# How to Create a Student List

In the event you wish to save a static list of students regardless of attributes (as these may change over time), you will want to create a **Student List**. This is different from a **Saved Search** which may return different lists of students based on the parameters that you set. A **Student List** will retain the same students over time, regardless of their attributes. **Student Lists** can be created in multiple ways, such as by <u>taking action on Search Results</u>, or by <u>uploading a list of Sam IDs</u> in a <u>.CSV file</u>. You can also <u>add or remove students</u> at any time.

**Note**: Student Lists currently cannot be shared globally. For areas that want to monitor the same group of students, you would need to accomplish this by sharing the same list and creating separate Student Lists using the Upload method.

## Create a Student List from Search Results

From the **Staff Home** page; select the **Advanced Search** icon (magnifying glass) from the left-hand menu.

	Staff Home 🔻	<u>H</u>
雦	Students Upcoming Appaintments My Availability Appointment Queues Appointment Requests	Actions
2	My Assigned Students for Spring 2019 🔹	I want to
	Actions *	Issue an Alert
0	Image: ALL         STUDENT NAME         +         ID         WATCH LIST         •         CUMULATIVE GPA         •         PREDICTED RISK LEVEL         •	Quick Links
	No matching records found	Take me to
++	un unarraină Lecrura volun	Schedule a General Event
$\bigotimes$		Record Class Attendance
1		Manage Assignments
		School Information

On the Search page, expand the parameter options by selecting **Show Advanced Filters** on the far right. Each section also expands to allow for multiple sub-selections.

Type <sup>2</sup> Students	
), Category, Gender, Race, Watch List	
70	
2	
laje	

Select your parameters, then **Search**. Results should look similar to the image on the next page, with the parameters you originally selected listed across the top. Once you have results, select all students you wish to add by selecting the gray box next to their name(s), or select the entire list by clicking on the **All** box in the light gray bar. **Note:** If your search

results span multiple pages, select the link below the dark grey bar to select <u>all results on all tabs</u>. The default "All" includes current tab only.

Search	h				EI.
Unsavec	d Student Search save				
Saved Searche	85 -				
Standard Us	ser Type: College/School: Health Sciences × Term Data: Spring	2018 x Classified As: Junior x			
Search	h				
Crearer	Modify Search				
Arrons <b>→</b>					
🕑 ALL	NAME VID WATCH LIST \$	100 items on this page are sele	PREDICTED RISK LEVEL	CLASSIFICATI	ON ¢ CATEGORY ¢ ACTIONS
<ul><li>☑ ALL</li><li>☑ 1</li></ul>	NAME + ID WATCH LIST + Abbott, Taylor			<ul> <li>CLASSIFICATI</li> <li>Junior</li> </ul>	ON & CATEGORY & ACTIONS AR Base Tuition, TSI Complete Student
		CUM. GPA 🗢 MAJOR	PREDICIED RISK LEVEL		
<b>1</b>	Abbott, Taylor	CUM. GPA   MAJOR Family & Consumer Sciences	PREDICTED RISK LEVEL	Junior	AR Base Tuition, TSI Complete Student AR Base Tuition, International, TSI
<ul><li>✓ 1</li><li>✓ 2</li></ul>	Abbott, Taylor Ahmad Abir, Mohamad Ishal	CUM. GPA   MAJOR Family & Consumer Sciences Public Health	PREDICTED RISK LEVEL Moderate Unknown	Junior Junior	AR Base Tuition, TSI Complete Student AR Base Tuition, International, TSI Complete Student, Visa F1-Student Visa AR Base Tuition, Pell Eligibity, TSI
<ul> <li>✓</li> <li>✓</li></ul>	Abbott, Taylor Ahmad Abir, Mohamad Ishai Abril, Alexis	CUM. GPA • MAJOR Family & Consumer Sciences Public Health Health Care Administration	WEDICIED RISK LEVEL Moderate Unknown Unknown	Junior Junior Junior	AR Base Tuition, TSI Complete Student AR Base Tuition, International, TSI Complete Student, Visa F1-Student Visa AR Base Tuition, Pell Eligibility, TSI Complete Student AR Base Tuition, Bachelor of Science- Education Minor, Pell Eligibility, Secondary Education (CS-Minor, TSI
<ul> <li>✓</li> <li>✓</li></ul>	Abbott Taylor Ahmad Abir, Mohamad Ishal Abril, Alexis Aceves, Eric	CUM. GPA   MAjor Family & Consumer Sciences Public Health Health Care Administration Kinesiology	Moderate Unknown Unknown Moderate	Junior Junior Junior Junior	AR Base Tuition, TSI Complete Student AR Base Tuition, International, TSI Complete Student, Visa F1-Student Visa AR Base Tuition, Patel Eligibility, TSI Complete Student AR Base Tuition, Bachelor of Science- Education Minor, Pell Eligibility, Secondary Education (SSE-Minor, TSI Complete Student

After selecting your students (or All), click on the **Actions** menu. Select **Add to Student List** to create a new **Student List** or to add these students to an existing **Student List**.

Actions 🔺	ADD TO STUDENT LIST X
Send Message	<ul> <li>Sus Prob 202080</li> <li>F2020 Self Alert Pop</li> <li>Nudge Self Alert 20201019</li> </ul>
Appointment Campaign	202080 Ftf 20201102 Nudge
Add to Student List	<ul> <li>Non Responders 20201123</li> <li>Active Responses 20201123</li> <li>Create new list</li> </ul>
Export Results	
2 Abioye, K	Cancel Save

Check the box next to the existing Student List to add the selected to students to, or **Create New List**.

Once you name your list (if a new one), click **Save**. You now have a list of students that will not change over time.

#### Create a Student List by Uploading a List of Sam IDs

**Note**: Uploaded lists of Sam IDs need no other fields (e.g., first name, last name, etc.), but <u>the file must be in a .csv format,</u> <u>and you need a header for the ID field.</u> Note: This process is much faster if you create this list first!

Go to the Lists & Searches page, then from the Student Lists Actions drop-down menu, select Upload Student List.

# Student Lists

Actions 🔺		New Student List
Rename Delete	NAME	# OF STUDENTS
Upload Student List	SusProb 202080	344

Select **Upload Student List**. (You can also create and name a **Student List** first, then add students using an upload, but this version saves those few steps. You can also add students using upload to an existing list.) Name your list, then **Confirm**.

Select a Watch List	Upload	Choose a Column	Complete
	le to Watch List		
	Confin	n	
Advisors-20 New Watch	Concernance		

Select **Choose File** to navigate to and select the file to upload. *Remember, this file needs to be in a <u>.csv</u> format, and you need a <u>header for the ID field</u>. Select Click to upload the file.* 

Upload File to					
Please upload a .cs Choose File No	sv file containing a colu file chosen	mn of student IDs			
Click to upload th		Select a Watch List	Upload	Choose a Column	Complete
		Upload F	ile to Watch List		
		111113/99/04/2010 09/2010	d a .csv file containing a colur		
			SHB-Studentsple-List.csv		

Select the field/column to import, then Save. Done!

Select a Watch List	Upload	Choose a Column	Complete		
	le to Watch List led SHB-Students-Sample-List	csv Choose a column to import as Student	ID:		
ID		Select a Watch List	Upload	Choose a Column	Complete
			File to Watch List e students have been added t tch Lists	to SHB Students	

## Editing Student List "Membership"

You can <u>add</u> students to the list (in singles or multiples) by selecting your Watch List, then Add Student..., searching by name, ID, or user ID, and then selecting Add Student.

			ADD STUDENT TO W	VATCH LIST ×
Back to use SHB	Stuc	lents 🗸	2	Care Add Student
ACTIONS A	7.5			POUR STUDIETE.
		STUDENT NAME	CATEGORY	ABSENCES
	1	Allen, Eric		l i i i i i i i i i i i i i i i i i i i
0		Readley Kussemee		

C	Actions -	)			
	Send Message Schedule Appointment				
			nent	T NAME	
	Advising Appointment Report			Sc.	
	Issue Alert			Kyssemee	
	Charity				
	Tag Note			Steven	
				ingelica	
	Mass Pr	tins		and the second se	
	Remove	ý		hristopher	
	2	6	Cox, K	Kathy	
	U .		De La	La Riva, Cristina	
			Deege	, Cody	
	2	9	Dougle	glas, Aaliyah	

You can **<u>remove</u>** students from the list (in singles or multiples) by selecting the checkbox to the right of the students' names, then from the Actions drop-down menu, selecting **Remove**. You should see a confirmation pop-up window before completing this action.

You can also take other actions such as **Send Message** (email or text) to a select group within your Watch List, or the entire list. However, the **Issue Alert** option, although visible in the menu, is not an option if multiple students are selected.

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