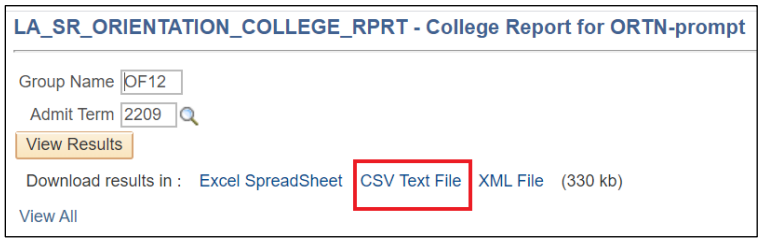
Campaigns _ Naming & New Student Registration

Date: 12/3/20

OVERVIEW
These following campaign names are recommended when creating a New Student Registration Campaign. Advisors can use EAB to invite incoming students for **New Student Registration Labs**.

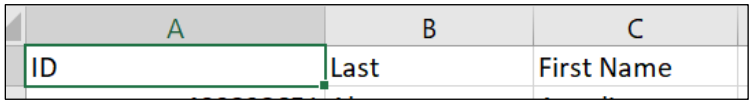
New Student Registration Lab Campaign

- Use the following query: LA_SR_Orientaion_College_RPRT
- Use the proper orientation Group and Admit Term
- Click View Results to run the query
- Save the query by selecting the “CSV text File” Option
- **Note:** you will need the CSV format for upcoming steps. EAB is not compatible with .xlsx or .xml formats

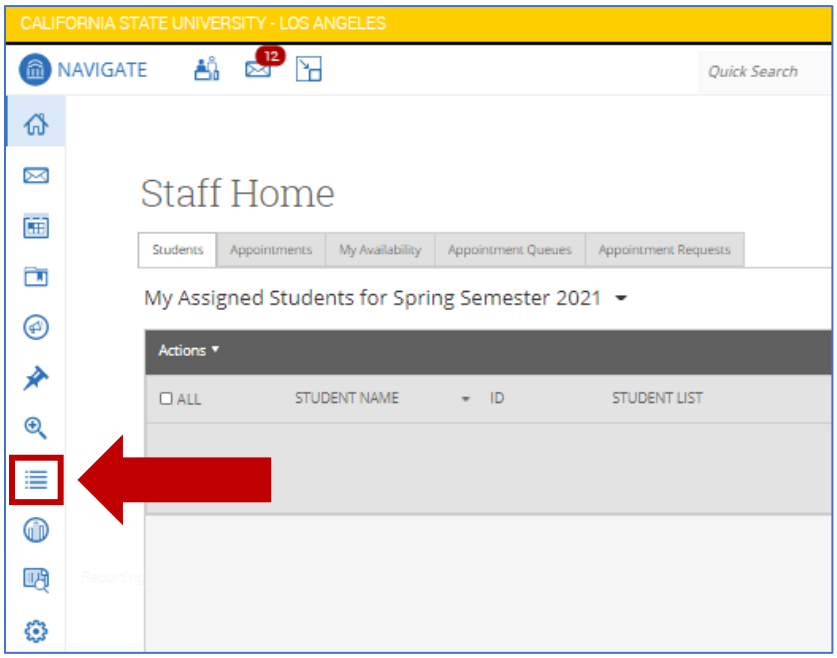


Verify the CSV file to ensure it includes the following:

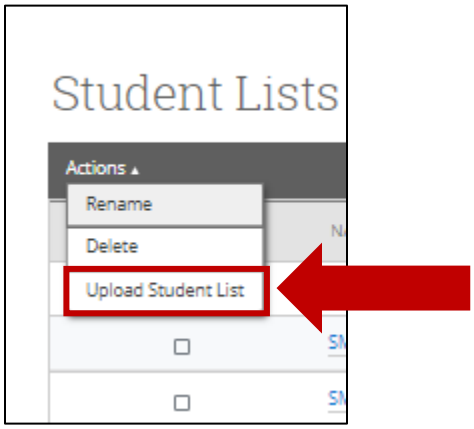
- Student ID (CIN)
- Student Last Name
- Student First Name



Select “Lists & Searches”



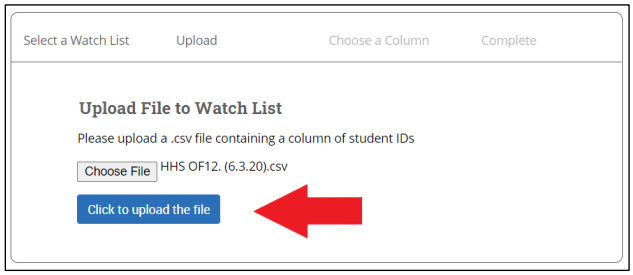
Select “Upload Student List”



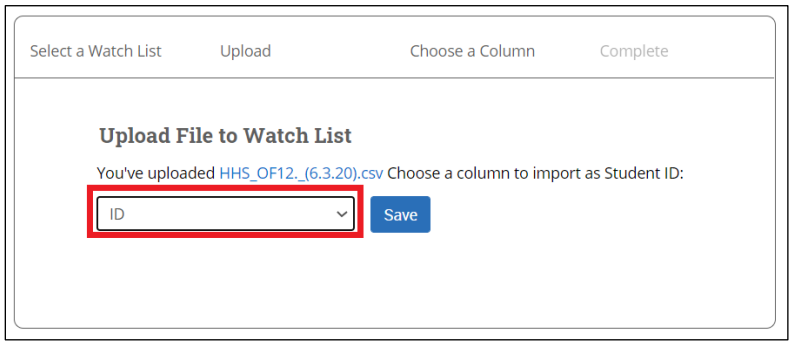
Name the Student List and Upload the CSV file

Note: Use Standard Naming Convention for all Student Lists:

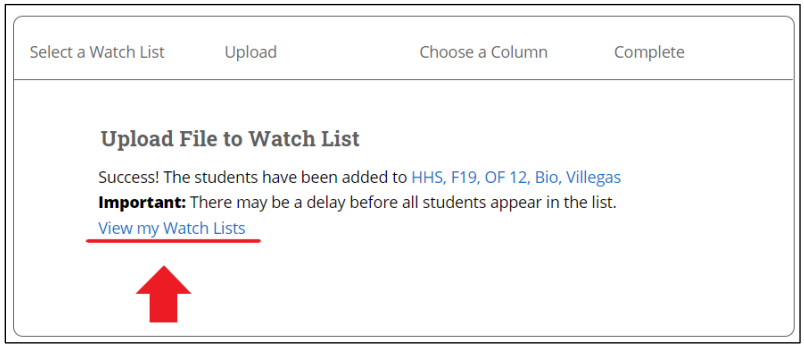
(Center, Cohort Term, Orientation code, Major/Group, Advisor)
Example: HHS, F20, OF 12, Bio, Villegas
Example: UAAC, F20, OF 61, A-F, Behen



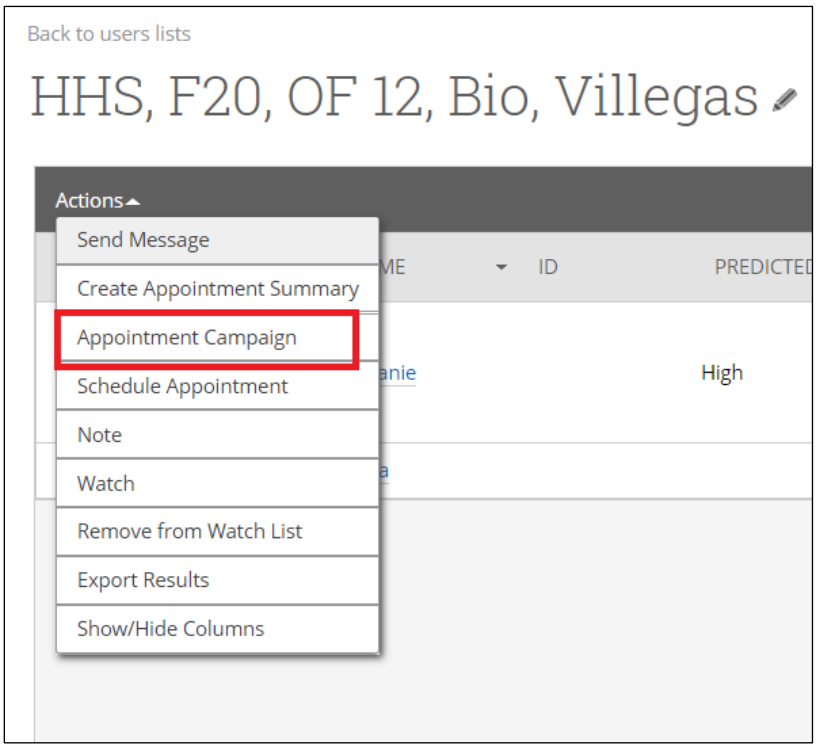
Select ID and click Save.



Select "view my Student Lists".



Use a Student List to run an appointment campaign to invite students into a Registration Lab



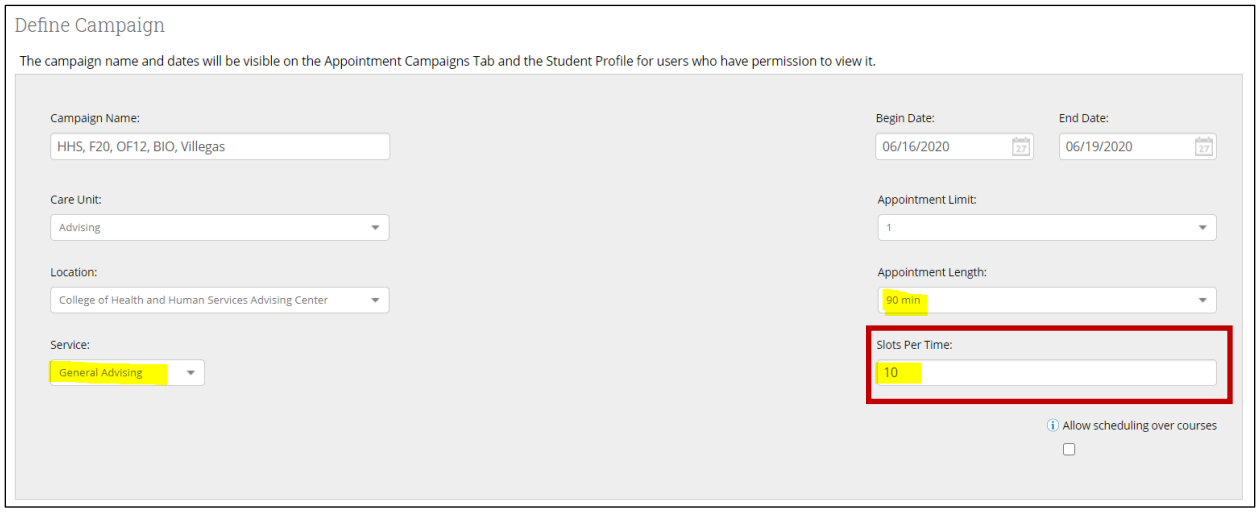
Use Standard Naming Convention to define campaign

(College/Center, Term, orientation code, Major/Group Purpose, Advisor)

Example: UAAC, F20, OF 61, A-F, Reg. Lab, Behen
Example: HHS, F20, OF 12, Bio, Reg. Lab, Villegas

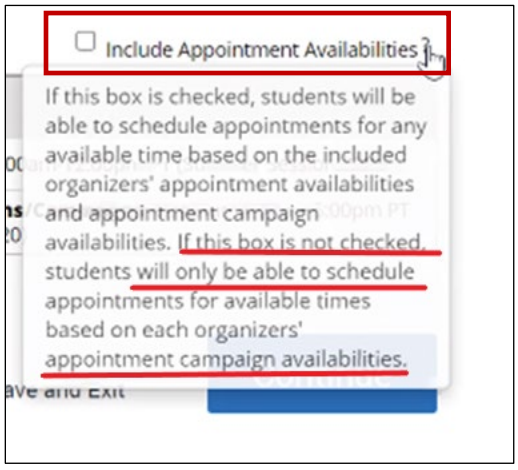
How to Set-up Group Advising Appointments

- An Advisor can increase the number of slots for an Appointment by entering a value greater than 1 in the "Slots Per Time".
- **Note:** Advisors availabilities must be set to the same number of slots per time in their Campaign Availability.

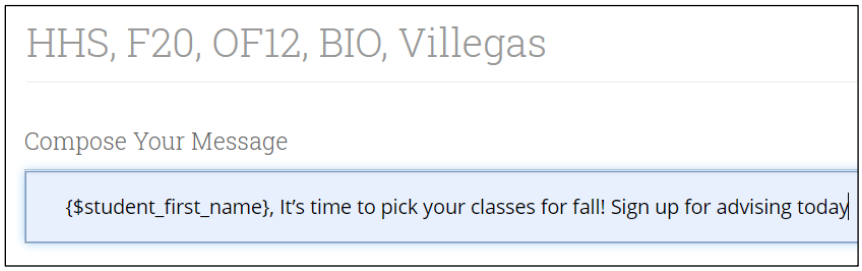


Setting-up Campaign: Adding Organizers

When the campaign organizer (i.e. Advisor/Center Manager) creates a campaign, the following box must be left unchecked, in order to restrict student visibility to only include campaign appointment availability.
Note: If the box is checked, the student will be able to see all advisor availability



Compose Your Message



Sample Message

Hello Andrew:
Your advisor is looking forward to helping you select classes for fall 2020 on (X date).

Where do I go for my academic advising appointment?

- Your Advising Appointment with be conducted in a Zoom meeting.

Please click this link to schedule your Appointment – LINK
What do you need to do to prepare for selecting fall 2020 courses?

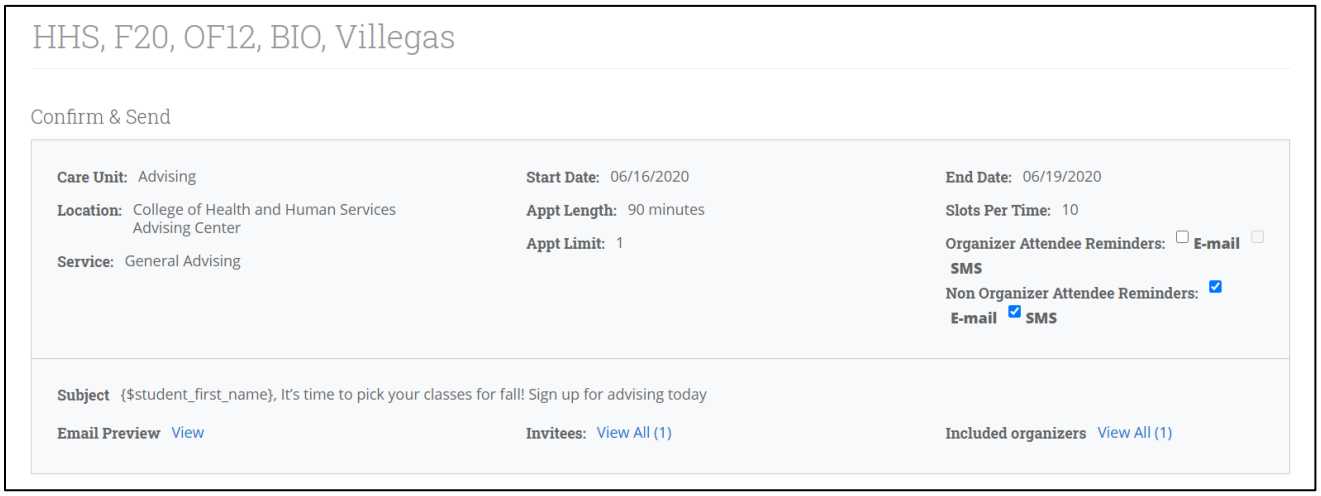
- A device that will allow you to see course selections easily (we recommend a laptop if possible).
- Paper and pen to take notes.
- Student ID number
- Username and log in passwords.
- Remove pop-up blockers
- Unofficial transcripts

We are ready to help you plan to soar and achieve your academic goals!

Schedule an Appointment
You can also copy and paste this address into your web browser.
https://calstatela.campus-training2.eab.com/a/123456
Thank you!
(College Center Signature)

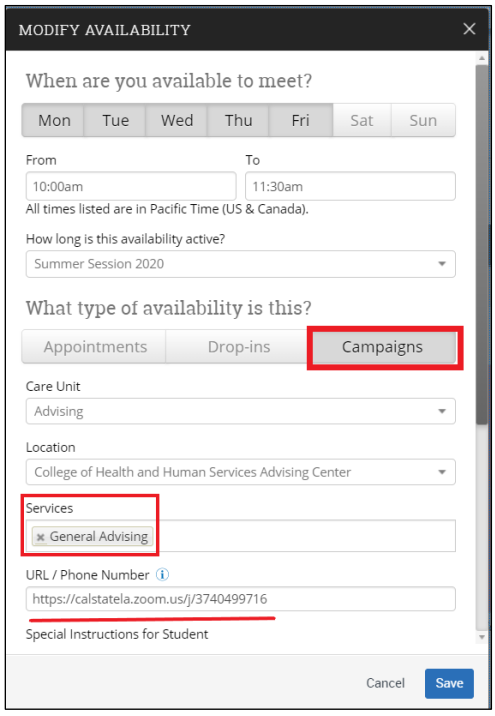
Confirm & Send Campaign Message

- Student will receive email and text reminders



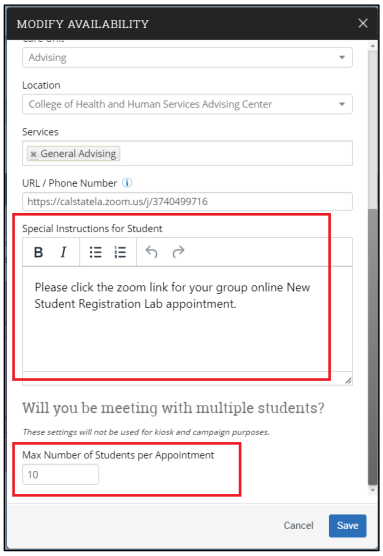
Set-up Campaign Availabilities

- Use "General Advising" service reason
- Use URL box for Zoom Link (if applicable)



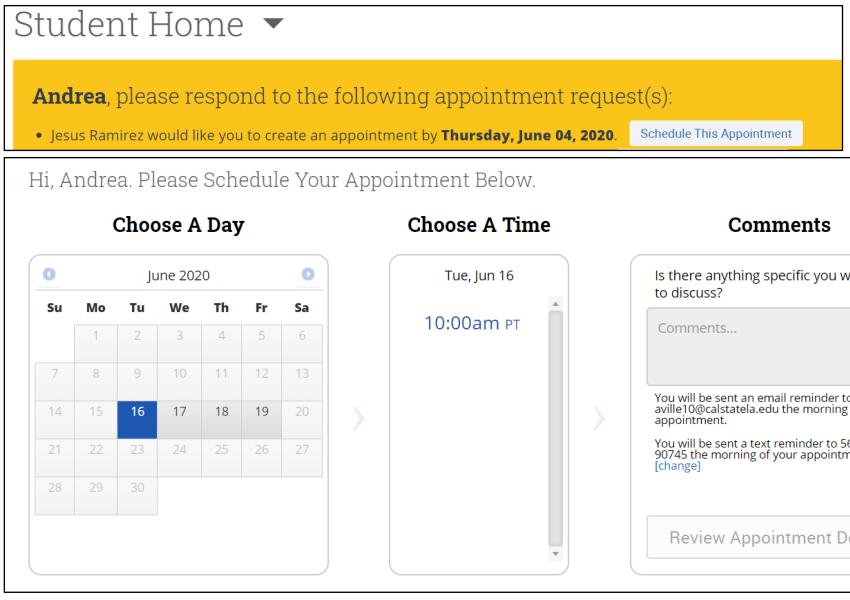
Set-up Campaign Availabilities

- Use “special instructions for students”
- Update “max number of students per appointments” (For Group Appointment set-up)

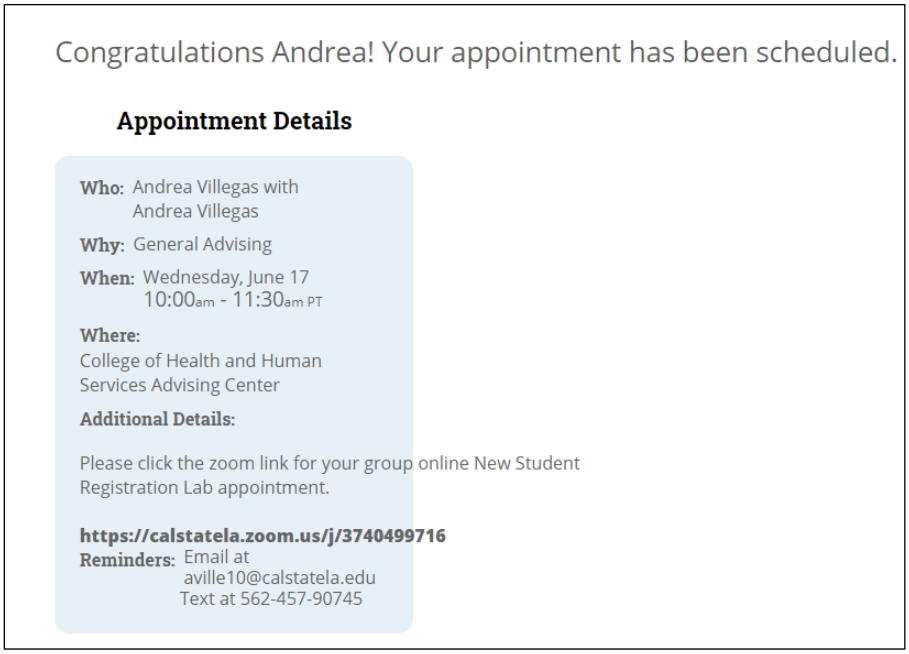


Student View (Selecting Appointment Time)

- The campaign will prompt the student with a yellow banner on their home screen
- Student can click “schedule this appointment”
    - **Note:** In the screen shot below the New Student Registration Lab Appointment starts at 10:00 am -11:30 am. This means 10:00 am will remain available on the 16th in till 10 students fill all the appointment slots



Student View: Scheduled New Student Registration/Advising Appointment



Congratulations Andrea! Your appointment has been scheduled.

Appointment Details

Who: Andrea Villegas with
Andrea Villegas

Why: General Advising

When: Wednesday, June 17
10:00am - 11:30am PT

Where:
College of Health and Human Services Advising Center

Additional Details:

Please click the zoom link for your group online New Student Registration Lab appointment.

https://calstatela.zoom.us/j/3740499716

Reminders: Email at
aville10@calstatela.edu
Text at 562-457-90745