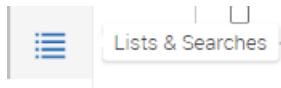


## Creating a Note for Multiple Students Step-by-Step Guide

\*If you have a long list of students, prior to completing the steps below, save the list of students in a .CSV file format. Ensure that one column includes the student ID numbers.

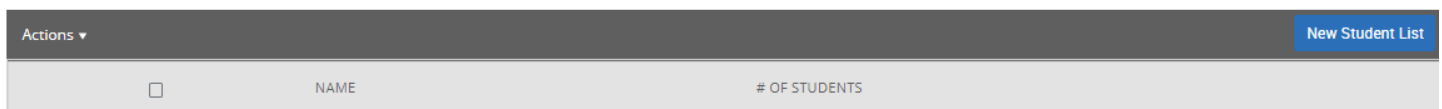
\*If you have a small number of students, you can skip Step 7 and Step 8 below and add each student manually

**Step 1:** Select the **Lists and Searches** icon on the left side.



**Step 2:** Select **New Student List**

### Student Lists

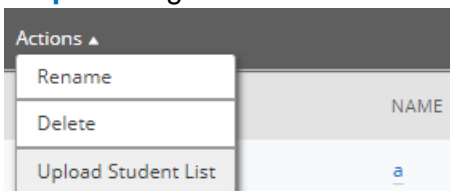


**Step 3:** Enter the name of your new student list  
**Adding New Student List**

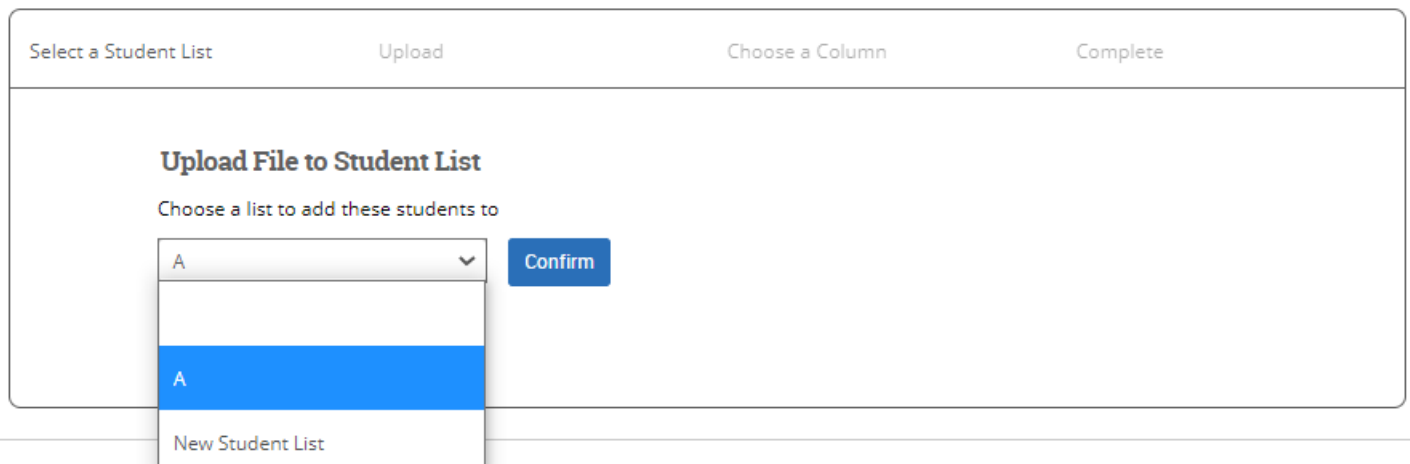
Name of Student List

Save Student List

**Step 4:** Navigate to the **Actions** menu and select **Upload Student List**



**Step 5:** From the drop-down menu, choose the student list that you would like to add students to and **Confirm**.



**Step 6:** Choose the name of the CSV file that contains the list of students you want to add to the student list, and select **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

Choose File ListA.csv

Click to upload the file

**Note:** CSV file must be saved as “CSV (Comma delimited) (\*.csv)” for EAB to recognize it.

**Step 7:** Choose the Student ID column and **Save** (*Please note: It may a few minutes to import all students on the list*)

Select a Student List      Upload      Choose a Column

---

### Upload File to Student List

You've uploaded ListA.csv Choose a column to import as Student ID:

Student Name

**ID**

School/College

Save

Download Across

**Step 8:** Click View my Student Lists to be taken back to the list screen.

Select a Student List      Upload      Choose a Column      Complete

---

### Upload File to Student List

Success! The students have been added to a

**Important:** There may be a delay before all students appear in the list.

[View my Student Lists](#)

**Step 9:** Click the list name to be taken into the student list view.

## Student Lists

Actions ▾		New Student List	
<input type="checkbox"/>	NAME	# OF STUDENTS	
<input type="checkbox"/>	a	169	

**Step 10:** Select students by clicking the **ALL** button, then from the **Actions** menu select **Note**

Actions ▾	Actions ▲
<input type="checkbox"/> ALL	Send Message
<input type="checkbox"/> 1	Create Appointment Summary
<input type="checkbox"/> 2	Appointment Campaign
<input type="checkbox"/> 3	Schedule Appointment
<input type="checkbox"/> 4	Tag
<input type="checkbox"/> 5	Note
<input type="checkbox"/> 6	Issue Alert
<input type="checkbox"/> 7	Add to Student List
	Remove from Student List
	Export Results
	Show/Hide Columns

**Step 11:** Enter the note you wish to make, scroll to the very bottom, enter a **Note Reason**, and **Save Note**.

**ADD A NOTE TO MULTIPLE USERS** \_ X

Note (Required)

**B** *I* Paragraph ↶ ↷

Attach File

No file chosen

Name, Email, Phone, Address

Name, Email, Phone, Address

**Relations**

Note Reason

Note URL

**Visibility**

Visible to All

Visible to Selected Users

Note Subject

Name, Email, Phone, Address

Name, Email, Phone, Address

Name, Email, Phone, Address

Name, Email, Phone, Address

Name, Email, Phone, Address

Name, Email, Phone, Address

Name, Email, Phone, Address

Name, Email, Phone, Address

\*Each tab will only contain 100 students

\*If you are entering a note for more than 100 students, you will need to repeat Step 9 and Step 10