

# UCO UNIVERSITY COLLEGE UWSP Navigate How-To:

## Creating and Using Student Lists in Navigate

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Staff Home ▾

Students Appointments My Availability Appointment Queues Appointment Requests

Assigned Students

List Type: Assigned Students Term: Relationship Type: All Relationship Types

Actions ▾

<input type="checkbox"/>	NAME	ID	STUDENT LIST	CUMULATIVE GPA	SUPPORT PRIORITY	CATEGORY	AT RISK?	MAJOR	EARNED CREDITS	ENROLLED	EMAIL
No matching records found											

Previous Next

### 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 ▾ [New Student List](#)

<input type="checkbox"/>	NAME	VIEWABLE IN ANALYTICS?	# OF ACTIVE STUDENTS
<input type="checkbox"/>		Yes	30
<input type="checkbox"/>		Yes	34
<input type="checkbox"/>		Yes	1

# Adding New Student List

Name of Student List



Do not show this list in analytics dashboards?

Save Student List



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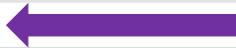
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## My Saved Items

### 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"/>	<a href="#">Rename</a>			
<input type="checkbox"/>	<a href="#">Delete</a>			
<input type="checkbox"/>	<a href="#">Upload Student List</a>		Yes	0
<input type="checkbox"/>			Yes	30
<input type="checkbox"/>			Yes	34



Select a Student List    Upload    Choose a Column    Complete

### Upload File to Student List

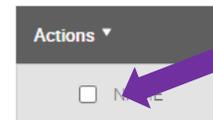
Please upload a .csv file with a column of student IDs

No file chosen

Tip: Click on the box rather than the link if you are uploading student data from a large list. Clicking on the list link will give you options to add or delete students individually once the list is available. It will also have more options for managing the list itself. Student Lists can be deleted in the 'My Saved Items Area'

## Using Navigate Student Lists

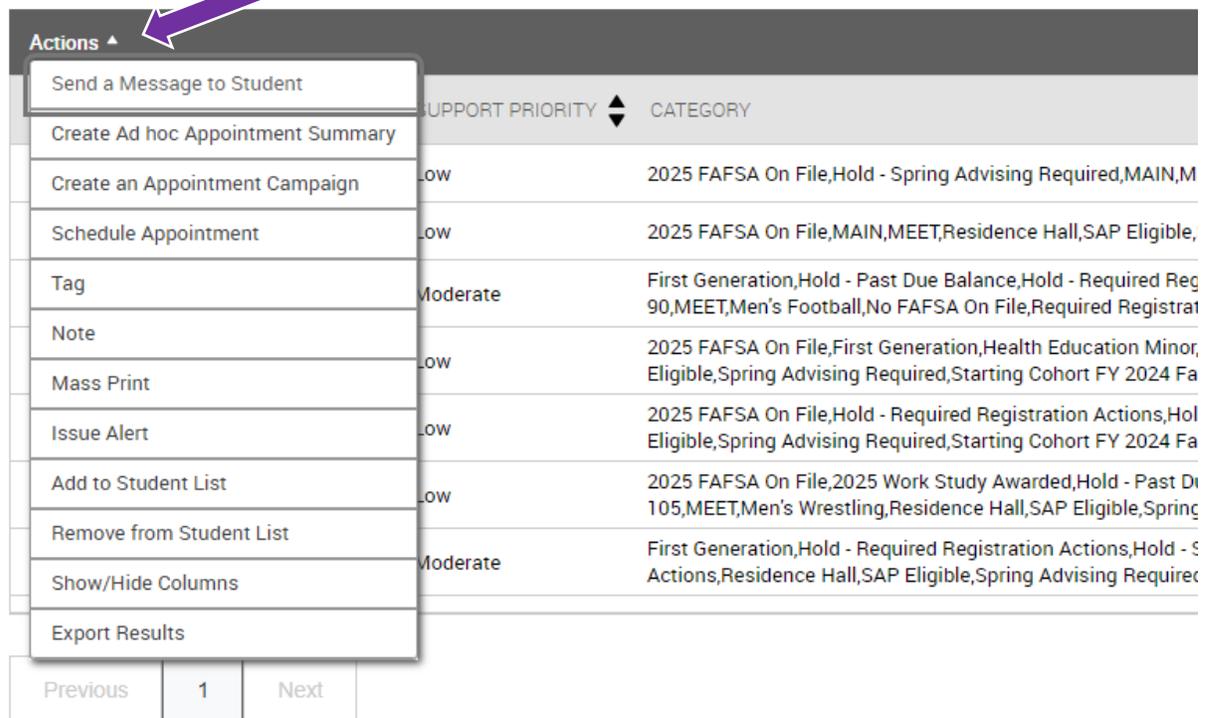
From here there are multiple ways that you can interact with your student list. Coaches can create an ad hoc Appointment Summary for athletes and practice times will be noted in the history tab for each student. Advisors can see this when preparing for student appointments.



All students on student list can be selected at once by clicking on 'name'

You can also use this area to select one or more students and not the full student list. This also gives you an easy area to view student records in Navigate.

Do not show this list in analytics dashboards?



SUPPORT PRIORITY	CATEGORY
low	2025 FAFSA On File, Hold - Spring Advising Required, MAIN, M
low	2025 FAFSA On File, MAIN, MEET, Residence Hall, SAP Eligible,
Moderate	First Generation, Hold - Past Due Balance, Hold - Required Reg 90, MEET, Men's Football, No FAFSA On File, Required Registrat
low	2025 FAFSA On File, First Generation, Health Education Minor, Eligible, Spring Advising Required, Starting Cohort FY 2024 Fa
low	2025 FAFSA On File, Hold - Required Registration Actions, Hol Eligible, Spring Advising Required, Starting Cohort FY 2024 Fa
low	2025 FAFSA On File, 2025 Work Study Awarded, Hold - Past Di 105, MEET, Men's Wrestling, Residence Hall, SAP Eligible, Spring
Moderate	First Generation, Hold - Required Registration Actions, Hold - S Actions, Residence Hall, SAP Eligible, Spring Advising Requirec

Use Appointment Summaries for any appointments, academic discussion, drop-in visits, referrals to other support services on campus, or other significant advising or coaching conversations like emails or phone calls. These are visible to you, advisors, TLC staff and the students. Notes are available to advisors but not students.