Creating Student Lists

There are several ways to create a Student List or add students to a Student List.

**Note.** Because some tools in the platform display all Student Lists in filters, please use a standard naming convention for your Student Lists that explains the purpose of the list (e.g., F23 Senior His Maj, F24 Transfer 1st Gen). Talk to your Application Administrator if you have questions about the naming conventions for Student Lists at your institution.

Option 1. Create Student List or add students through Advanced Search

Open Advanced Search and set your search filters. When the list of student results appears, select all students you want to add to your Student List by checking the box in front of their name. You can select the entire list by clicking the **All** option. Note that if you decide to perform this action on only certain students from the list, you are limited to selecting from those students within the results page you are currently viewing, up to the maximum of 100.

After selecting your students, open the **Actions** menu. From here, follow these steps:

1. Select **Add to Student List**.
2. Add students to an existing list OR create a new list.
3. After naming your list (if applicable), click **Save**.

You have a static list of students that will not change over time.

When adding multiple students to a list, platform notations will indicate if all, some, or none of the selected students are already part of a current student list.

- **If none** of the students selected are on a student list, the **student list check box will be empty**, such as the "Freshman" student list example in the screen shot.
- **If some** of the students selected are on a student list, the **student list check box will have a dash "-"** to indicate that some, but not all, of the students are already included on that list. The example in the screen shot is the "Student List 2."
- **If all** of the students selected are on a student list, the **student list check box will have a checkmark**, such as the example "Student List 1" in the screen shot.
You can click on any of these checkboxes to clear these indications. This allows you to manage which list or lists you would like your selected students to remain on. Then, select the list as the placement for your selected student list.

Frequently Asked Questions

Can I see another user’s Student List?

Yes, if you have the permission to search for Non-Students, you can navigate to the page of the user whose Student List you’d like to see, and follow the steps above for viewing Student Lists on Staff Home.

What is the character limit for Student List titles?

32 characters.

I added a Student List, why isn’t it appearing in the filter dropdown in Intervention Effectiveness?

Intervention Effectiveness is developed in a separate application from the rest of the Navigate platform. Data from Navigate loads into Intervention Effectiveness nightly. After you have created or updated a Student List in Navigate, please allow one day for it to appear in Intervention Effectiveness.

How is a Student List different from a Saved Search?

A saved search is a saved set of parameters. Each time you run a saved search, it will return the set of students who currently meet those parameters. For example, if you create a saved search for Freshmen, the list of students who return for that saved search a year later will be different than at the time of its creation, as many of the freshmen will no longer be in that classification. A Student List, on the other hand, is a static list of students, saved by their student ID, and the list of students will remain the same over time.

If I delete an old Student List I used to create a campaign, will the deletion have any impact on campaign data?

This shouldn't have any impact. The Student List, like any Advanced Search filters used, is only initially relevant for helping query the list of students you want to be a part of the campaign. Once they have been added to the campaign how they were added (category, list, filter) does not matter so changes to Student Lists would not impact campaigns that have already been built/executed.

What happens if I select the Do not show this list in analytics dashboards checkbox? The Student List would not show in any analytics dashboard to anyone, including you. This can be helpful for Student Lists created for sensitive reasons, e.g. a list of students to refer to counseling. However, in most cases, you do not need to select the box.