILABILITY

I'm available on

**Mon** Tue Wed Thu **Fri** Sat Sun

9:00a - 11:00a

for  Drop-ins  Appointments  Campaigns

Fall 2017

Chemistry & Biochemistry Department (GSRC)

Chemistry/Biochem Advising

Details

Cancel Save

Now select the day(s) and time(s) you are available; for "appointments". Select the range of dates for the availability, the location, and the advising type. In details block add your office number and any information for your students. Click save. Drop-ins and campaigns are other options instead of appointments and you can explore these if you like.

## Advisor Home

Now select the calendar view



Edit Appointment Constraints

### Times Available

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT	
<input type="radio"/>	Mon, Wed, Fri	9:00a-11:00a	Fall 2017	Chemistry & Biochemistry Department (GSRC)	Chemistry/Biochem Advising For Appointments	<a href="#">Edit</a>

### Advisor Reporting

Recent Advising Appointment   Recent Reports You Created

### Recent Advising Appointment

SELECT	DATE	REASON	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
You have not had any recent Advising Appointment for Fall 2017.							

**Actions**

I want to...

[Issue an Alert](#)

**Quick Links**

Take me to...

- [Schedule General Event](#)
- [Manage Assignments](#)
- [School Information](#)
- [Download Center for Reports](#)
- Campaigns...
- [Appointment Campaigns](#)

**Upcoming Appointments**

You have no upcoming appointments.

20	21	22	23	24	25
	7p Busy	1p Busy	11a Busy 3p Busy	8:30a CHEM-112-021 General Chemistry II 11:40a CHEM-112-022 General Chemistry II 1:15p CHEM-112-024 General Chemistry II 4p Busy 4:25p CHEM-112-021 General Chemistry II 4:25p CHEM-112-022 General Chemistry II 4:25p CHEM-112-023 General Chemistry II 4:25p CHEM-112-024 General Chemistry II 4:25p CHEM-112-025 General Chemistry II 4:25p CHEM-112-026 General Chemistry II 4:25p CHEM-112-027 General Chemistry II 4:25p CHEM-112-028 General Chemistry II 6p CHEM-112-027 General Chemistry II	
27	28	29	30	31	1
	3p Busy	1:15p CHEM-112-023 General Chemistry II 2:50p CHEM-112-025 General Chemistry II 4p Busy 4:25p CHEM-112-021 General Chemistry II 4:25p CHEM-112-022 General Chemistry II 4:25p CHEM-112-023 General Chemistry II 4:25p CHEM-112-024 General Chemistry II 4:25p CHEM-112-025 General Chemistry II 4:25p CHEM-112-026 General Chemistry II 4:25p CHEM-112-027 General Chemistry II 4:25p CHEM-112-028 General Chemistry II 6p CHEM-112-026 General Chemistry II 7:35p CHEM-112-028 General Chemistry II	3p Busy	8:30a CHEM-112-021 General Chemistry II 11:40a CHEM-112-022 General Chemistry II 1:15p CHEM-112-024 General Chemistry II 4p Busy 4:25p CHEM-112-021 General Chemistry II 4:25p CHEM-112-022 General Chemistry II 4:25p CHEM-112-023 General Chemistry II 4:25p CHEM-112-024 General Chemistry II 4:25p CHEM-112-025 General Chemistry II 4:25p CHEM-112-026 General Chemistry II 4:25p CHEM-112-027 General Chemistry II 4:25p CHEM-112-028 General Chemistry II 6p CHEM-112-027 General Chemistry II	8a Busy
3	4	5	6	7	8
	8a Busy	1:15p CHEM-112-023 General Chemistry II 2:50p CHEM-112-025 General Chemistry II 4p Busy 4:25p CHEM-112-021 General Chemistry II 4:25p CHEM-112-022 General Chemistry II 4:25p CHEM-112-023 General Chemistry II 4:25p CHEM-112-024 General Chemistry II 4:25p CHEM-112-025 General Chemistry II 4:25p CHEM-112-026 General Chemistry II 4:25p CHEM-112-027 General Chemistry II 4:25p CHEM-112-028 General Chemistry II 6p CHEM-112-026 General Chemistry II	3p Busy 3:30p Busy	8:30a CHEM-112-021 General Chemistry II 11:40a CHEM-112-022 General Chemistry II 1:15p CHEM-112-024 General Chemistry II 4p Busy 4:25p CHEM-112-021 General Chemistry II 4:25p CHEM-112-022 General Chemistry II 4:25p CHEM-112-023 General Chemistry II 4:25p CHEM-112-024 General Chemistry II 4:25p CHEM-112-025 General Chemistry II 4:25p CHEM-112-026 General Chemistry II 4:25p CHEM-112-027 General Chemistry II 4:25p CHEM-112-028 General Chemistry II	

This shows a month view of your availability. If you teach large lectures with multiple sections they will all show as busy on your calendar. A student can not schedule an appointment during this time (I am working on this flaw). You can sync your google or Microsoft calendar with EAB. Green on the left are my courses. Burgundy is my synced calendar.



# My Calendar

Calendar View | List of Calendar Items | Subscriptions

- Advising Appointment
- Workshop
- Assignment
- General
- Course
- Free Busy
- Cancelled

There is a legend at the top of the calendar.  
 Free Busy loads from your synced calendar.  
 Advising appointments show up as RED.



Print Calendar (PDF) | Add Calendar Event

today | < | day | week | month | >

## September 2017

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
	11am Busy	8:30am Busy	11am Busy	8:30am CHEM-112-021 General Chemistry II	8am Busy	
	Free Busy	Free Busy	Free Busy	Course	Free Busy	
	1pm Busy	10am Busy	12pm Busy	11:40am CHEM-112-022 General Chemistry II	10:30am Chemistry/Biochem Advising	
	Free Busy	Free Busy	Free Busy	Course	Advising Appointment	
	3pm Busy	11:30am Busy	2pm Busy	1:15pm CHEM-112-024 General Chemistry II		
	Free Busy	Free Busy	Free Busy	Course		
		1:15pm CHEM-112-023 General Chemistry II	3pm Busy	4pm Busy		
		Course	Free Busy	Free Busy		
		2:50pm CHEM-112-025 General Chemistry II		4:25pm CHEM-112-021 General Chemistry II		
		Course		Course		
		4pm Busy		4:25pm CHEM-112-022 General Chemistry II		
		Free Busy		Course		
		4:25pm CHEM-112-021 General Chemistry II		4:25pm CHEM-112-023 General Chemistry II		
		Course		Course		
		4:25pm CHEM-112-022 General Chemistry II		4:25pm CHEM-112-024 General Chemistry II		
		Course		Course		
		4:25pm CHEM-112-023 General Chemistry II		4:25pm CHEM-112-025 General Chemistry II		
		Course		Course		
		4:25pm CHEM-112-024 General Chemistry II		4:25pm CHEM-112-026 General Chemistry II		
		Course		Course		
		4:25pm CHEM-112-025 General Chemistry II		4:25pm CHEM-112-027 General Chemistry II		

# Submitting an Advising Appointment Report

The following will show you how to set submit a report.

<input type="checkbox"/>	1	Beatty, Andrew	U31241632	2.58	Low
<input type="checkbox"/>	2	Bicker, Rachel	T08103335	3.16	Low
<input type="checkbox"/>	3	Brown, Christian	G48199591	3.83	Low
<input type="checkbox"/>	4	Kidd Burgess, Christina	A15780026	2.77	High
<input type="checkbox"/>	5	Burrell, Allison	J48998823	4.00	Low
<input type="checkbox"/>	6	Cantor, Alejandro	F58377402	2.79	Moderate
<input type="checkbox"/>	7	Carpenter, Heidi	C63720615	4.00	Low
<input type="checkbox"/>	8	Corby, Ryan	V27914153	2.38	High

Previous 1 Next

31 total results

Take me to...

- Schedule General Event
- Manage Assignments
- School Information
- Download Center for Reports
- Campaigns...
- Appointment Campaigns

Upcoming Appointments

You have no upcoming appointments.

## Advisor Reporting

Recent Advising Appointment Recent Reports You Created

### Recent Advising Appointment

Actions							Show Cancelled
<input type="checkbox"/>	DATE	REASON	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
<input type="checkbox"/>	1/1 09/01/2017 10:30a - 11:00a	Chemistry/Biochem Advising	Heidi Carpenter: YOU ROCK AND I AM SO GLAD YOU'RE MY SI PROFES...	Carpenter, Heidi	30 min	Report Details	Details

Once an advising appointment has started the student will show in the "Recent Advising Appointment" block at the bottom of the home screen; select the box next to the students name.

ID	Name	UIN	Score	Level
1	Beatty, Andrew	U31241632	2.58	Low
2	Bicker, Rachel	T08103335	3.16	Low
3	Brown, Christian	G48199591	3.83	Low
4	Kidd Burgess, Christina	A15780026	2.77	High
5	Burrell, Allison	J48998823	4.00	Low
6	Cantor, Alejandro	F58377402	2.79	Moderate
7	Carpenter, Heidi	C63720615	4.00	Low
8	Corby, Ryan	V27914153	2.38	High

Previous 1 Next 31 total results

- Take me to...
- Schedule General Event
- Manage Assignments
- School Information
- Download Center for Reports
- Campaigns...
- Appointment Campaigns

Upcoming Appointments  
You have no upcoming appointments.

Now select the drop-down menu under actions

## Advisor Reporting

Recent Advising Appointment | Recent Reports You Created

### Recent Advising Appointment

Actions	DATE	REASON	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
<input checked="" type="checkbox"/>	09/01/2017 10:30a - 11:00a	Chemistry/Biochem Advising	Heidi Carpenter: YOU ROCK AND I AM SO GLAD YOU'RE MY SI PROFES...	Carpenter, Heidi	30 min	<input checked="" type="checkbox"/>	<a href="#">Report Details</a> <a href="#">Details</a>



1	Beatty, Andrew	U31241632	2.58	Low
2	Bicker, Rachel	T08103335	3.16	Low
3	Brown, Christian	G48199591	3.83	Low
4	Kidd Burgess, Christina	A15780026	2.77	High
5	Burrell, Allison	J48998823	4.00	Low
6	Cantor, Alejandro	F58377402	2.79	Moderate
7	Carpenter, Heidi	C63720615	4.00	Low
8	Corby, Ryan	V27914153	2.38	High

Previous 1 Next 31 total results

- Take me to...
- Schedule General Event
- Manage Assignments
- School Information
- Download Center for Reports
- Campaigns...
- Appointment Campaigns

Upcoming Appointments

You have no upcoming appointments.

Now select add advising appointment report

## Advisor Reporting

Recent Advising Appointment Recent Reports You Created

### Recent Advising Appointment

Actions	REASON	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
<ul style="list-style-type: none"><li>Add Advising Appointment Report</li><li>Issue Alert</li><li>Mark No-Show</li></ul>	Chemistry/Biochem Advising	Heidi Carpenter: YOU ROCK AND I AM SO GLAD YOU'RE MY SI PROFES...	Carpenter, Heidi	30 min	Report Details	Details

Campus Student Success Collaborative

Advisor Reporting

Recent Advising Appointment

Actions	DATE	REASON
<input checked="" type="checkbox"/>	09/01/2017 10:30a - 11:00a	Chemis

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### ADVISOR REPORT FOR HEIDI CARPENTER

**Appointment Details**

**Appointment:** 09/01/2017 10:30a-11:00a - Chemistry/Biochem

**Reason:** Chemistry/Biochem Advising

**Meeting Type:** In Person

**Course:**

**Date of visit:** 09/01/2017

**Location:** Chemistry & Biochemistry Department (GSRC)

**Attendees**

Leslie Lovelace  
Advisor, Professor

**Attended**

Arrived: 10:30 AM Departed: 11:00 AM

Heidi Carpenter - C63720615  
Senior  
Blochem and Molecular Biology

**Attended**

Arrived: 10:30 AM Departed: 11:00 AM

**Suggested Followup**

This will be saved on the report as a suggestion. No appointment will be created.

Date: Time:

**Delete**

**Appointment Summary**

SI meeting

The only thing I am asking that you do is type "clear" in this box and then save this report

**Attachments**

**Attach File**

Choose File No file chosen

**Privacy**

This report is hidden from student view.

**Report Information**

Created By: Leslie Lovelace (Advisor) on 09/14/2017 09:59 AM

**Save this Report**

# The Advising Report is Important

- This tells us that the student was advised and can be cleared for registration purposes.
- After typing “Clear”, you may add any notes that you see as important. For now we are only requiring that you use EAB for scheduling and giving us the ok to “Clear” the student. We will be using other functions of EAB in the future. Remember, the student can not see these notes. You still need to add notes about courses to Degree Works.
- There is an option to add a note that students can see. For my advising appointments I am currently copying the notes from degreeworks and adding a note in EAB so my advisees can see the courses in both places (see next slide for details).

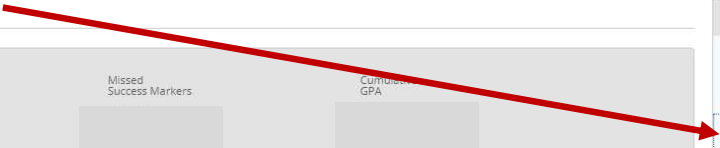


# Heidi Carpenter

- Overview
- Success Progress
- Reports / Notes
- Class Info
- Major Explorer
- More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	0	0		
Total Credits Earned	Credit Completion % at this Institution			
138.00	100%			

Adding a note that the student can see select the students name and then select here



- ### Current Alerts 0
- I want to...
  - Message Student
  - Add a Note on this Student
  - Add a Reminder to this Student
  - Report On Advising Appointment
  - Schedule an Appointment
  - Add to Watch List
  - Issue an Alert

## Biochem and Molecular Biology

Bachelor of Science  
with a concentration in No Concentration  
College of Arts and Sciences

CLASSIFICATION  
Senior  
  
MOST RECENT ENROLLMENT  
Fall 2017

Advisors: Leslie Lovelace Workshops

Categories: Columbia First Time Freshmen, Columbia Phi Beta Kappa, Entry Term Fall 2014, Honors College, LIBR 101 Eligible



Student Info

Student View

# Heidi Carpenter

Overview Success Progress Reports / Notes Class Info Major Explo

Course Grade D/F	0	Repeated Courses	0
Total Credits Earned	138.00	Credit Completion % at this Institution	100%

**Biochem and Molecular Biology**  
Bachelor of Science with a concentration in No Concentration College of Arts and Sciences

### ADD A NOTE TO HEIDI CARPENTER

Note (Required)

**To make the note visible to the student you must select their name here and save note**

**If you also select printed student report, the notes can be included in any future reports (I also select this option).**

Attach File Choose File No file chosen

**Note Subject**  
Heidi Carpenter - C63720615  
Senior  
Biochem and Molecular

**Relations**  
Note Reason  
Note URL

**Visibility**  
 Leslie Lovelace Only?  
 Heidi Carpenter?  
 Printed Student Report

Save Note Cancel

Advisors  
Leslie Lovelace

Categories  
Columbia First Time Freshmen, Columbia Phi Beta Kappa, Entry Term Fall 2014, Honors College, LIBR 101 Eligible

Current Alerts 0

I want to...  
Message Student  
Add a Note on this Student  
Add a Reminder to this Student  
Report On Advising Appointment  
Schedule an Appointment  
Add to Watch List  
Issue an Alert

Student Info  
Student View

# Sending an Message in EAB

Student will see the message in their email and if they respond it will go to your email.



## Advisor Home

Students Upcoming Appointments My Availability Advising Appointment Queues

### My Assigned Students For Fall 2017

Actions

<input checked="" type="checkbox"/> ALL	STUDENT NAME	ID	WATCH LIST	CUM. GPA	PREDICTED RISK LEVEL
<input checked="" type="checkbox"/>	1 Beatty, Andrew	U31241632		2.58	Low
<input checked="" type="checkbox"/>	2 Bicker, Rachel	T08103335		3.16	Low
<input checked="" type="checkbox"/>	3 Brown, Christian	G48199591		3.83	Low
<input checked="" type="checkbox"/>	4 Kidd Burgess, Christina	A15780026		2.77	High
<input checked="" type="checkbox"/>	5 Burrell, Allison	J48998823		4.00	Low
<input checked="" type="checkbox"/>	6 Cantor, Alejandro	F58377402		2.79	Moderate
<input checked="" type="checkbox"/>	7 Carpenter, Heidi	C63720615		4.00	Low
<input checked="" type="checkbox"/>	8 Corby, Ryan	V27914153		2.38	High

Previous 1 Next 31 total results

Select "ALL" students on the home page of your EAB

#### Actions

I want to...

[Issue an Alert](#)

#### Quick Links

Take me to...

- [Schedule General Event](#)
- [Manage Assignments](#)
- [School Information](#)
- [Download Center for Reports](#)

Campaigns...

[Appointment Campaigns](#)

#### Upcoming Appointments

- [Chemistry/Biochem Advising With Emily Hattaway](#)  
09/22/2017 09:30 AM
- [Chemistry/Biochem Advising With Amy Winstead](#)  
09/25/2017 10:30 AM
- [Chemistry/Biochem Advising With Ayl Eta](#)  
09/25/2017 11:00 AM

[view more](#)

## Advisor Reporting

Recent Advising Appointment Recent Reports You Created

### Recent Advising Appointment

Actions Show Cancelled



# Advisor Home

Select "send message" from the actions drop down menu

Students | Upcoming Appointments | My Availability | Advising Appointment Queues

## My Assigned Students For Fall 2017

Actions		ID	WATCH LIST	CUM. GPA	PREDICTED RISK LEVEL
Send Message		U31241632		2.58	Low
Advising Appointment Report		T08103335		3.16	Low
Appointment Campaign		G48199591		3.83	Low
Schedule Workshop		A15780026		2.77	High
Schedule Advising Appointment		J48998823		4.00	Low
Schedule General Appointment		F58377402		2.79	Moderate
Note		C63720615		4.00	Low
Issue Alert		V27914153		2.38	High
Watch					
Export Results					

Previous | 1 | Next | 31 total results

### Actions

I want to...

[Issue an Alert](#)

### Quick Links

Take me to...

- [Schedule General Event](#)
- [Manage Assignments](#)
- [School Information](#)
- [Download Center for Reports](#)

Campaigns...

[Appointment Campaigns](#)

### Upcoming Appointments

- [Chemistry/Biochem Advising With Emily Hattaway](#)  
09/22/2017 09:30 AM
- [Chemistry/Biochem Advising With Amy Winstead](#)  
09/25/2017 10:30 AM
- [Chemistry/Biochem Advising With Ayi Eta](#)  
09/25/2017 11:00 AM

[view more](#)

## Advisor Reporting

Recent Advising Appointment | Recent Reports You Created

## Recent Advising Appointment

Actions | Show Cancelled



Campus Student Success Collaborative

### Advisor Home

Students | Upcoming Appointments | My Availability | Advising Appointment Queues

#### My Assigned Students For Fall 2017

Actions	STUDENT NAME	ID	WATCH LIST
<input checked="" type="checkbox"/>	1 Beatty, Andrew	U31241632	
<input checked="" type="checkbox"/>	2 Bicker, Rachel	T08103335	
<input checked="" type="checkbox"/>	3 Brown, Christian	G48199591	
<input checked="" type="checkbox"/>	4 Kidd Burgess, Christina	A15780026	
<input checked="" type="checkbox"/>	5 Burrell, Allison	J48998823	
<input checked="" type="checkbox"/>	6 Cantor, Alejandro	F58377402	
<input checked="" type="checkbox"/>	7 Carpenter, Heidi	C63720615	
<input checked="" type="checkbox"/>	8 Corby, Ryan	V27914153	2.38 High

Previous 1 Next

### Advisor Reporting

Recent Advising Appointment | Recent Reports You Created

### Recent Advising Appointment

Actions Show Cancelled

SEND A MESSAGE TO 31 PEOPLE

Send E-mail

To: 31 recipients (Show all)

Subject:

Message:

Add Attachment:

Select file to attach

Send Additional E-mail Notifications To:

Cancel Send Message

This is where you can notify them of advising and how to sign up, just in case they missed the university email. Be sure to list your office number and attach any forms you would like them to have filled out before the appointment. This is the note I sent:

It is time to meet with your advisor to make plans for spring 2018 and beyond. Please log in to the EAB pathfinder system using the link below to make an appointment. I am attaching some documents with helpful information in preparation for your appointment. If you are graduating in May 2018 you need to complete a "Senior Check" form and bring it to your appointment. Please be on time and I look forward to meeting with you soon. I will not have advisement timeslots available after October 31.

Remember: Registration time tickets open on November 13.

<https://sc.campus.eab.com/>

# Syncing Calendars in EAB Pathfinder

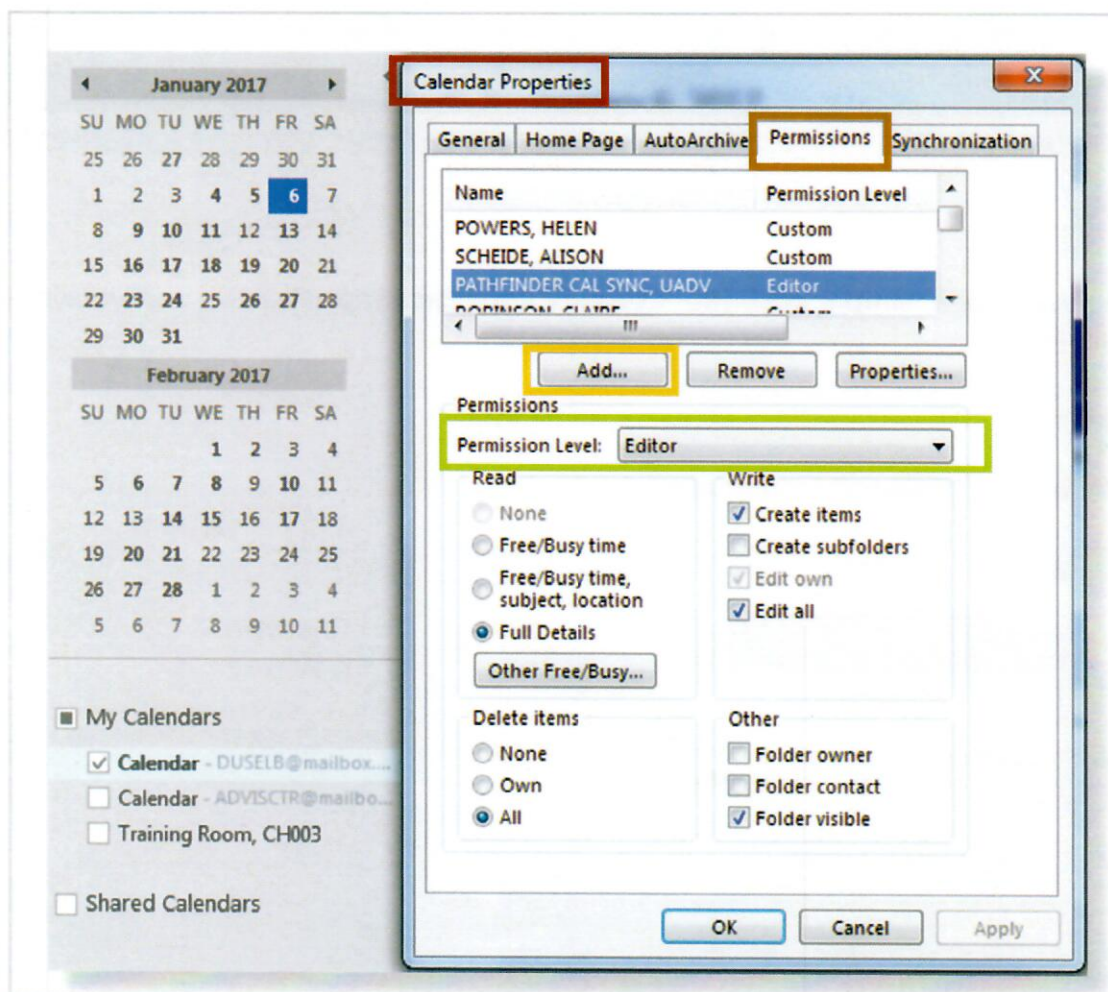


Additional training and videos can be found on **Blackboard**.

Note: If you are trying to sync with a calendar program other than Outlook, please follow the instructions found under the **Subscriptions Tab - SET UP CALENDAR INTEGRATION**.

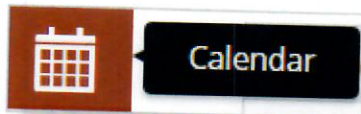
## Setting Up Microsoft Outlook

- 1 In order to sync your calendar with Pathfinder, you first need to open up your **Microsoft Outlook account** on your computer and navigate to the **Properties menu** of your Calendar.
- 2 Click on the **Permissions** tab.
- 3 Click on the **Add** button and search for PATHFINDER CAL SYNC. Double click on this and click the **OK** button.
- 4 Once PATHFINDER CAL SYNC shows on your permissions list, select it and change the **Permission Level** to **Editor**.

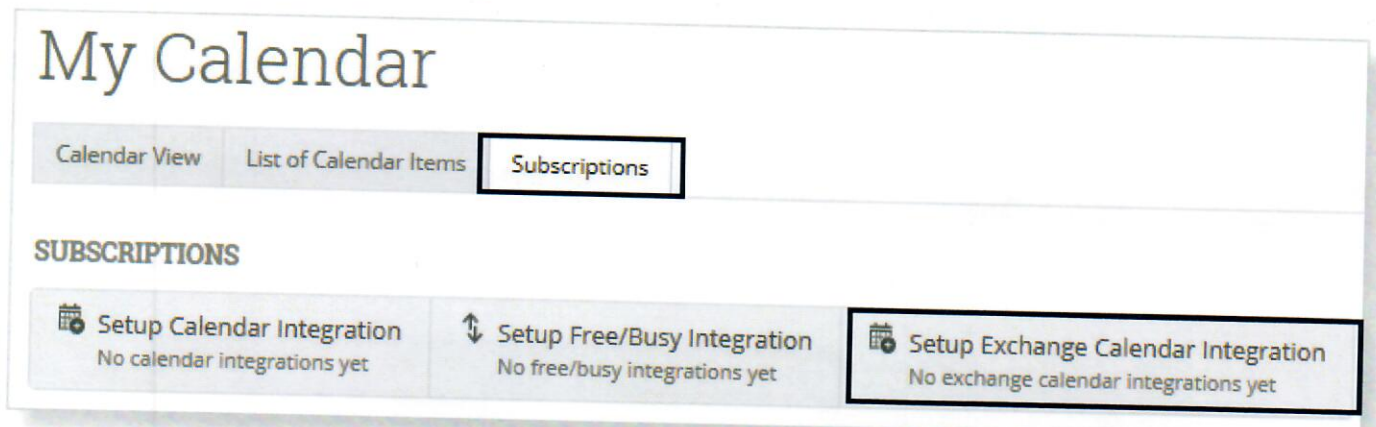


## Setting Up EAB Pathfinder

- 1 Once you open Pathfinder, select the **Calendar** tab.



- 2 In My Calendar, click on the **Subscriptions** tab. Here, you need to select the button to **Setup Exchange Calendar Integration**.



- 3 On this new screen, simply click the **'Connect with Exchange'** button and your calendar sync will begin!

