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.
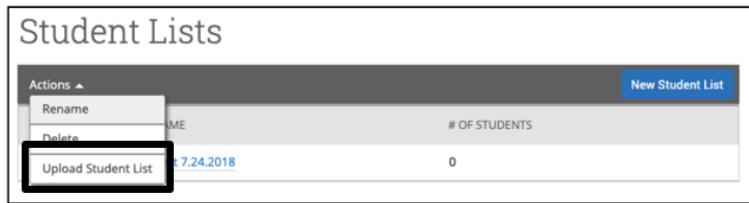

2. Select **New Student List**.
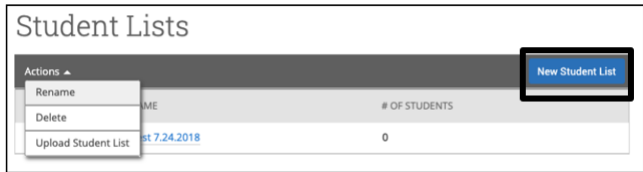
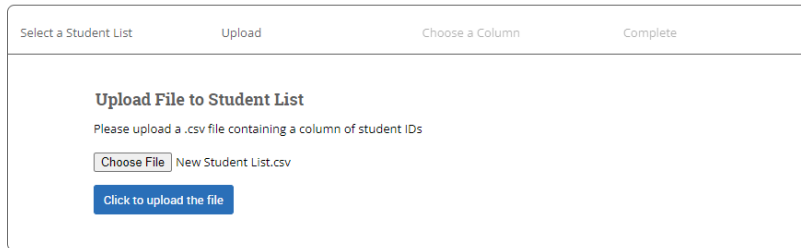3. Name your **New Student List and Save**. List names are limited to 32 characters**.**


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.*
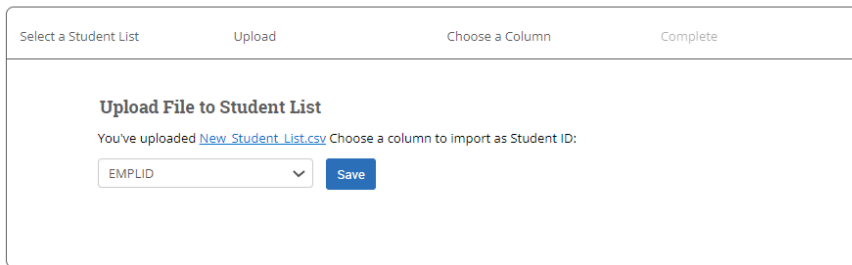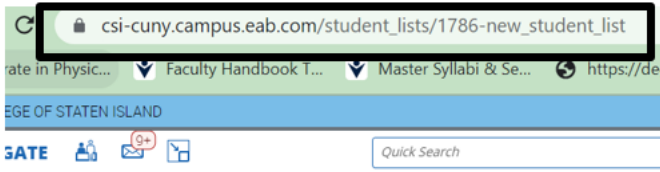

7. Success! Students have been added to your newly created list and will now appear in your Lists.
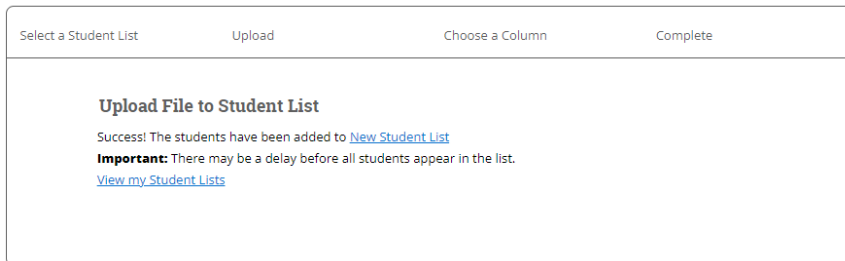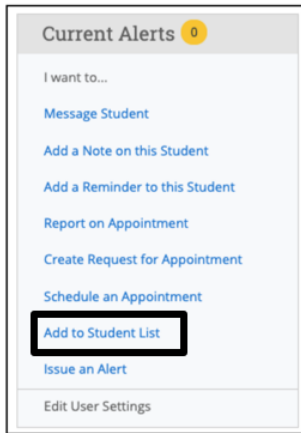

8. Select **View my Student Lists** to access your lists**.**
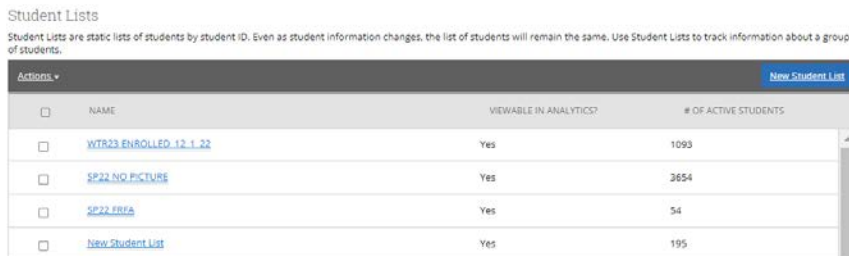
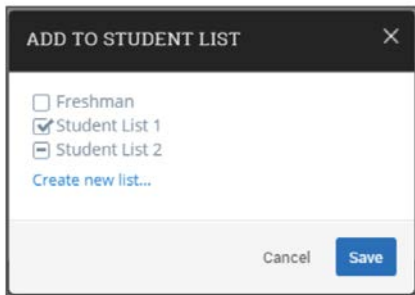9. To share your Student List, copy and paste the URL.

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.

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.

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.
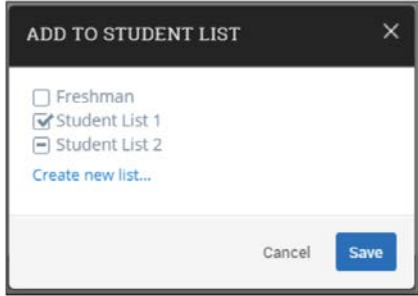

5. If the search results are more than 100 items, you will need to **Select all items** (middle of page).

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

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.

9.
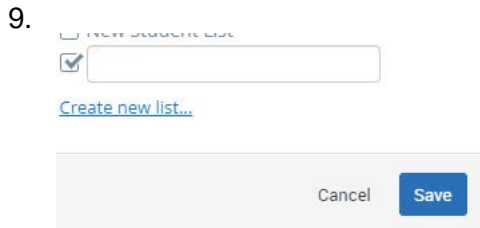
10. To view your **Student Lists**, select the List and Searches icon.