

Digging Deeper – Create a List

IF YOU HAVE A COHORT OF STUDENTS THAT YOU REGULARLY REACH OUT TO OR WORK WITH IN SOME CAPACITY, YOU MAY WANT TO CONSIDER GROUPING THEM TOGETHER IN A “LIST.” EXAMPLES OF STUDENTS YOU MAY WANT TO CREATE A LIST FOR COULD BE A CLASS ROSTER, YOUR ADVISEES, YOUR STUDENT WORKERS, OR SOMETHING MORE SPECIFIC SUCH AS SENIOR AFRICANA STUDIES MAJORS. CREATING A LIST ENABLES THE ABILITY FOR SEAMLESS OUTREACH (WITH TRACKING FUNCTIONALITY), APPOINTMENT SCHEDULING, ADDING “TO-DO” ITEMS, AMONG OTHER THINGS.

CLICK THE ICON FOR “ADVANCED SEARCH”

DICKINSON COLLEGE

NAVIGATE

Home, Mail, Calendar, Search, and other navigation icons

New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID)?

Type?

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

Enrollment History Enrollment Terms

Area of Study College/School, Degree, Concentration, Major

Term Data Classification, Section Tag, Term GPA

Performance Data GPA, Hours, Credits

Course Data Course, Section, Status, LMS Activity

Assigned To

Goals & Interests Post Degree Goal, Favorites?

Polls Questions, Choices?

Success Indicators Success Markers

Nav Info Milestone filters

Include Inactive My Students Only At-Risk Students Only

YOU CAN THEN SEARCH BY A VARIOUS CRITERIA. CLICK ON EACH SEARCH CATEGORY TO EXPAND THE SEARCH AND THEN ENTER THE SEARCH PARAMETERS

New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID)?

Type?

Students

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

Enrollment History Enrollment Terms

Area of Study College/School, Degree, Concentration, Major

College/School (In Any of These)?

All

Major (In Any of these)?

All

Major (In All of these)?

All

Major (In None of these)?

All

Concentration (In Any of These)?

All

Degree (In Any of These)?

All

Term Data Classification, Section Tag, Term GPA

Performance Data GPA, Hours, Credits

Course Data Course, Section, Status, LMS Activity

Assigned To

YOU CAN ALSO SEARCH USING AN EXISTING LIST OF STUDENT ID NUMBERS OR EMAIL ADDRESSES. FIRST, EXPAND THE "STUDENT INFORMATION" SEARCH CATEGORY.

The screenshot shows the 'New Search' interface. A red arrow points from the top-left text box to the 'Student Information' search category, which is circled in red. Another red circle highlights the 'Student ID' and 'E-mail(s)' input fields. A third red arrow points from the bottom-right text box to the 'Student ID' input field.

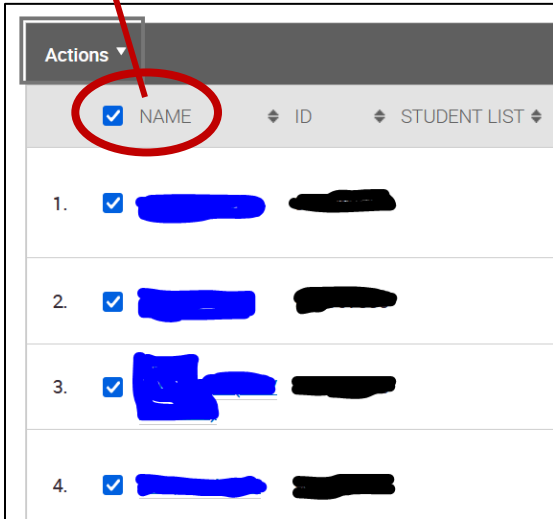
New Search
Saved Searches +
Keywords (First Name, Last Name, E-mail, Student ID)? Type? Students
Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List, Last Login to LMS
First Name From Last Name? To Last Name? Student ID?
Gender Race or Ethnicity Student List (In Any of These) E-mail(s)
All All All
Number of days since last login to LMS? Any
Category (In Any of these)?
All
Tag (In Any of these)?
All

This is a close-up view of the search input fields. A red arrow points from the top-right of the main interface to the top-right corner of this close-up. The fields are labeled 'Student ID?', 'E-mail(s)', and 'Number of days since last login to LMS?' with a dropdown menu set to 'Any'.

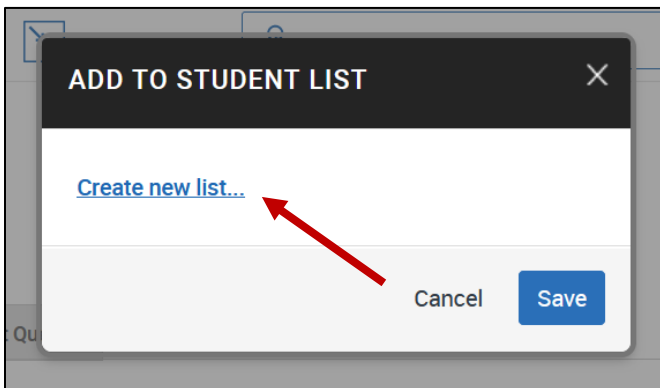
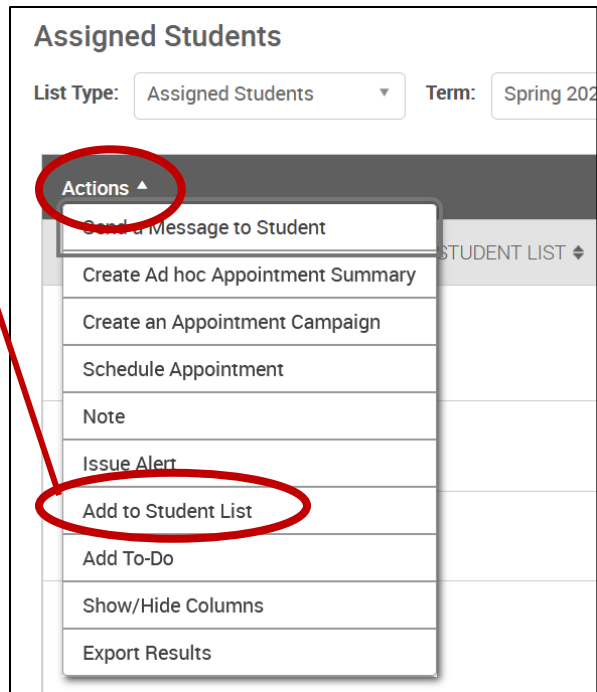
Student ID?
E-mail(s)
Number of days since last login to LMS? Any

THEN, SIMPLY PASTE A LIST OF STUDENT ID NUMBERS OR EMAIL ADDRESSES INTO THE APPROPRIATE FIELD, AND PRESS "SEARCH."

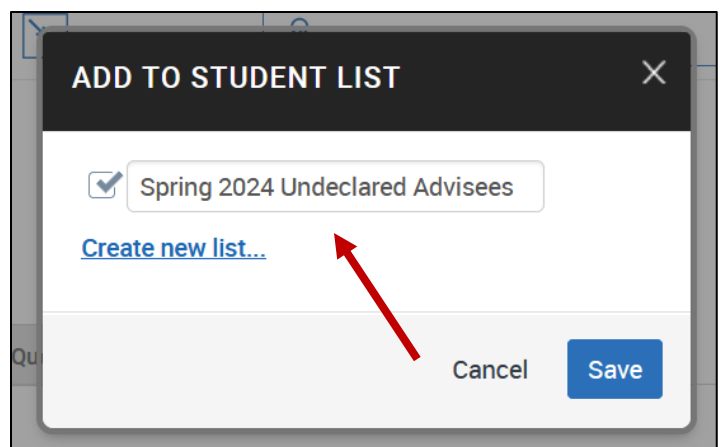
CHECK THE BOX NEXT TO NAME THAT AUTOMATICALLY SELECTS ALL OF THE NAMES IN THE LIST.



THEN CLICK ON THE ARROW NEXT TO "ACTIONS," WHICH OPENS A DROP-DOWN LIST. SELECT "ADD TO STUDENT LIST."



ON THE POP-UP BOX THAT APPEARS, CLICK ON THE LINK TO "CREATE NEW LIST." TITLE THE LIST, AND THEN CLICK TO SAVE.



ONCE YOU HAVE A LIST CREATED, YOU CAN UTILIZE IT IN SEVERAL WAYS

FIRST, TO ACCESS YOUR LISTS, CLICK THE ICON FOR "LISTS & SAVED ITEMS"

Navigate360 | STUDENT SUCCESS

My Saved Items

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	NAME	VIEWABLE IN ANALYTICS?	# OF ACTIVE STUDENTS
<input type="checkbox"/>	Undeclared Advisees	Yes	25
<input type="checkbox"/>	TestABC	Yes	4
<input type="checkbox"/>	STEPS 24 - class	Yes	26
<input type="checkbox"/>	SP24 course request undeclareds	Yes	23
<input type="checkbox"/>	Peer Advisors-SP24	Yes	4
<input type="checkbox"/>	ALD Execs 2024	Yes	5

[New Student List](#)

Saved Searches
Saved Searches are dynamic lists of students. The results change as student data changes to move within our outside of the search criteria. Use Saved Searches to run a pre-configured Advanced Search without having to create the search again.

Actions	NAME	USED IN AUTOMATION
<input type="checkbox"/>	Econ Majors FA23	No

[New Saved Search](#)

THEN, CLICK ON THE LIST YOU WOULD LIKE TO UTILIZE.
IT WILL OPEN UP TO SHOW THE COMPLETE LIST OF
STUDENTS INCLUDED

YOU CAN SELECT CERTAIN STUDENTS FROM THE
LIST, OR YOU CAN SELECT ALL OF THEM BY CLICKING
THE CHECKBOX NEXT TO "NAME"

[Back to users lists](#)

Undeclared Advisees

Do not show this list in analytics dashboards?

Actions

	NAME
1.	<input type="checkbox"/> [Redacted]
2.	<input type="checkbox"/> [Redacted]
3.	<input type="checkbox"/> [Redacted]
4.	<input type="checkbox"/> [Redacted]
5.	<input type="checkbox"/> [Redacted]
6.	<input type="checkbox"/> [Redacted]
7.	<input type="checkbox"/> [Redacted]
8.	<input type="checkbox"/> [Redacted]

[Previous](#) [1](#) [Next](#)

[Back to users lists](#)

Undeclared Advisees

[Do not show this list in analytics dashboards?](#)

Actions ▾

Send a Message to Student ←

Create Ad hoc Appointment Summary

Create an Appointment Campaign [his](#))

Schedule Appointment ←

Tag [n/theirs](#))

Note

Mass Print

Issue Alert

Add to Student List

Remove from Student List

Add To-Do ←

Show/Hide Columns

Export Results

THEN CLICK THE DOWN ARROW NEXT TO ACTIONS, FOR A LIST OF OPTIONS. MOST COMMON ACTIONS INCLUDE SENDING THEM A MESSAGE, SCHEDULING AN APPOINTMENT, OR ADDING A TO-DO.