

Student Lists in [Navigate CSI](#)

Student Lists are static lists of students by student EMPLID used by staff and faculty to support student success efforts. Student Lists can be used for outreach and can be used to pull reports on students or track their outcomes over time.

Creating a Student List

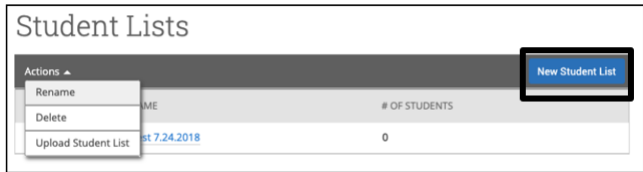
There are several ways to create a Student List. Users can upload a CSV file (CSV comma delimited) of student EMPLIDS or can add a student to a list from the student profile or can use the advance search filters to create a student list. Student list may also be shared with other Navigate CSI users by sharing the url.

Option 1: Creating a Student List using a **CSV file** (CSV comma delimited).

1. Open the **Lists and Search** page from your Navigate CSI Staff Home.



2. Select **New Student List**.



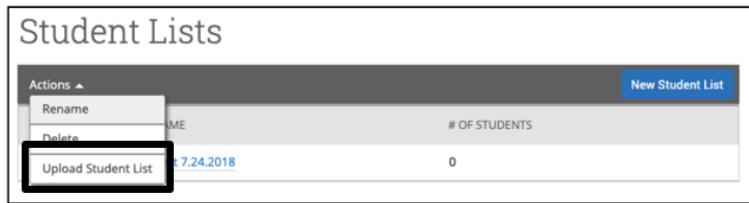
3. Name your **New Student List and Save**. List names are limited to 32 characters.

Adding New Student List

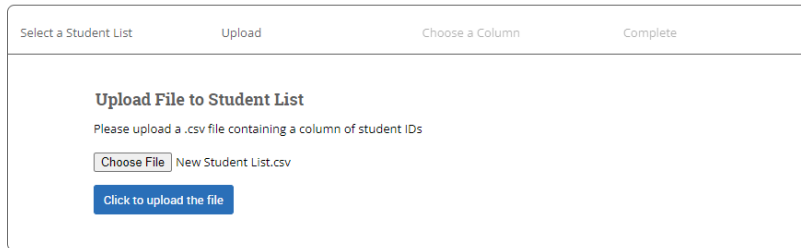
Name of Student List

Do not show this list in analytics dashboards [?]

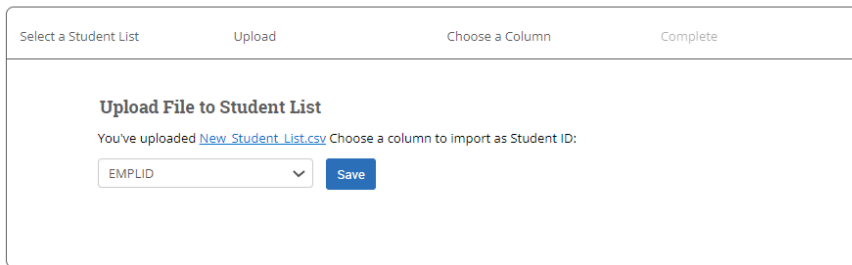
4. From the **Actions** drop down, select **Upload Student List**.



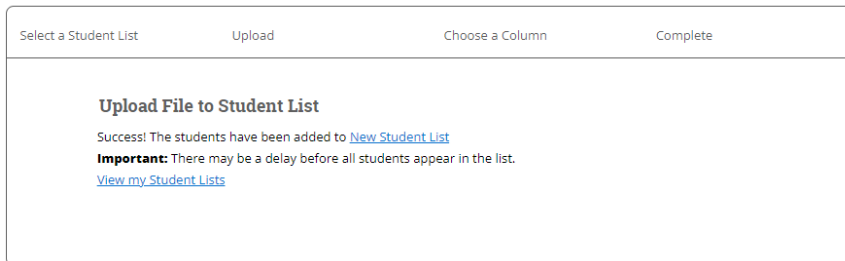
5. Select the **CSV file (comma delimited)** from your pc and **click to Upload the file.**



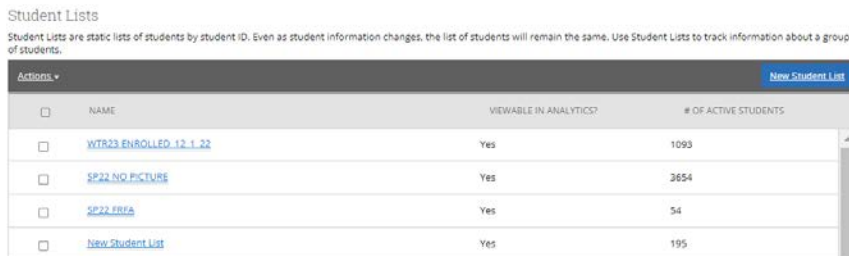
6. To complete Upload, using the **drown down arrow** choose the column in the CSV file that represents the Student EMPLID and **Save.** *The column containing the student EMPLIDs in the CSV must be long enough to display the entire student ID or the platform cannot read it.*



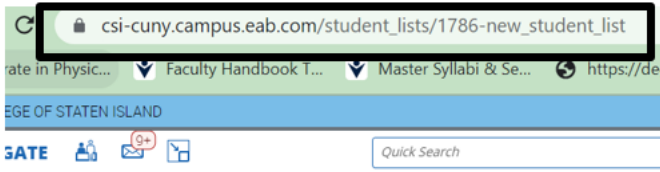
7. Success! Students have been added to your newly created list and will now appear in your Lists.



8. Select **View my Student Lists** to access your lists.

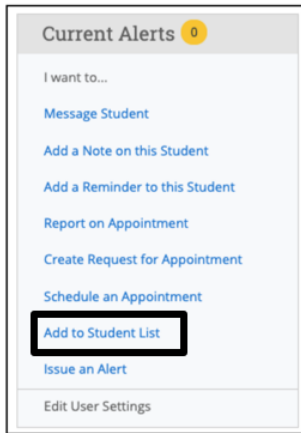


9. To share your Student List, copy and paste the URL.

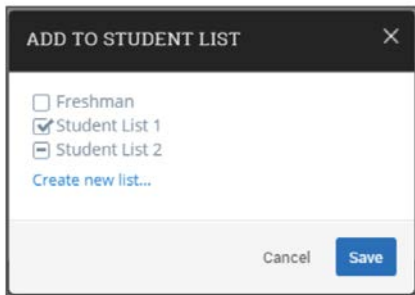


Option 2: Adding a Student to a Student List from the Student Profile

1. From a Student Profile page select **Add to Student List**.



2. Select **Student List(s)** you would like to add the student and **Save**.



Option 3: Creating a Student List using **Advanced Search**

1. Open the **Advanced Search** from your **Navigate CSI Staff Home**.



2. Set your Search filters.

A screenshot of the 'New Search' interface. At the top, it says 'New Search' and 'Saved Searches +'. There is a 'Show Advanced Filters' link. Below this is a 'Keywords (First Name, Last Name, Email, Student ID)?' field and a 'Type?' dropdown menu with 'Students' selected. The interface is divided into several sections, each with a dropdown arrow: 'Student Information' (First Name, Last Name, Student ID, Category, Tag, Gender, Watch List), 'Enrollment History' (Enrollment Terms), 'Area of Study' (Degree, Major), 'Performance Data' (GPA, Hours, Credits), 'Term Data' (Classification, Section Tag, Term GPA), 'Course Data' (Course, Section, Status), and 'Assigned To' (Advisor). The 'Goals & Interests' section is expanded, showing 'Post Degree Goal (In Any of these)?', 'Favorite Fields (In Any of these)?', and 'Favorite Majors (In Any of these)?', each with an 'All' dropdown menu. At the bottom, there is a 'Search' button and two checkboxes: 'My Students Only' and 'Include inactive'.

3. To create a list of Students declared by **Major**, use the drop down arrow to search by **Area of Study (Degree, Major)**. Enter the Major. Select Search.

The screenshot shows a search filter interface titled "Area of Study" with a subtitle "College/School, Degree, Concentration, Major". It contains several input fields, each with a question mark icon: "College/School (In Any of These)", "Major (In Any of these)", "Major (In All of these)", "Major (In None of these)", "Concentration (In Any of These)", and "Degree (In Any of These)". The "Major (In Any of these)" field is populated with "Accounting BS" and has a small 'x' icon to its left. All other fields contain the text "All".

4. Search results will display. Total # of students will appear in the bottom right hand corner. To add the students to list(s) check the box next to **Name**. Search results display 100 students per page.

The screenshot shows the header of the search results page. It features a dark grey "Actions" dropdown menu on the left. Below it, a status bar indicates "100 items on this page are selected. [Select all 366 items.](#)". A table header is visible with a checked checkbox next to "NAME", followed by "FIRST NAME", "LAST NAME", "STUDENT ID", "STUDENT ALTERNATE ID", and "STUDENT LIST".

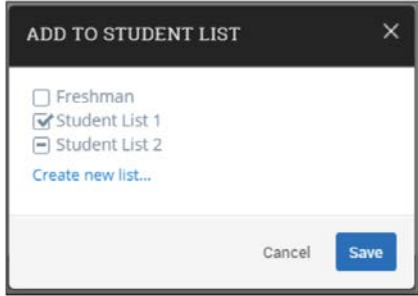
5. If the search results are more than 100 items, you will need to **Select all items** (middle of page).

This screenshot is similar to the previous one but shows the "Selected all 366 items. [Clear Selection](#)" link highlighted with a black box. The "NAME" checkbox in the table header is also checked.

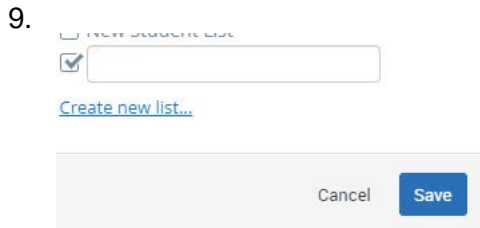
6. From the Action drop down, select **Add to Student List**.

The screenshot shows the "Actions" dropdown menu open. The options listed are "Send a Message to Student", "Appointment Campaign", "Add to Student List", "Add To-Do", and "Export Results". The "Add to Student List" option is highlighted with a black box.

7. Choose which **Student List** or **Lists** to add the students and select **Save**.



8. If you are creating a new list, select **Create new list**. Name your **list**. List names are limited to 32 characters. Select Save Student List.



10. To view your **Student Lists**, select the List and Searches icon.

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		New Student List	
<input type="checkbox"/>	NAME	VIEWABLE IN ANALYTICS?	# OF ACTIVE STUDENTS
<input type="checkbox"/>	WTR23 ENROLLED 12-1-22	Yes	1093
<input type="checkbox"/>	SP22 NO PICTURE	Yes	3654
<input type="checkbox"/>	SP22 BRFA	Yes	54
<input type="checkbox"/>	New Student List	Yes	195