

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 [taking action on Search Results](#), or by [uploading a list of Sam IDs in a .CSV file](#). You can also [add or remove students](#) 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.

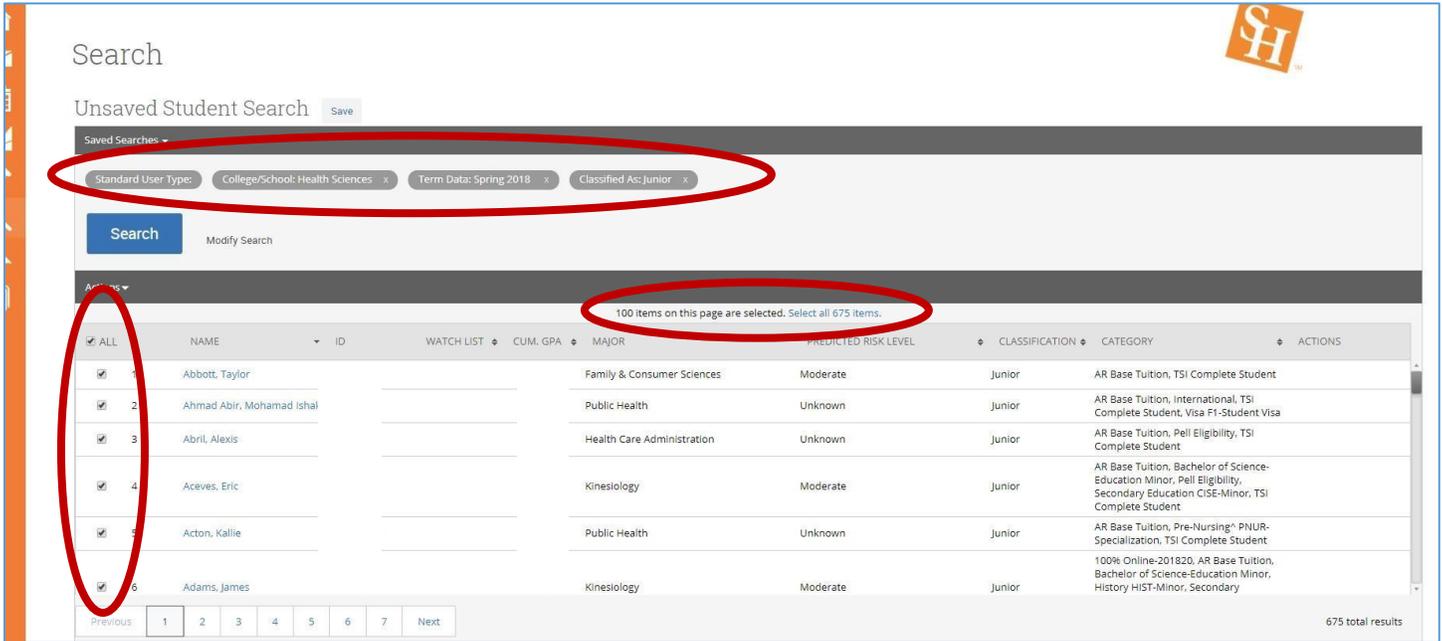
The screenshot shows the Staff Home page. On the left-hand menu, the magnifying glass icon for Advanced Search is circled in red. The main content area shows 'My Assigned Students for Spring 2019' with a table header and a 'No matching records found' message. The right-hand sidebar contains 'Actions' and 'Quick Links' sections.

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.

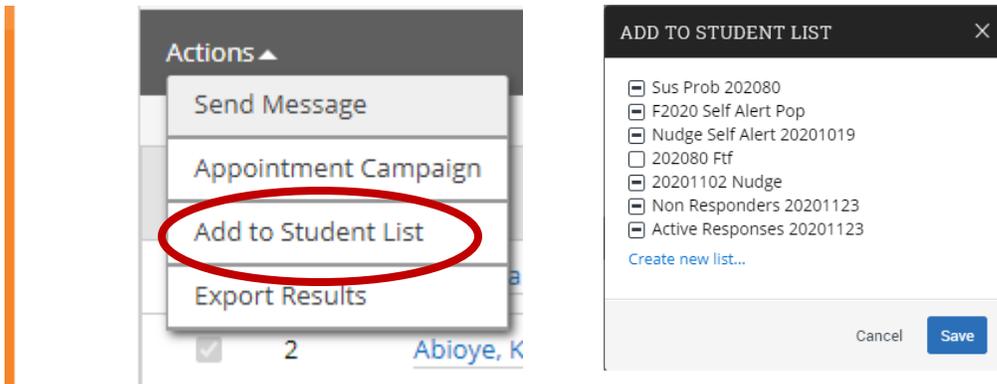
The screenshot shows the 'New Search' page. The 'Show Advanced Filters' button in the top right corner is circled in red. The page includes a search form with 'Keywords' and 'Type' fields, and a list of expandable filter categories such as 'Student Information', 'Enrollment History', 'Area of Study', 'Performance Data', 'Term Data', 'Course Data', 'Assigned To', and 'Success Indicators'. A 'Search' button and checkboxes for 'My Students Only' and 'Include Inactive' are at the bottom.

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 **all results on all tabs**. The default "All" includes current tab only.



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**.



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

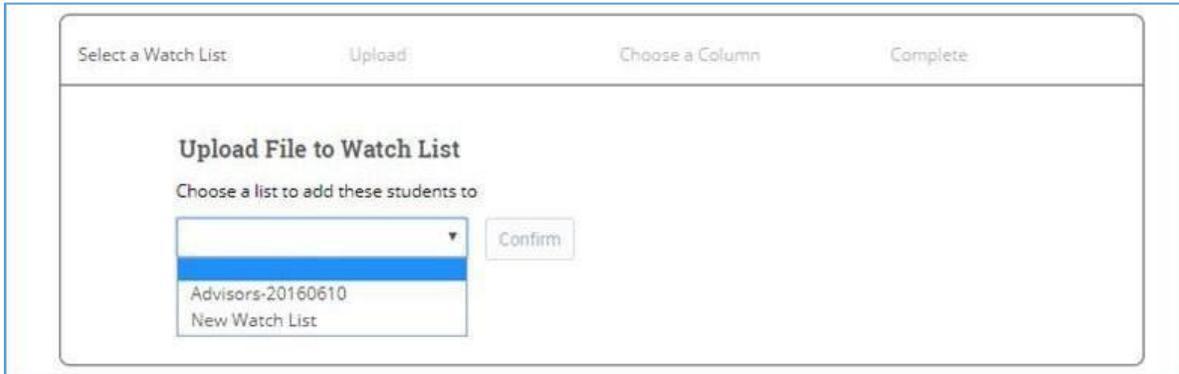
Note: Uploaded lists of Sam IDs need no other fields (e.g., first name, last name, etc.), but **the file must be in a .csv format, and you need a header for the ID field**. Note: This process is much faster if you create this list first!

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

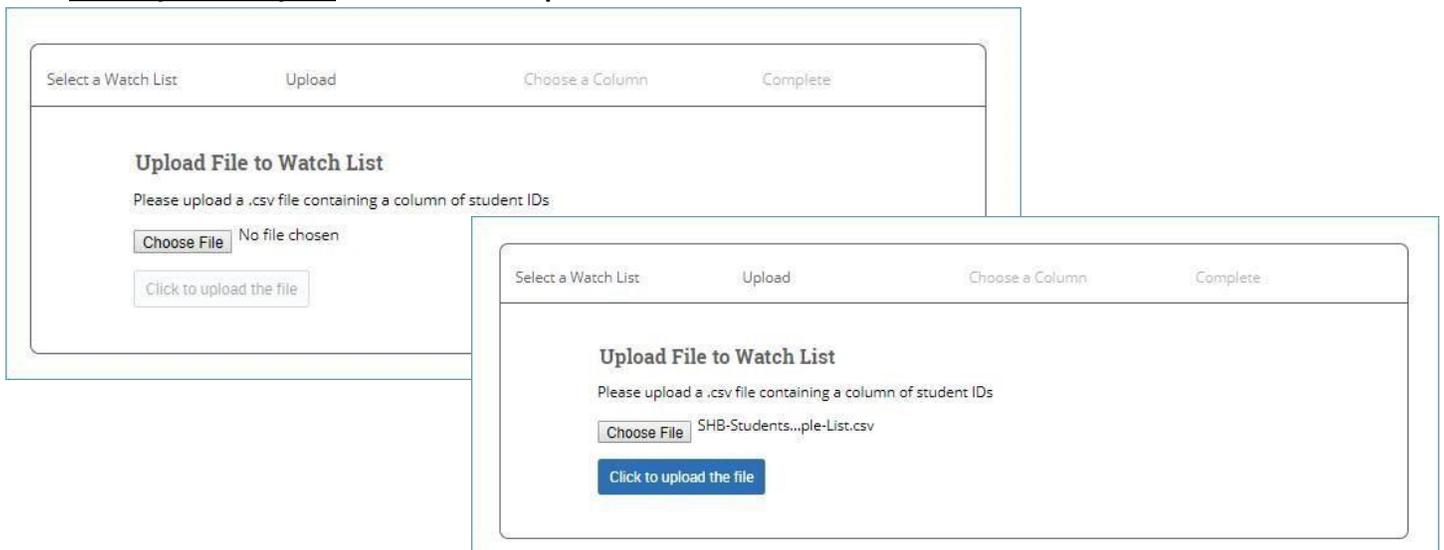
Student Lists



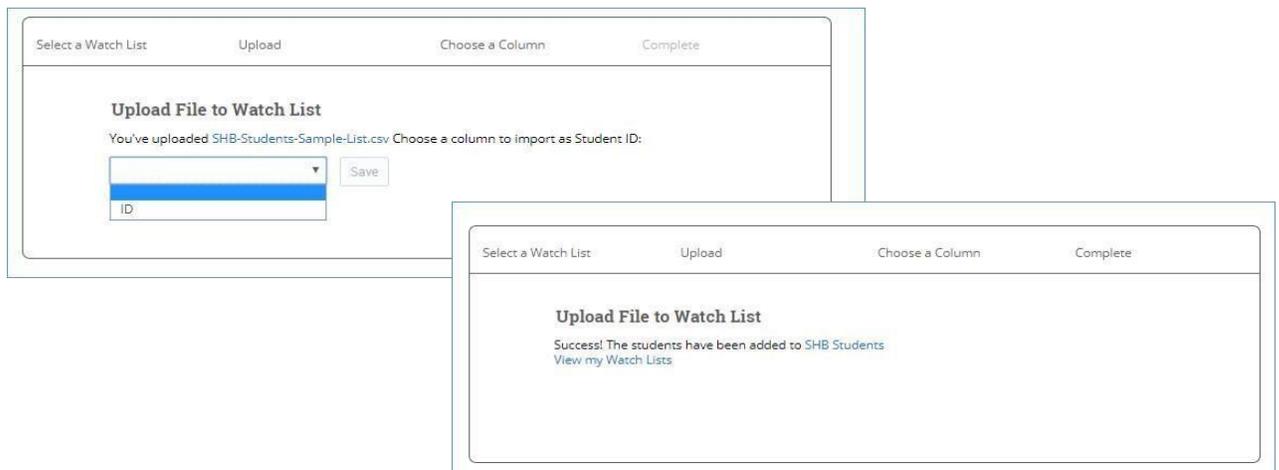
Select **Upload Student List**. (You can also create and name a **Student List** first, then add students using an upload, but this version saves those few steps. You can also add students using upload to an existing list.) Name your list, then **Confirm**.



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

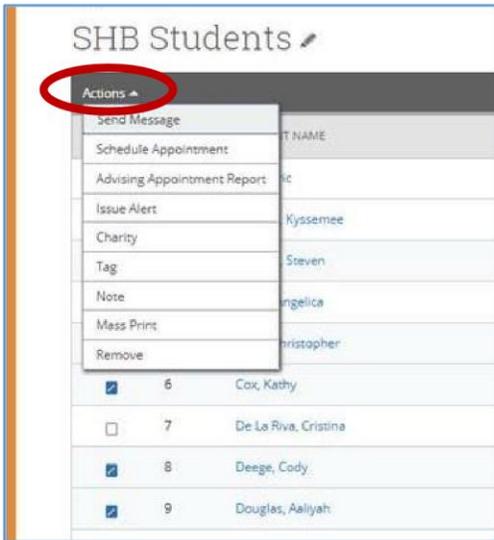
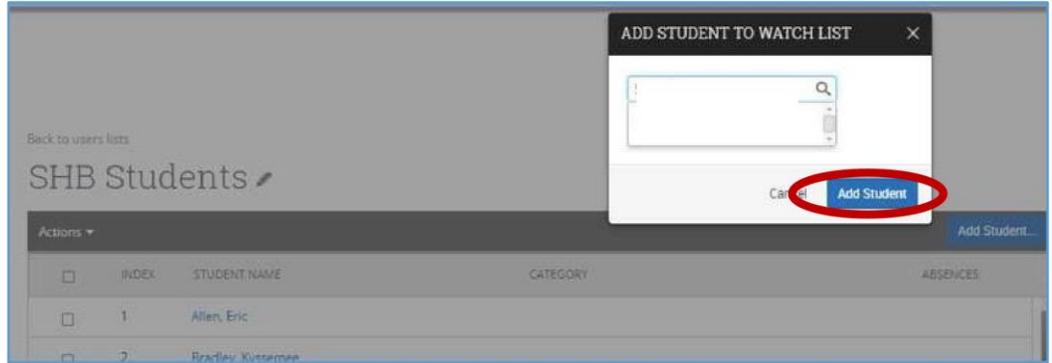


Select the field/column to import, then **Save**. Done!



Editing Student List “Membership”

You can **add** 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**.



You can **remove** 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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