

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

LA_SR_ORIENTATION_COLLEGE_RPRT - College Report for ORTN-prompt

Group Name

Admit Term 

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (330 kb)

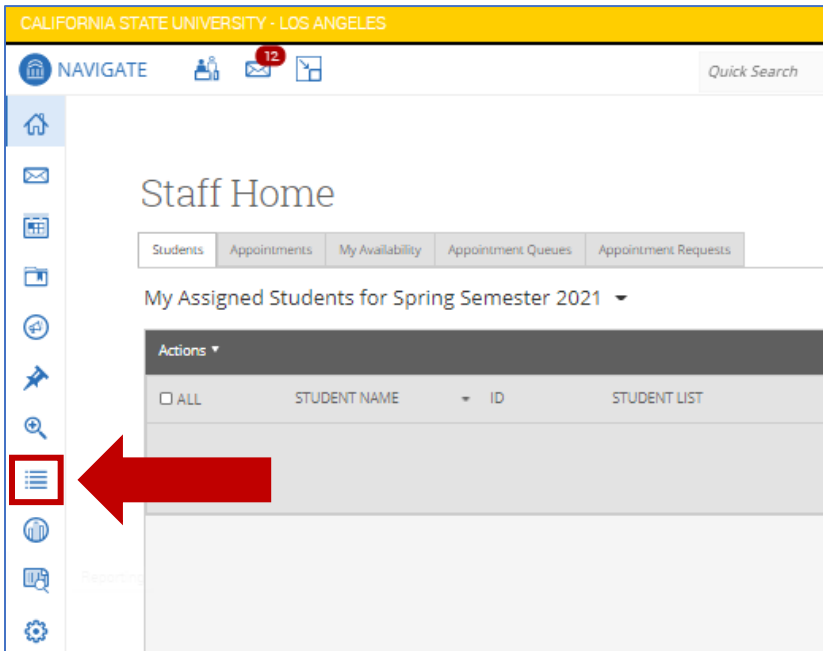
[View All](#)

Verify the CSV file to ensure it includes the following:

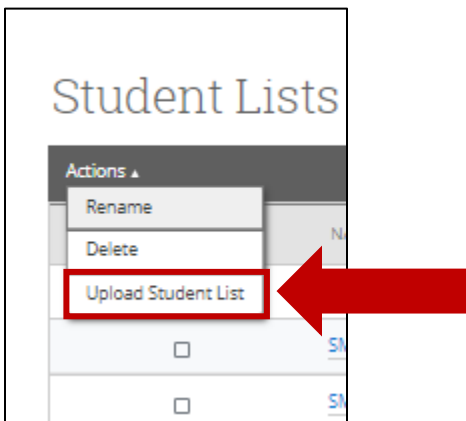
- Student ID (CIN)
- Student Last Name
- Student First Name

	A	B	C
ID		Last	First Name

Select “Lists & Searches”



Select “Upload Student List”



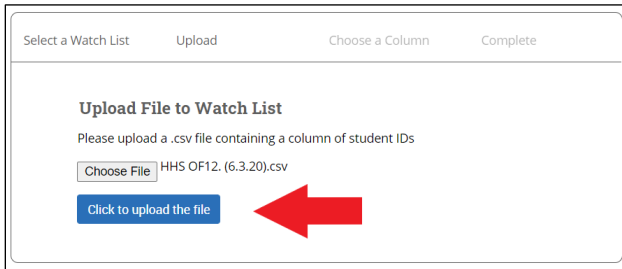
Name the Student List and Upload the CSV file

Note: Use Standard Naming Convention for all Student Lists:

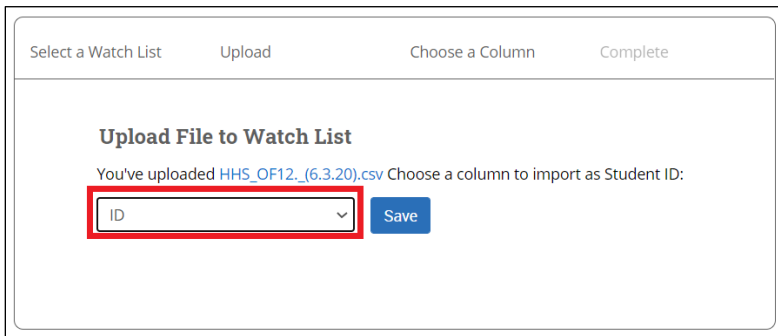
(Center, Cohort Term, Orientation code, Major/Group, Advisor)

Example: HHS, F20, OF 12, Bio, Villegas

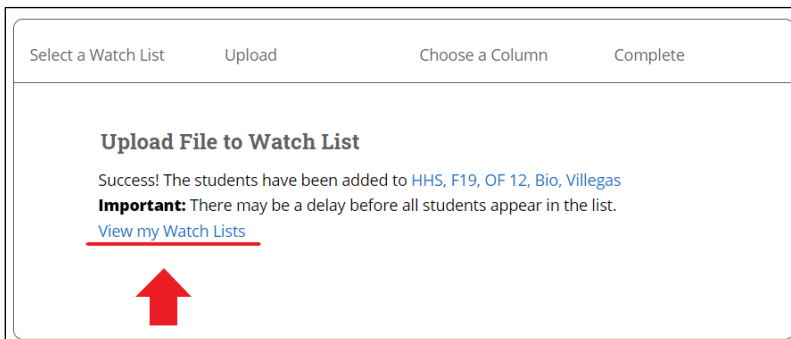
Example: UAAC, F20, OF 61, A-F, Behen



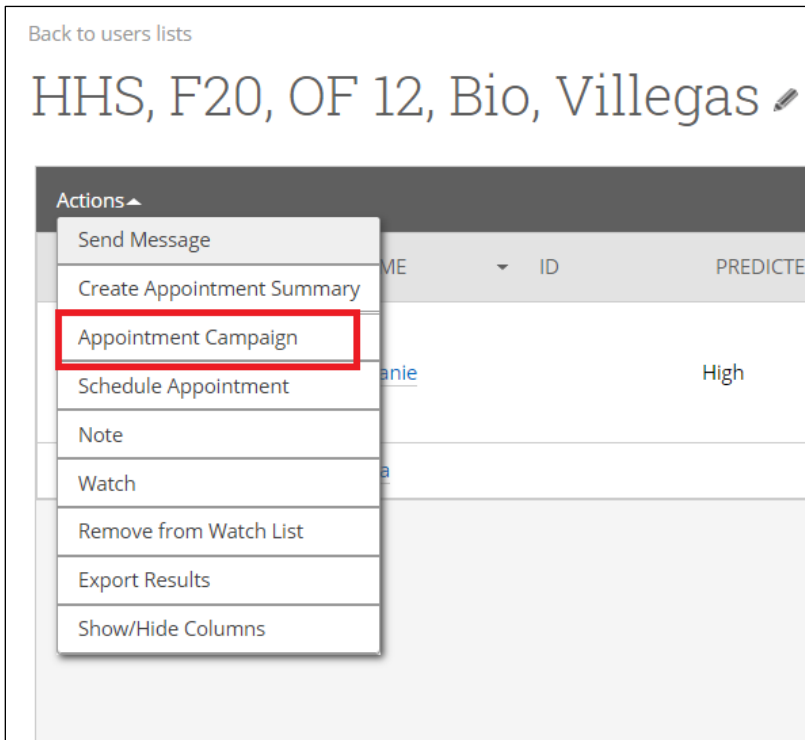
Select ID and click Save.



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.

Define Campaign

The campaign name and dates will be visible on the Appointment Campaigns Tab and the Student Profile for users who have permission to view it.

Campaign Name: HHS, F20, OF12, BIO, Villegas	Begin Date: 06/16/2020	End Date: 06/19/2020
Care Unit: Advising	Appointment Limit: 1	Appointment Length: 90 min
Location: College of Health and Human Services Advising Center	Slots Per Time: 10	<input type="checkbox"/> Allow scheduling over courses
Service: General Advising		

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

Include Appointment Availabilities

If this box is checked, students will be able to schedule appointments for any available time based on the included organizers' appointment availabilities and appointment campaign availabilities. If this box is not checked, students will only be able to schedule appointments for available times based on each organizers' appointment campaign availabilities.

Compose Your Message

HHS, F20, OF12, BIO, Villegas

Compose Your Message

{student_first_name}, It's time to pick your classes for fall! Sign up for advising today!

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 will 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

HHS, F20, OF12, BIO, Villegas

Confirm & Send

Care Unit: Advising	Start Date: 06/16/2020	End Date: 06/19/2020
Location: College of Health and Human Services Advising Center	Appt Length: 90 minutes	Slots Per Time: 10
Service: General Advising	Appt Limit: 1	Organizer Attendee Reminders: <input type="checkbox"/> E-mail <input type="checkbox"/> SMS
		Non Organizer Attendee Reminders: <input checked="" type="checkbox"/> E-mail <input checked="" type="checkbox"/> SMS

Subject {\$student_first_name}, It's time to pick your classes for fall! Sign up for advising today

Email Preview [View](#) **Invitees:** [View All \(1\)](#) **Included organizers** [View All \(1\)](#)

Set-up Campaign Availabilities

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

MODIFY AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 10:00am To 11:30am
All times listed are in Pacific Time (US & Canada).

How long is this availability active?
Summer Session 2020

What type of availability is this?
Appointments Drop-ins **Campaigns**

Care Unit: Advising

Location: College of Health and Human Services Advising Center

Services: **General Advising**

URL / Phone Number [?](#)
<https://calstatela.zoom.us/j/3740499716>

Special Instructions for Student

Cancel Save

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 Home ▾

Andrea, please respond to the following appointment request(s):

- Jesus Ramirez would like you to create an appointment by **Thursday, June 04, 2020**. [Schedule This Appointment](#)

Hi, Andrea. Please Schedule Your Appointment Below.

Choose A Day

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Choose A Time

Tue, Jun 16

10:00am PT

Comments

Is there anything specific you would like to discuss?

Comments...

You will be sent an email reminder to aville10@calstatela.edu the morning of your appointment.

You will be sent a text reminder to 562-457-50745 the morning of your appointment. [\[change\]](#)

[Review Appointment Details](#)

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