STUDENT LISTS

NAVIGATE — *Stay on track all the way to graduation!*

Using Student Lists within Navigate Staff

Student Lists are static lists of students. You can use Student Lists in a variety of ways, from maintaining a list of students to track over time, to sending messages or Appointment Campaigns directly from the Student List.

Note: If you want to save a dynamic list of students based on a set of Advanced Search filters, you'll need to save a Student Search instead.

Step 1: Log in to Navigate Staff from the Web

Use your employee login credentials to log in to Navigate Staff.

1. Either go directly to this Web address **niuhuskies.campus.eab.com** <u>OR</u> go to **go.niu.edu/navigate** and click on the **Access Navigate Staff** button
2. If you have logged into Navigate Staff before on that device, you should already be logged in. If not, log in using the same credentials you use to log in to your employee O365 account

Step 2 (Option 1): Create a new Student List by searching within Navigate Staff

To create a Student List from within Navigate Staff, you can either first search for the students then add them to the list, <u>or</u> you can create the list first then add students to it later.

To first search for students to add to a list:

1. Click the **Advanced Search** tile on the left
2. Fill out all applicable fields and filters
3. Click the **Search** button on the bottom left
4. Click the checkboxes next to individual students you would like to add to the list, or use the check-all checkbox at the top left to select all students in the search
5. Click the **Actions** dropdown menu in the top left
6. Click **Add to Student List**
7. Click **Create new list...**
8. Name your list
9. Click the **Save** button
10. The list was created and will now be viewable under the **Student Lists** header in the **Lists & Saved Items** tile

To create a student list first, then add students to it later:

11. Click on the **Lists & Saved Items** tile, then click the **New Student List** button
12. Name the list
13. Click the **Save Student List** button
14. You have created a Student List! The list will now be viewable under the **Student Lists** header in the **Lists & Saved Items** tile

Step 2 (Option 2): Create a new Student List by uploading a .csv file to Navigate Staff

You can create a student list within Navigate by importing a .csv file. <u>Note</u>: The .csv file *must* contain a column of student IDs or Navigate will not be able to create your Student List.

1. Click the **Lists & Saved Items** tile
2. Under the Student Lists header, click the **Actions** dropdown menu
3. Click **Upload Student List**
4. Identify a list: Under the "Select a Student List" tab dropdown menu, select either an existing student list to upload to <u>or</u> select New Student List and name the new list and click the Confirm button
5. Under the "Upload" tab, click the **Choose a file** button to browse and select the .csv file students you wish to upload
6. Click the **Click to upload the file** button
7. Under the "Choose a column" tab, select the .csv column from the dropdown menu that contains the student IDs
8. Click the **Save** button
9. Your Student List should now be populated with the student data from the .csv
10. You have created a Student List! The list will now be viewable under the **Student Lists** header in the **Lists & Saved Items** tile

To add students to existing Student Lists by searching within Navigate

If you first created and named a list without populating it with students, you can go in and manually add that list of students one-by-one by searching in Navigate. Note: If your list of students is too long to add manually, you can also upload students to an existing list using a .csv file. See *Step 2 Option 2: 4.* for instructions.

1. Click the **Lists & Saved Items** tile
2. Under the Student Lists header, click the blue name of the list to which you want to add students
3. Click the **Add Student...** button on the right
4. Search for the student(s) either by name or by Z-ID (the Z-ID can be formatted Z123456 or 0123456)
5. When you have found all the students you wish to add, click the **Add Student** button
6. The Student List will automatically refresh
7. Once the list has refreshed, the students will now be added to the Student List!

For questions or assistance with Navigate Staff or Navigate Student, please visit **go.niu.edu/navigate** to select the help link.