

Navigate: Student Lists

Objective: A Student List is a static list of students by student ID (either primary or alternate ID). You can use Student Lists in a variety of ways, from maintaining a list of students to track over time in [Intervention Effectiveness](#) or offline, to sending messages or [Appointment Campaigns](#) or [Survey Campaigns](#) directly from the Student List.

Student Lists are NOT the same as [Saved Searches](#). 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.

Creating Student Lists

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

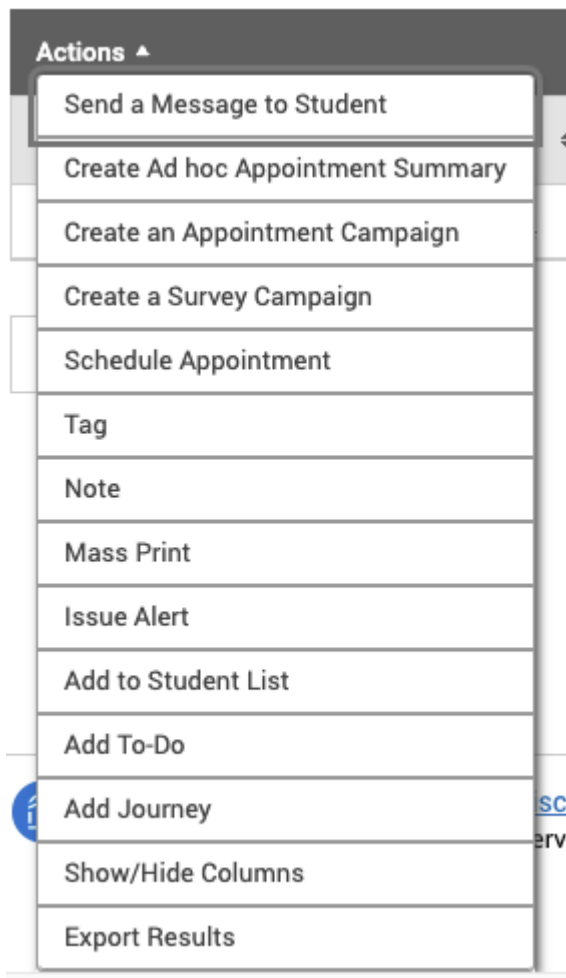
Note. Because some tools in the platform display *all* Student Lists in filters, please use a standard naming convention for your Student Lists that explains the purpose of the list (e.g., F23 Senior His Maj, F24 Transfer 1st Gen). Please include your department at the beginning (e.g. CAS List Spring 2026”).

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 click 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**. Note that student list names must be 32 characters or less.



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.

ADD TO STUDENT LIST ✕

High Concern 23 24
 Mod Concern Science Majors
[Create new list...](#)

Cancel Save

Option 2. Upload Student List from a list of Student IDs

You can upload a list of students from a CSV file into Navigate360 to create Student Lists, too.

Warning. The file must be a CSV file, not a CSV UTF-8 file.

To upload a student list from a CSV file, do the following steps:

1. Open the **Lists and Search** page in Navigate360 Staff.
2. Select **Upload Student List** from the **Actions** menu in the Student Lists section of the page as shown in the following image.

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 ▲		VIEWABLE IN ANALYTICS?	# OF ACTIVE STUDENTS
<div style="background-color: #eee; padding: 2px;">Rename</div> <div style="background-color: #eee; padding: 2px;">Delete</div> <div style="background-color: #eee; padding: 2px; border: 2px solid red;">Upload Student List</div>	st	Yes	0
<input type="checkbox"/>	Pell Eligible GPA	Yes	309
<input type="checkbox"/>	Murky Middle	Yes	4
<input type="checkbox"/>	At Risk Spring 2017	Yes	97

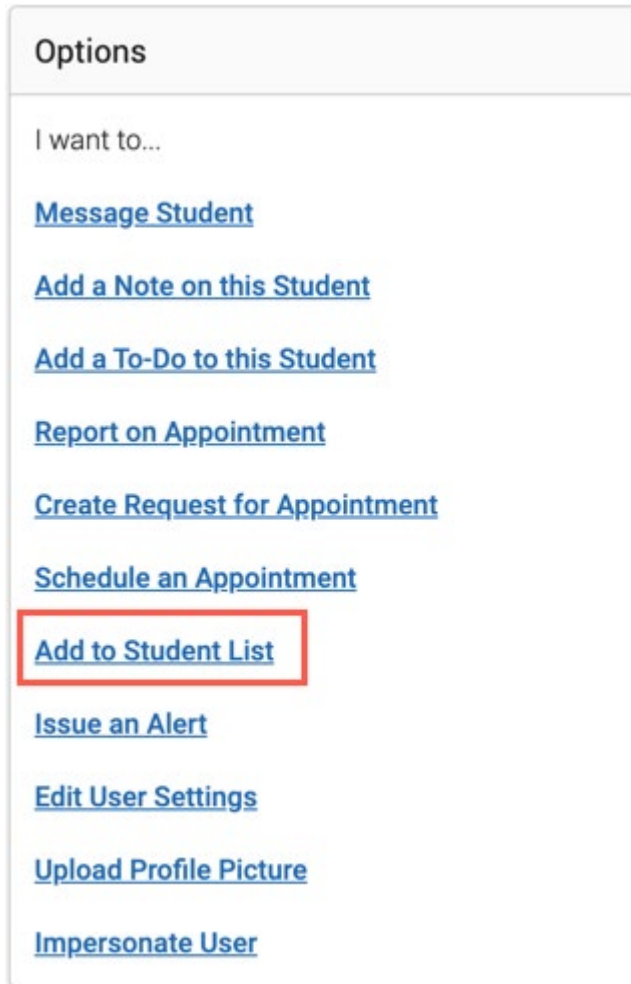
Upload Student List in Actions Menu

4. Add students to an existing list OR create a new list.
5. Select the CSV file and click **Upload**.
6. Choose the column in your CSV file that represents Student ID (you can select either primary or alternate ID as of the upcoming STC 24.15 release) and then finish importing the file.

Warning. The column containing student IDs in the CSV must wide enough to display the entire student ID or the platform cannot read it.

Option 3. Add Students to Student List from Student Profile

Select **Add to Student List** in the Actions panel of a student profile as shown in the following image.



Choose which Student List or Lists to add the student to, or create a new Student List and add the student to it.

Using Student Lists in Navigate360 Staff Workflows & Automations and Reporting & Analytics

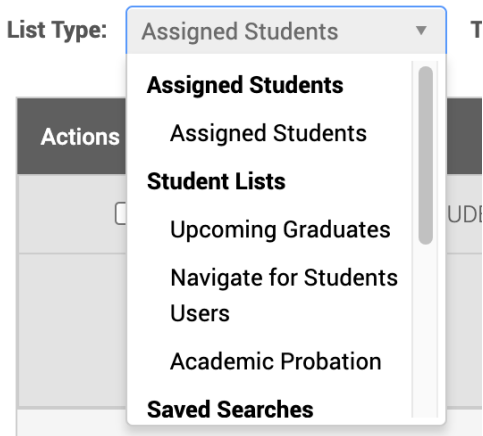
After creating a Student List, you can access them from the following areas in Navigate360.

Staff Home Page

By clicking **My All Assigned Students**, you can select a list from any of your Saved Searches or Student Lists to show on your Staff Home instead of the default list of assigned students.



Assigned Students



Lists and Searches Page

Student Lists and Saved Searches have their own page as shown in the image below.



Access your Saved Searches and Student Lists on this page or upload new lists.

Open any Student List by clicking its name on the Student Lists panel.

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"/>	Mod-Concern-Science-Majors	Yes	391
<input type="checkbox"/>	High Concern 23-24	Yes	10

After opening a Student List, you can modify, delete, or save a different version of the Student List. You can also mark a list as *Do not show this list in analytics dashboards*. When you do this, the Student List will 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.

[Back to users lists](#)

Mod-Concern-Science-Majors ✎

Do not show this list in analytics dashboards?

Actions ▾				Add Student...
<input type="checkbox"/>	NAME	ID	PREDICTED CONCERN	CATEGORY
1. <input type="checkbox"/>	Adams, Richard	87164329	Moderate	Adult learner,Applied for graduation,Honors student,Intends to start new career
2. <input type="checkbox"/>	Ader, Jon	59208631	Moderate	Minor - Art History,Trio Success Coach
3. <input type="checkbox"/>	Albee, Brian	34968720	Moderate	Applied for graduation,Minor - History,Trio Success Coach
4. <input type="checkbox"/>	Alexander, Mary	62093174	Moderate	Adult learner,Minor - Psychology,Sport - Womens Soccer
5. <input type="checkbox"/>	Amigon, Russell	63807215	Moderate	Academic Probation,Honors student,Minor - Economics
6. <input type="checkbox"/>	Anderson, Christopher	71864903	Moderate	Academic Probation,North Hall,Pell-Eligible
7. <input type="checkbox"/>	Anderson, Joseph	98261470	Moderate	Intends to start new career,Minor - Philosophy,Sports In-Season
8. <input type="checkbox"/>	Andrews, Tina	06598372	Moderate	Attended impact forum,Childcare dependent,Commuter student,Minor - Anthropology,Sport - Womens Soccer,Whitehurst U Prospect

[Previous](#) | 1 | 2 | 3 | 4 | [Next](#)

391 total results

Advanced Search

Student List is a filter option in the **Student Information** drawer in Advanced Search. Select one or more Student Lists to narrow your results, as shown in the image below.

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List

First Name?	Last Name?	From Last Name?	To Last Name?	Student ID?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Race or Ethnicity	Student List (In Any of These)		Transfer Student
All	All	<input type="text"/> <input type="text" value="High Concern 23-24"/>		Any
E-mail(s)	Category (In Any of these)?			
<input type="text"/>	All			
Tag (In Any of these)?				
All				

Intervention Effectiveness

Student Lists are a filter option in Intervention Effectiveness. Use Student Lists to select a student population and analyze changes in outcomes for those students over time and/or compare their outcomes to those of another student population.

Intervention Information

APPT. CAMPAIGN OWNER	APPT. CAMPAIGN
All	All
CAMPAIGN APPT. STATUS	
All	
STUDENT LIST CREATOR	STUDENT LIST
All	All

Note. Intervention Effectiveness is developed in a separate application from the rest of the Navigate360 platform. Data from Navigate360 loads into Intervention Effectiveness nightly. After you have created or updated a Student List in Navigate360, please allow one day for it to appear in Intervention Effectiveness.


Using the Actions Menu with Student Lists

The **Actions** menu for a Student List is a valuable tool with several options. To open the **Actions** menu, take the following steps:

1. Open a Student List via the 'Lists & Saved Items' tab.
2. Select the boxes next to the students you want to take action on.

Mod-Concern-Science-Majors

Do not show this list in analytics dashboards?

Actions 					Add Student...
<input type="checkbox"/>	NAME	ID	PREDICTED CONCERN	CATEGORY	
<input checked="" type="checkbox"/>	Adams, Richard	87164329	Moderate	Adult learner,Applied for graduation,Honors student,Intends to start new career	
<input type="checkbox"/>	Ader, Jon	59208631	Moderate	Minor - Art History,Trio Success Coach	
<input type="checkbox"/>	Albee, Brian	34968720	Moderate	Applied for graduation,Minor - History,Trio Success Coach	
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<input checked="" type="checkbox"/>	Anderson, Joseph	98261470	Moderate	Intends to start new career,Minor - Philosophy,Sports In-Season	
<input type="checkbox"/>	Andrews, Tina	06598372	Moderate	Attended impact forum,Childcare dependent,Commuter student,Minor - Anthropology,Sport - Womens Soccer,Whitehurst U Prospect	

3. Open the **Actions** menu and select one of the items. The actions are described below.

Send a Message to Student - Opens a **Send a Message** dialog. User can send an email or text message (with or without an attachment) to the students selected.

Create Ad Hoc Appointment Summary - Creates an appointment summary report for the selected students to record an appointment with them.

Create an Appointment Campaign - Creates an appointment campaign starting with the students added.

Create a Survey Campaign - Creates a survey campaign with the selected students as recipients.

Schedule Appointment - Opens the Schedule Appointment page. Users can then schedule appointments for the student.

Warning. If multiple students are selected, the appointment will begin as a group appointment.

Tag - allows users to select tags to add to the student's profile.

Warning. Choosing this action does not allow user to create new tags.

Note - Adds a note to the student profile.


Mass Print - Enables users to mass print Custom Student Reports and Student Calendars from the search results.

Issue Alert - Opens the **Issue Alert** dialog and marks a student at-risk.


Important. This action can only be used for one student at a time.

Add to Student List

Add students to another Student List

 : Means all selected students are on that list.

 : Means some of the selected students are on that list

 : (blank square) Means the selected students are not on that list.

Remove From Student List

Removes the selected students from the current list.

Add To-Do

Adds staff to-dos for the selected students from current list.

Add Journey

Assigns the selected students to a Journey. (Only visible for schools who have activated Journeys)

Export Results

Creates a CSV file of students that downloads to your computer and can be used with other systems.

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.

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.