Creating a New Student List and Adding Students

1. Log into Navigate [https://uhcl.campus.eab.com](https://uhcl.campus.eab.com)

   ![Staff Home screenshot](image-url)

   - **Assigned Students**
     - **List Type:** Assigned Students
     - **Term:** Spring 2024 (Default)
     - **Relationship Type:** All Relationship Types

   - **Actions**
     - Options for managing student data
2. Click "Lists & Saved Items"

3. Click "New Student List"

The list of students will remain the same. Use Student Lists to track information about a group of students.
4. Enter a name for your list

5. Click "Save Student List"
6 Click your list name

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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>VIEWABLE IN ANALYTICS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sp24 Undergrads</td>
<td>Yes</td>
</tr>
<tr>
<td>sp24 UG</td>
<td>Yes</td>
</tr>
<tr>
<td>fall 23 appt students</td>
<td>Yes</td>
</tr>
<tr>
<td>anthro majors sp24</td>
<td>Yes</td>
</tr>
<tr>
<td>ACCT 2201 FA23</td>
<td>Yes</td>
</tr>
<tr>
<td>2220 TSO JAN6</td>
<td>Yes</td>
</tr>
</tbody>
</table>

7 Method 1: Click "Add Student..."
8. Enter a student's name or 7-digit ID to add them to your list

9. Click "Add Student"
10. Method 2: Type student's name or ID in "quick search" bar

Once in student profile, Click "Add to Student List" under "Options" on the right side of the page.
12 Select the list you want to add them to

13 Click "Save"
Method 3: Click "Advanced Search"

Overview
Chemistry BA
Bachelor of Arts
College of Sci & Engineering
Major History

Student ID
0003569
Classification
Freshman
Most Recent Enrollment
None

Enter student name, 7-digit ID (can enter multiple IDs at a time), or run a search for your desired criteria

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

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

Enrollment History
Enrollment Terms

Area of Study
College/School, Degree, Concentration, Major
16. Click "Search"

Course Data  Course, Section, Status

Assigned To

Academic Plan  Planned Terms, Plan Warnings

Polls  Questions, Choices

Success Indicators  Predicted Support Level, Success Markers

Search

Include Inactive  My Students Only

17. Once in your results, select the students you want to add to your list

17. [Name]

16. [Test Joe]  Joe  Test  0003569  Sp24  Undergrads  0.00

Previous  1  Next
18 Click "Actions"

19 Click "Add to Student List"
20 Select your list

21 Click "Save"