

Upload a Student List (Student ID)

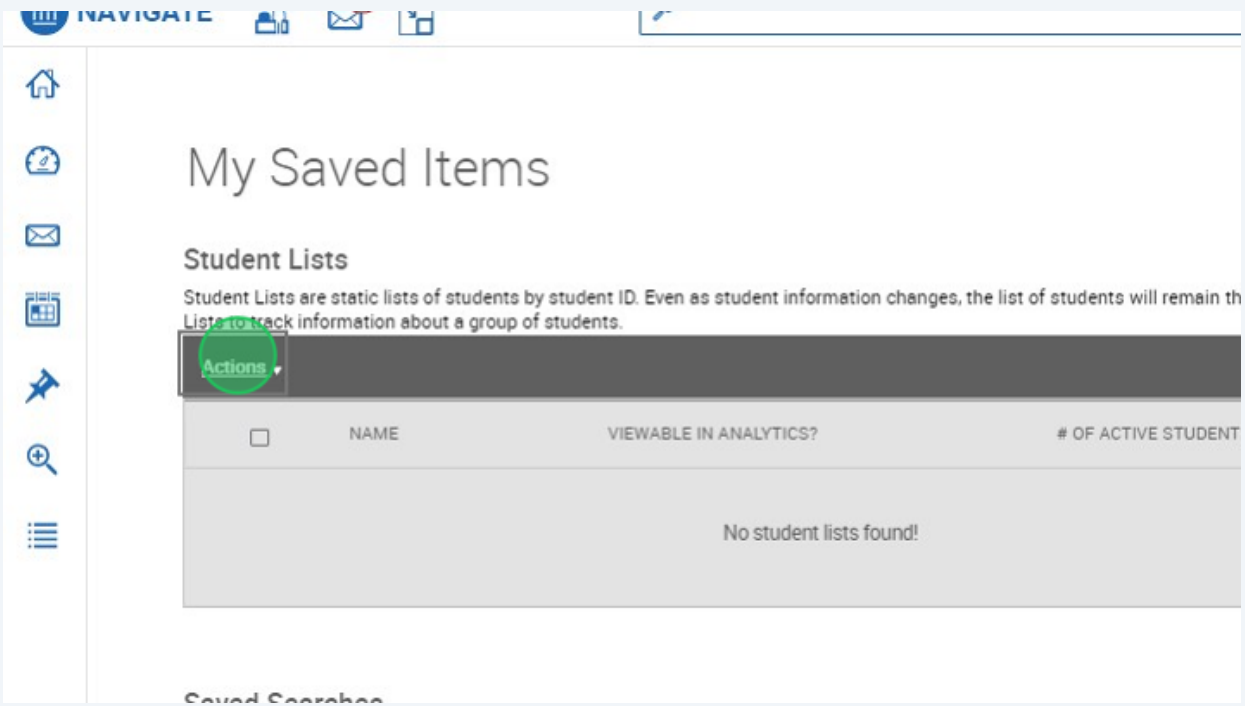


1 Navigate to <https://csus.campus.eab.com/home>

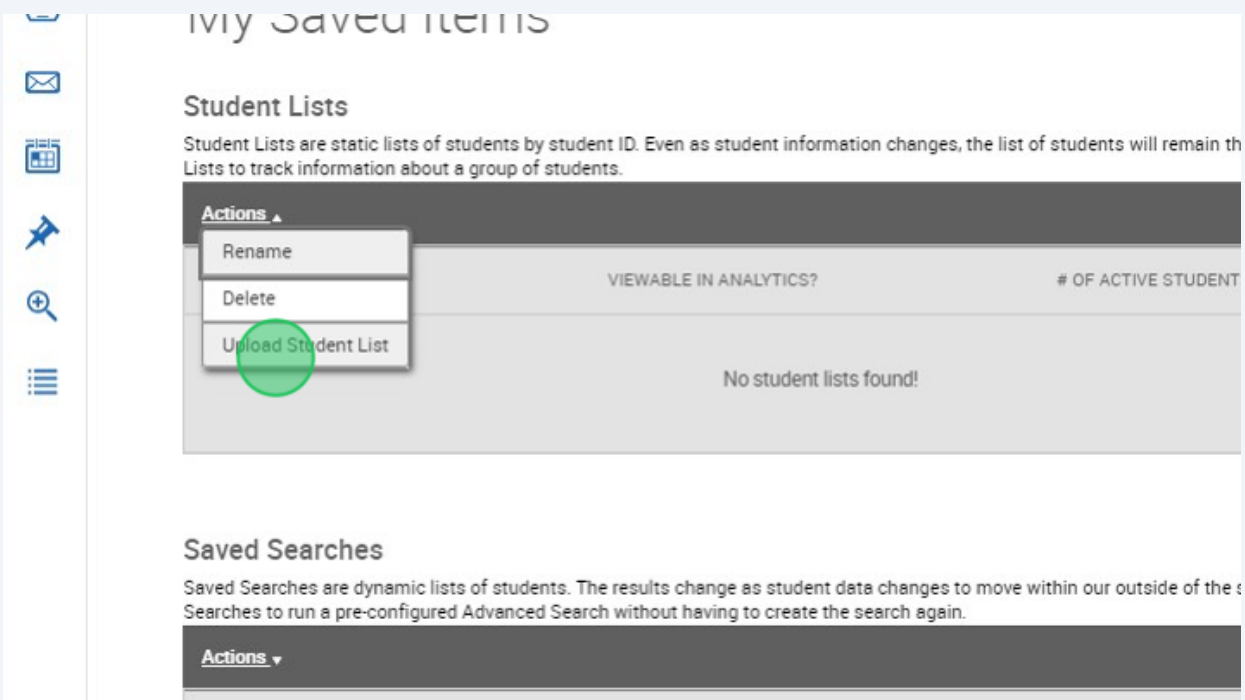
2 Click "List & Saved Items"

A screenshot of the 'Assigned Students' page in the EAB system. The page has a sidebar on the left with a green menu icon. The main content area has tabs for 'Students', 'Appointments', 'My Availability', and 'Appointment Queues'. Below the tabs, the title 'Assigned Students' is displayed. There are three dropdown menus: 'List Type' set to 'Assigned Students', 'Term' set to 'Fall 2023 (Default Term)', and 'Relationship Type' set to 'All Relationship Ty'. Below these is an 'Actions' dropdown menu. A table header is visible with columns: 'NAME', 'ID', 'STUDENT LIST', 'CUMULATIVE GPA', and 'CATEGOR'. The table body is empty, showing 'No matching records found'. At the bottom, there are 'Previous' and 'Next' navigation buttons. A tooltip labeled 'Lists & Saved Items' is pointing to the green menu icon in the sidebar.

3 Click "Actions"



4 Click "Upload Student List"




5 Click this dropdown.

Select a Student List Upload Choose a Column Complete

Upload File to Student List

Choose a list to add these students to

 Confirm

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Page last refreshed
All times listed are i

6 Click this text field.

Select a Student List Upload Choose a Column Complete

Upload File to Student List

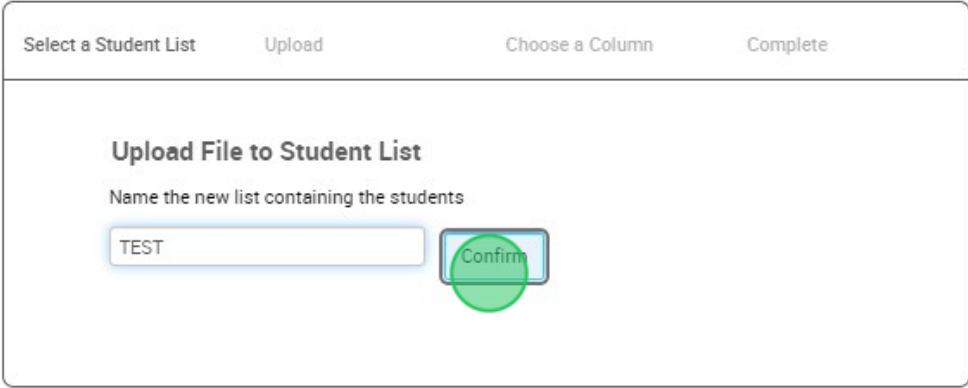
Name the new list containing the students

Confirm

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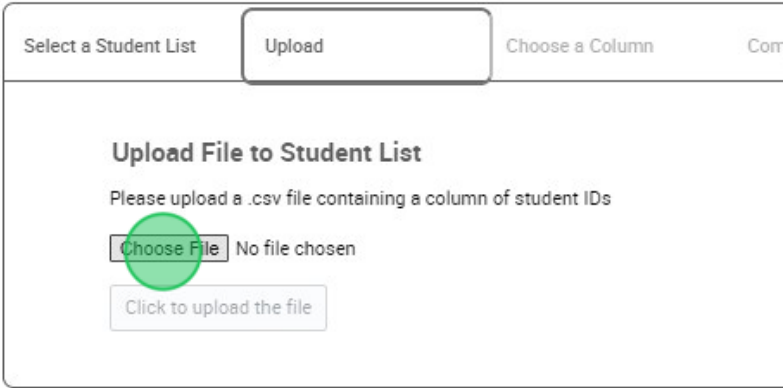
Page la:
All time:

7 Click "Confirm"



The screenshot shows a web interface for uploading a file to a student list. At the top right, there is a logo for 'Rede'. Below it, a navigation bar contains four tabs: 'Select a Student List', 'Upload', 'Choose a Column', and 'Complete'. The 'Upload' tab is active. The main content area is titled 'Upload File to Student List' and contains the instruction 'Name the new list containing the students'. Below this instruction is a text input field containing the word 'TEST' and a 'Confirm' button. A green circle highlights the 'Confirm' button. At the bottom of the page, there are links for 'Disclaimer', 'Terms of Use', and 'Download Acrobat Reader', along with the text 'Reserved. Release Version: 23.2.0.3'. On the right side, it says 'Page last refreshed at 8:38am' and 'All times listed are in Pacific T'.

8 Click "Choose File" and then Select a CSV Student List File



The screenshot shows the same web interface as in step 7. The 'Upload' tab is still active. The main content area is titled 'Upload File to Student List' and contains the instruction 'Please upload a .csv file containing a column of student IDs'. Below this instruction is a 'Choose File' button and the text 'No file chosen'. A green circle highlights the 'Choose File' button. Below the 'Choose File' button is a button that says 'Click to upload the file'. At the bottom of the page, there is the EAB logo and links for 'Privacy Policy', 'Legal Disclaimer', 'Terms of Use', and 'Download Acrobat Reader', along with the text '© 2023 EAB. All Rights Reserved. Release Version: 23.2.0.3'.

9 Click "Click to upload the file"

Select a Student List Upload Choose a Column Complete

Upload File to Student List

Please upload a .csv file containing a column of student IDs

ECS FYA Fall 2023 (1).csv

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10 Click this dropdown.

Select a Student List Upload Choose a Column Complete

Upload File to Student List

You've uploaded [ECS_FYA_Fall_2023_\(1\).csv](#) Choose a column to import as Student ID:

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11 Click "Save"



Select a Student List Upload Choose a Column Complete

Upload File to Student List

You've uploaded [ECS_FYA_Fall_2023_\(1\).csv](#) Choose a column to import as Student ID:

Student ID

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Page last refreshed at 8:38
All times listed are in Pacific

12 Click "View my Student Lists"

Select a Student List Upload Choose a Column Complete

Upload File to Student List

Success! The students have been added to [TEST](#)
Important: There may be a delay before all students appear in the list.
[View my Student Lists](#)

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Your uploaded student list will now be updated in "List & Saved Items"

The screenshot shows a user interface titled "My Saved Items". On the left is a vertical sidebar with icons for a clipboard, email, calendar, pushpin, magnifying glass, and a menu. The main content area is divided into two sections: "Student Lists" and "Saved Searches".

Student Lists
Student Lists are static lists of students by student ID. Even as student information changes, the list of students will remain the same. Use Student Lists to track information about a group of students.

Actions ▾			
<input type="checkbox"/>	NAME	VIEWABLE IN ANALYTICS?	# OF ACTIVE STUDENTS
<input checked="" type="checkbox"/>	TEST	Yes	683

Saved Searches
Saved Searches are dynamic lists of students. The results change as student data changes to move within our outside of the search. Use Saved Searches to run a pre-configured Advanced Search without having to create the search again.

Actions ▾		
<input type="checkbox"/>	NAME	USED IN AUTOMATION