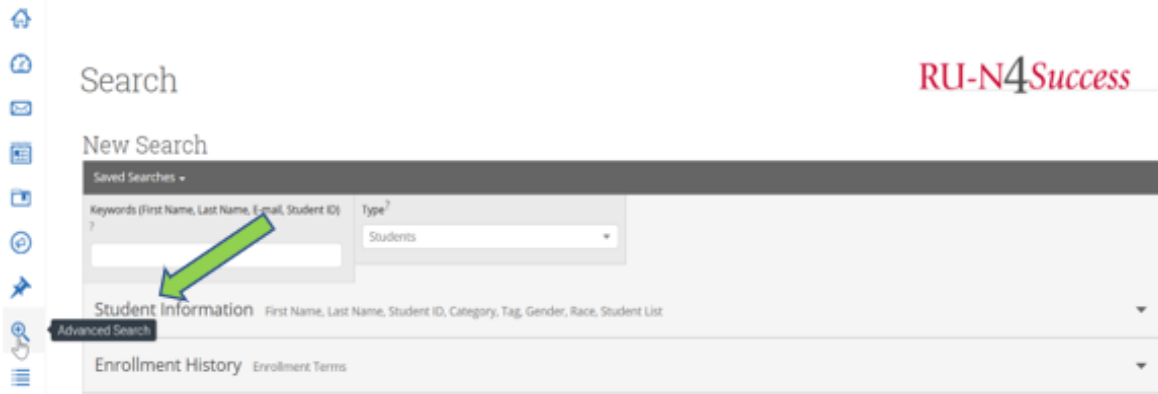


# Using the Search Function

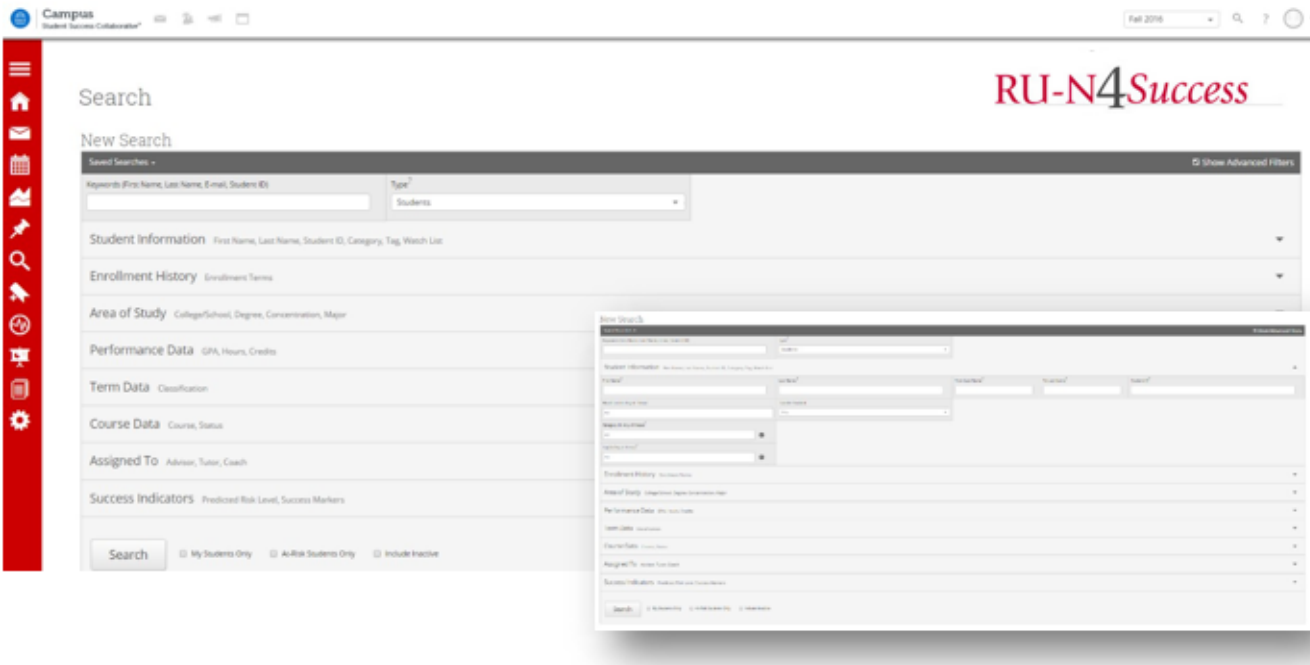
1. From the left navigation bar, click the magnifying glass to open Advanced Search.



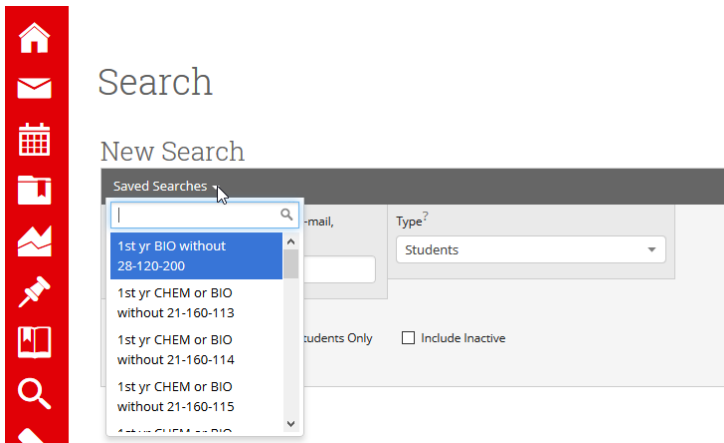
2. You can open multiple search parameters by clicking on the filter drawers.

Additional Filters:

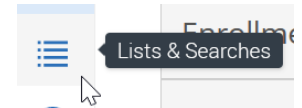
- My Students Only – Search only students assigned to you.
- Include Inactive – Students remain active in the platform for 12 months after the last time they registered or were enrolled. If you want to include inactive students, check “Include Inactive”.







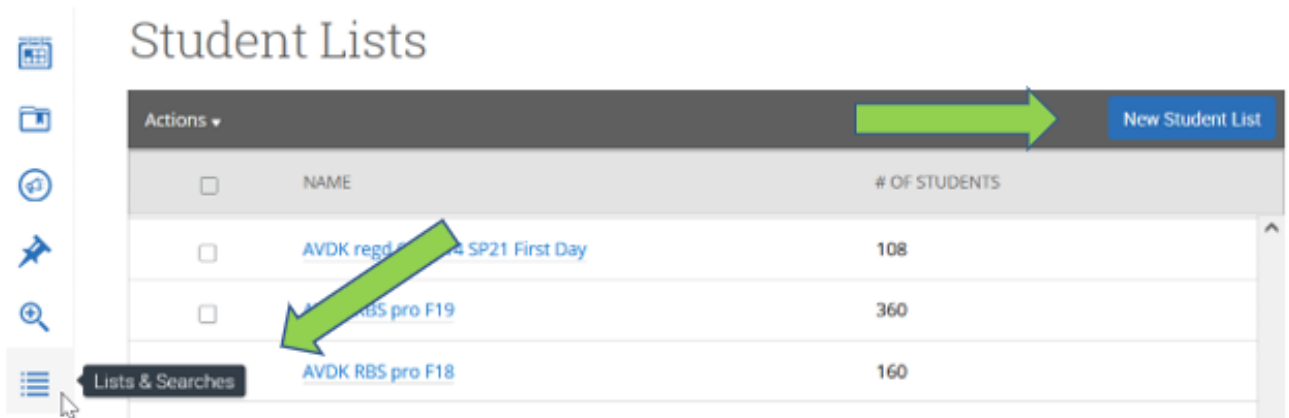
**NOTE: Saved searches are accessed through the Saved Searches drop down on the left side of the Advanced Search window or from the List and Searches icon:**



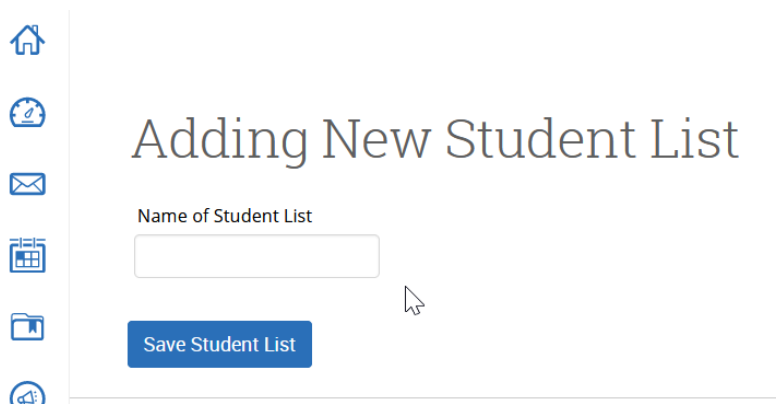
Saved Searches allow you to conduct a pre-configured Advanced Search without having to manually and repeatedly create a new Advanced Search. Unlike Student Lists, which save a static list of the same students, a Saved Search dynamically regenerates a list of students or users based on the search criteria. This feature can be especially helpful if you frequently run the same search at different points in the term, as it allows you to maintain consistency with your search parameters.

# Creating a Student List

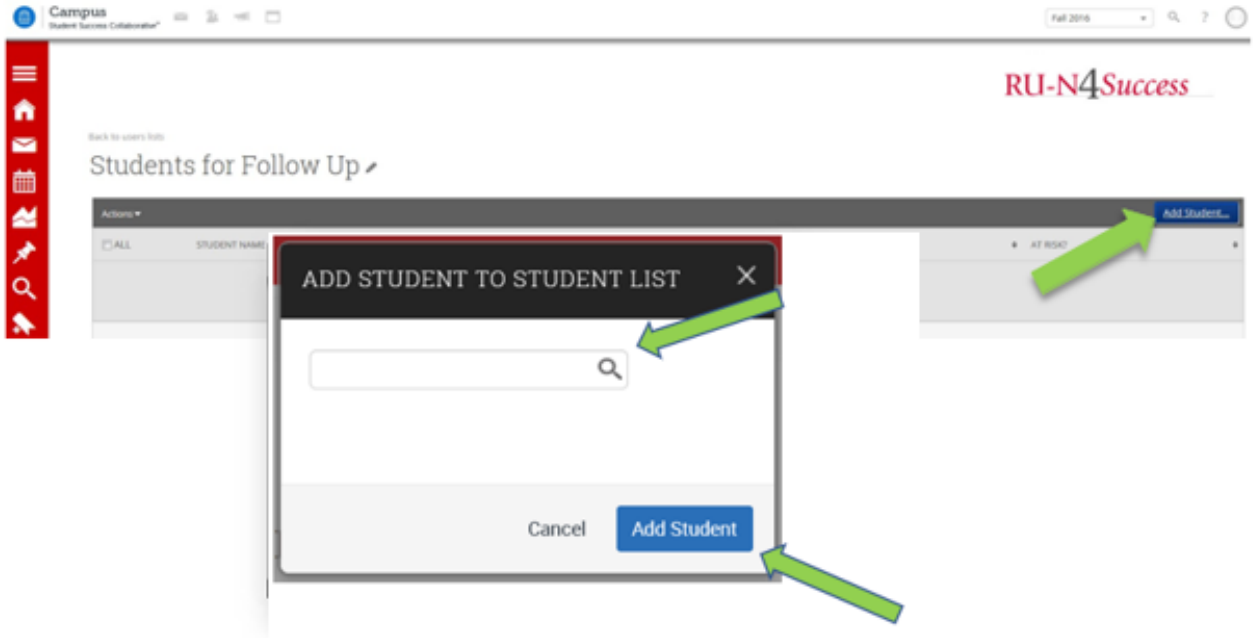
1. To create your Student list, select the **Student List** icon on the left navigation bar.
2. Select new **Student List** button



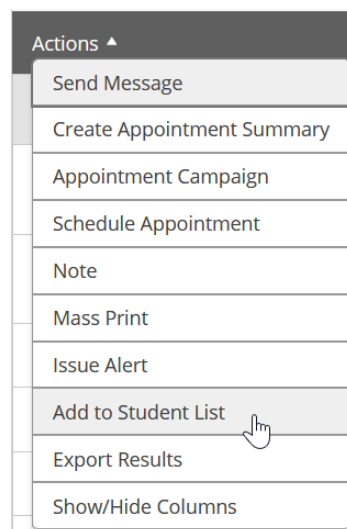
3. Name your list and select **Save Student List**



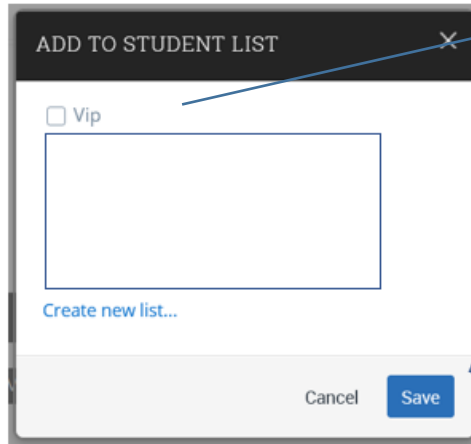
4. There are two ways to populate students into your Student List:
  - a. Select and open the list you just created and then click the Add Students button. You can then search by name or ID to add students.




- b. Or, use the Advanced Search function and the Actions dropdown menu.
    - i. Click the down arrow next to Actions and select Student List



- ii. From here you can check the box to a previously created list or you can select **Create New List** (if this is a new student list).



If you uncheck a Student List and click Save, it will REMOVE the student from the Student List

- iii. Click **Save**. This will take a few seconds to a few minutes to complete.
- iv. Once it's done, click on the List and Searches icon.  You should now see the new list in the Student List section.

Once you've created a Student List, you can use the Actions dropdown menu to **Rename** or **Delete** a Student List, or **Upload a Student List**. For details on uploading a list see page 8 of this document.

## Student Lists



Actions	# OF STUDENTS
<ul style="list-style-type: none"><li>Rename</li><li>Delete</li><li>Upload Student List</li></ul>	9

### **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.

### **What is the character limit for Student List titles?**


32 characters. Please include your last name or initials in the Student List title.

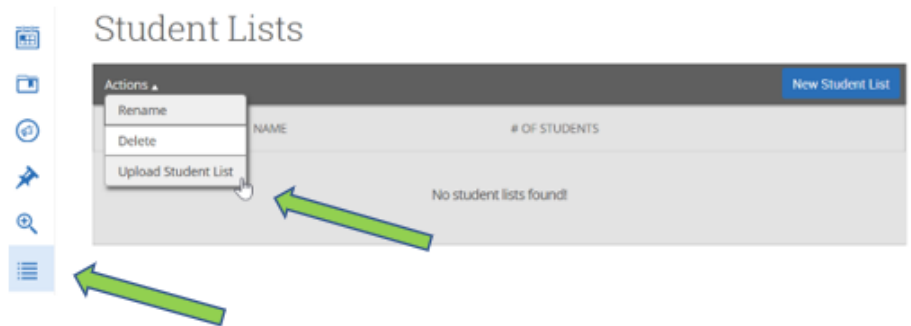
When Student Lists are used in Intervention Effectiveness, only the Student List title is visible. By including your name/initials in the Student List title, it's clear who created the Student List.

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

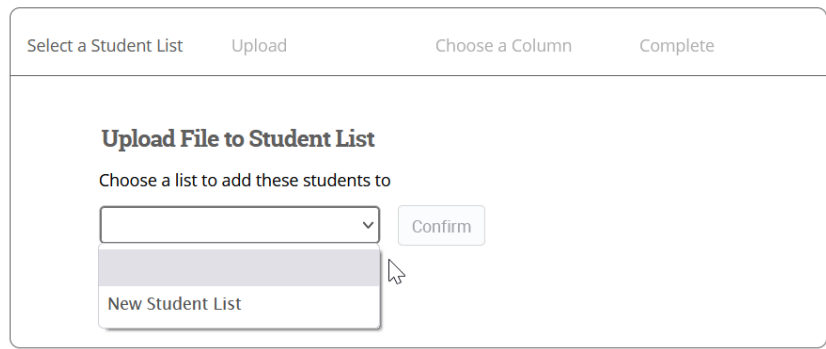
Intervention Effectiveness is developed in a separate application from the rest of the Navigate platform, and data from Navigate loads into Intervention Effectiveness nightly. After you have created or updated a Student List in Navigate, please allow one day for it to appear in Intervention Effectiveness.

# Uploading a Student List

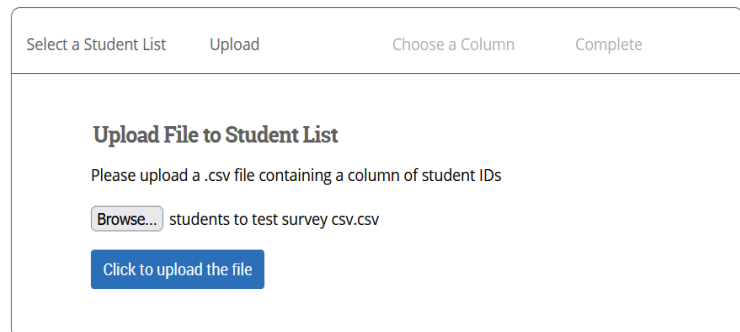
1. Click on the List and Searches icon 
2. Click on the Actions drop-down arrow and select **“Upload Student List”**



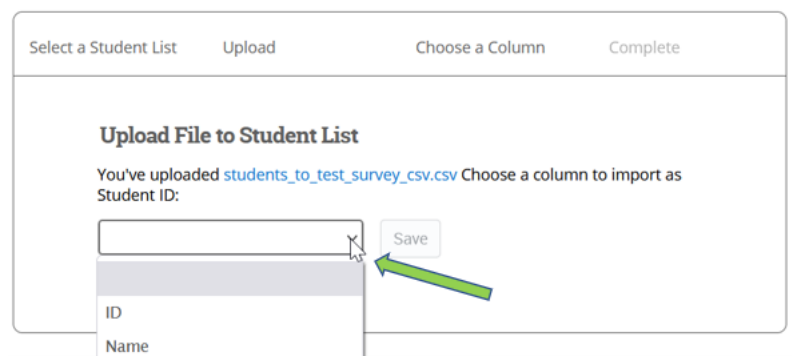
3. Select the List you want to add the students to. It can be an existing list or a new one.
4. Click **Confirm**.



5. Choose a file to upload.  
**File must be a .CSV file.**
6. Select **“Click to upload the file”**.



7. Use the pull down list to select a column from the data for the Student ID. Click **Save**.





Once you confirm the information it will complete the upload and allow you to click on the list. If you do not need the list right now you can always find it again in the List and Search Screen.