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):

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

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.

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

Then select the Course Data

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

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

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.