

## Student Appointment Reports in EAB

Since many of the academic support centers now use EAB for appointments, you can find appointment information for your students in EAB. There are two ways to find this info:

- 1) Individual student search – search for the student in EAB, then click on the “Reports/Notes” tab at the top. Once you are on that page, scroll down to find both “Appointment Summaries” (this is the report from the appointment) as well as “Recent Visits to the Student Support Centers” (will list all appointments, even if a summary has not been processed).
- 2) Class search – you can also search for all students in your class to get a spreadsheet with a list of either all appointments students in your class have made, or to get a list of all appointment summaries for students in your class. The following is a step-by-step guide to conduct that search.

Start by clicking on the Reporting icon on the left (circled below):

The screenshot displays the 'My Calendar' interface in EAB. The top navigation bar includes the 'NAVIGATE' logo, a search bar, and a user profile icon. The main content area shows the calendar for December 2019, with a grid view of days and events. The events are categorized by type: Course (green), Assignment (orange), General (blue), Busy (purple), and Cancelled (grey). The 'Reporting' icon in the left-hand navigation menu is circled in red.

SUN	MON	TUE	WED	THU	FRI	SAT
1 8am Busy	2 1pm Busy 1:45pm Busy 4pm Busy	3 11am Busy 1pm Busy 2pm Busy 2pm COMM-205-05 Public Speaking 3:30pm Busy 3:30pm Busy 7pm Busy	4 5:45pm Busy 10:30am Busy 1pm Busy 6pm Busy 8pm Busy 10:15pm Busy	5 9am Busy 2pm COMM-205-05 Public Speaking 5pm Busy 8pm Busy	6 8:30am Busy 9am Busy 11am Busy 3pm Busy 5pm Busy	7
8	9 Busy 7:30am Busy	10 10am Busy 1:30pm Busy 2pm COMM-205-05 Public Speaking	11 9am Busy 12pm Busy 3pm Busy	12 2pm Busy 2pm COMM-205-05 Public Speaking 3:30pm Busy	13 6pm Busy 8pm Busy	14 2pm Busy 2:45pm Busy 5pm Busy
15 10am Busy	16 7pm Busy	17 2pm Busy	18	19 9am Busy	20	21

On the Reporting page, click on either “Appointments” or “Appointment Summaries” (note that your reporting page like looks a little different with fewer options).

The screenshot shows the NAVIGATE reporting interface. At the top, there is a header with the NAVIGATE logo, a search bar, and a dropdown menu set to 'Fall 2019'. The main content area is titled 'Reports' and features the UMW logo in the top right corner. A vertical sidebar on the left contains various navigation icons. The main content is organized into several panels:

- Appointments**: This panel is circled in red and contains the following options:
  - Appointments
  - Appointment Summaries
  - Students with/without an Appointment
  - Cancellation Summaries
  - Appointment Stats
  - No-Shows
  - Availabilities
  - Appointment Activity
  - Cancellation Summary Stats
  - Service Totals
  - Availabilities by Course
  - Appointment Requests by Course
  - Appointment Requests
- Student Information**: This panel contains:
  - Students Active for Term
  - Students with/without Advisors
  - Students with Courses
  - Students By Category and Course
  - Student Assignments
  - Student Assignments Past Due Report
  - Notes
- Enrollments & Attendance**: This panel contains:
  - Absences
  - Absence Details
  - All Recorded Attendances
  - Sections with/without Attendance
  - Dropped Classes
  - Non-Campaign Enrollment Census Report
- Users**: This panel contains:
  - Users Who Have Logged In
  - Users Who Have Not Logged In
  - Professors Active for Term
- Study Hall**: This panel contains:
  - Students Currently Checked In
  - Students Recently Checked Out
  - Charity Time
  - Completed Required Study Hours
  - Did Not Complete Required Study Hours
  - Weekly, Monthly, Term Time
  - History Log
- Additional Reports**: This panel contains:
  - Student Services

Set the begin and end dates; you can also select by Care Unit (advising or tutoring), or just select Filter by Location to select the academic support center.

The screenshot shows the NAVIGATE interface for searching appointments. The top navigation bar includes the NAVIGATE logo, a search icon, a notification icon with a red '1', and a user profile icon. The main content area is titled 'Appointments' and features the UMW logo. Below the title is a descriptive paragraph: 'This report gives you information about appointments and related data, including summary and cancellation details within the selected date range. Users will need access to view appointments and summaries for at least one Care Unit to access the data and filters in this report.'

The search filters are organized into several sections:

- Keywords (First Name, Last Name, E-mail, Student ID)?**: A text input field.
- Enrollment Status?**: A dropdown menu with 'No Preference' selected.
- Enrollment Term**: A dropdown menu with 'Any Term' selected.
- Begin Date**: A date picker showing '08/19/2019'.
- End Date**: A date picker showing '12/14/2019'.
- Filter by Location**: A dropdown menu with 'All' selected.
- Filter by Service**: A dropdown menu with 'All' selected.
- Team:** A dropdown menu with 'All' selected.
- Organizer for Appointment:** A text input field with 'All' entered.

Below the filters are two expandable sections:

- Student Information**: Includes 'First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List'.
- Area of Study**: Includes 'College/School, Degree, Concentration, Major'.

Selecting an academic support center- in this case the Speaking Center

The screenshot shows the NAVIGATE web application interface. At the top, there is a navigation bar with the NAVIGATE logo, a search icon, a user profile icon with a notification badge, and a dropdown menu set to 'Fall 2019'. The main content area is titled 'Appointments' and features the UMW logo. Below the title, a brief description states: 'This report gives you information about appointments and related data, including summary and cancellation details within the selected date range. Users will need access to view appointments and summaries for at least one Care Unit to access the data and filters in this report.'

The interface includes several filter sections:

- Keywords (First Name, Last Name, E-mail, Phone Number):** A search input field with a dropdown menu. The dropdown is open, showing a list of options: 'Honors Program Office', 'Lee 414 Conference Room', 'Department of Consultants - Lee Hall (Academic Services Window)', 'Speaking Center', 'Staff Management', 'Writing Center (HCC 430)', and 'All'. The 'Speaking Center' option is circled in red.
- Enrollment Status:** A dropdown menu currently set to 'No Preference'.
- Enrollment Term:** A dropdown menu currently set to 'Any Term'.
- Team:** A dropdown menu currently set to 'All'.
- Organizer for Appointment:** A dropdown menu currently set to 'All'.
- Filter by Service:** A dropdown menu currently set to 'All'.

At the bottom of the filter section, there are two expandable sections:

- Student Information:** First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List
- Area of Study:** College/School, Degree, Concentration, Major

Then select the Course Data

The screenshot shows the NAVIGATE web application interface. At the top, there is a header with the NAVIGATE logo, a search icon, a notification bell with a red '1', and a user profile icon. Below the header, there are filter sections: 'Filter by Location' with a dropdown set to 'Speaking Center', and 'Filter by Service' with a dropdown set to 'All'. The main content area is divided into several expandable sections: 'Student Information' (First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List), 'Area of Study' (College/School, Degree, Concentration, Major), 'Performance Data' (GPA, Hours, Credits), 'Term GPA', and 'Course Data' (Course, Section, State). The 'Course Data' section is highlighted with a red circle. Below this section, there is a dropdown menu for 'Course?' set to 'All' and a 'More Courses' link. At the bottom, there is a 'Search' button and three checkboxes: 'My Students Only' (unchecked), 'Include Inactive' (checked), and 'Ignore Enrollment Status' (checked).

You can select the specific course and section number. Then click on Search.

The screenshot displays the NAVIGATE web application interface. At the top, the 'NAVIGATE' logo is on the left, and a search bar with 'Fall 2019' is on the right. The main content area is titled 'Fall 2019 Data' and includes several filter sections: 'Course?' with a dropdown menu showing 'COMM-205 Public Speaking', 'Section Type?' with a dropdown menu showing 'All', 'Section?' with a dropdown menu showing '5', and 'Status' with a dropdown menu showing 'Registered'. Below these filters is the 'Assigned To' section. At the bottom of the filter area, there is a blue 'Search' button, which is circled in red. To the right of the 'Search' button are three checkboxes: 'My Students Only' (unchecked), 'Include Inactive' (checked), and 'Ignore Enrollment Status' (checked). The footer of the page contains the 'EAB' logo, a 'Legal Disclaimer | Terms of Use | Download Acrobat Reader' link, and a copyright notice '© 2019 EAB. All Rights Reserved.'.

You will then have a listing of all appointments/appointment summaries for students in that section. You can view the information here, or click on the arrow next to Actions and export the results to Excel

The screenshot shows the NAVIGATE application interface. At the top, there is a search bar with the text 'Fall 2019' and a search icon. Below the search bar, there are several filter buttons: 'Standard User Type', 'Location: Speaking Center', 'Include Inactive Users', and 'Course: Registered in COMM-205 Public Speaking (5)'. A 'Search' button is visible, along with a 'Modify Search' link. Below the filters, there is a table of appointment data. The table has columns for 'CARE UNIT', 'APPOINTMENT BEGIN DATE/TIME', 'APPOINTMENT END DATE/TIME', 'LOCATION', and 'MEETING START TIME'. The table contains several rows of data, including appointments for 'Tutoring' at the 'Speaking Center'. A red circle highlights the 'Export to Excel' option in the 'Actions' menu for the first row of data.

CARE UNIT	APPOINTMENT BEGIN DATE/TIME	APPOINTMENT END DATE/TIME	LOCATION	MEETING START TIME
...	09/06/2019 04:00 PM	09/06/2019 04:30 PM	Speaking Center	
...	09/09/2019 09:30 AM	09/09/2019 10:00 AM	Speaking Center	
3. [redacted]@umw.edu	09/23/2019 03:00 PM	09/23/2019 03:30 PM	Speaking Center	
4. [redacted]@umw.edu	09/23/2019 05:30 PM	09/23/2019 06:00 PM	Speaking Center	

If you choose to Export to Excel, you will see a message like this- click on Download Center for Reports, and then you can download the report on that page.

The screenshot shows the NAVIGATE web application interface. At the top, there is a navigation bar with the NAVIGATE logo, a search bar set to 'Fall 2019', and a user profile icon. Below the navigation bar, there are two yellow notification banners. The first banner says 'Building Excel export. On screen notification will show when completed. You may leave this page'. The second banner says 'New appointment report ready! Your appointment report has been downloaded. A copy is available in the Download Center for Reports.' Below the notifications, there is a text block explaining the report: 'This report gives you information about appointments and related data, including summary and cancellation details within the selected date range. Users will need access to view appointments and summaries for at least one Care Unit to access the data and filters in this report.' Below this text, there are search filters: 'Standard User Type:', 'Location: Speaking Center', 'Include Inactive Users', and 'Course: Registered in COMM-205 Public Speaking (5)'. A 'Search' button and a 'Modify Search' link are also present. Below the search filters, there is an 'Actions' dropdown menu. Below the actions menu, there is a table with columns: 'STUDENT EMAIL', 'CARE UNIT', 'APPOINTMENT BEGIN DATE/TIME', 'APPOINTMENT END DATE/TIME', 'LOCATION', and 'MEETING START TIME'. The table contains three rows of appointment data.

	STUDENT EMAIL	CARE UNIT	APPOINTMENT BEGIN DATE/TIME	APPOINTMENT END DATE/TIME	LOCATION	MEETING START TIME
1.	<input type="checkbox"/> [redacted]@umw.edu	Tutoring	09/06/2019 04:00 PM	09/06/2019 04:30 PM	Speaking Center	
2.	<input type="checkbox"/> [redacted]@umw.edu	Tutoring	09/09/2019 09:30 AM	09/09/2019 10:00 AM	Speaking Center	
3.	<input type="checkbox"/> [redacted]@umw.edu	Tutoring	09/23/2019 03:00 PM	09/23/2019 03:30 PM	Speaking Center	