

Creating a New Student List and Adding Students

1 Log into Navigate <https://uhcl-campus.eab.com>

The screenshot shows the 'Staff Home' interface in the Navigate system. At the top, there is a blue header with 'UNIVERSITY OF HOUSTON-CLEAR LAKE' and a 'NAVIGATE' logo. Below the header is a navigation bar with icons for home, calendar, mail, and a search bar. The main content area is titled 'Staff Home' and features a dropdown menu. Below this, there are tabs for 'Students', 'Appointments', 'My Availability', 'Appointment Queues', and 'Appointment Requests'. The 'Students' tab is active, showing the 'Assigned Students' section. This section includes filters for 'List Type' (set to 'Assigned Students'), 'Term' (set to 'Spring 2024 (Default T...)', and 'Relationship Type' (set to 'All Relationship Typ...'). Below the filters is a table with a header row containing 'Actions', 'NAME', 'ID', 'STUDENT LIST', 'CUMULATIVE GPA', and 'PREDICTED SUPPORT'.

2 Click "Lists & Saved Items"

List Type: Assigned Students Term: Spring 2024 (Default T... Relationship Type: All Relationship Ty...

Actions ▾

<input type="checkbox"/>	NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT
No matching records found					

Previous Next

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









New Student List

ANALYTICS?	# OF ACTIVE STUDENTS
	5839
	2
	0
	16

4 Enter a name for your list

UNIVERSITY OF HOUSTON CLEARFLARE

NAVIGATE   


       

Adding New Student List











Name of Student List

Do not show this list in analytics dashboards?

[Save Student List](#)

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5 Click "Save Student List"


         

Adding New Student List

Name of Student List

Do not show this list in analytics dashboards?

[Save Student List](#)

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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.

Actions ▾		
<input type="checkbox"/>	NAME	VIEWABLE IN ANALYTICS?
<input type="checkbox"/>	Sp24 Undergrads	Yes
<input type="checkbox"/>	sp24 UG	Yes
<input type="checkbox"/>	fall 23 appt students	Yes
<input type="checkbox"/>	anthro majors sp24	Yes
<input type="checkbox"/>	ACCT 2301_FA23	Yes
<input type="checkbox"/>	2220 TSO JAN6	Yes

7 Method 1: Click "Add Student..."

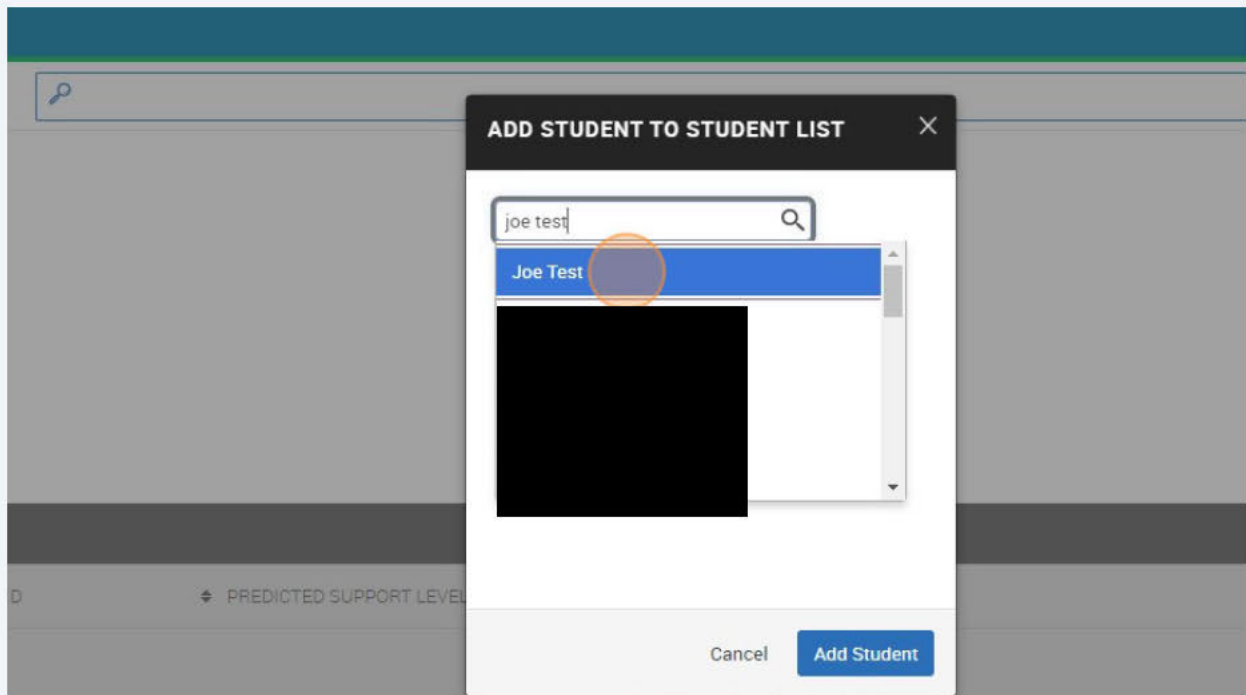


◆ CATEGORY ◆

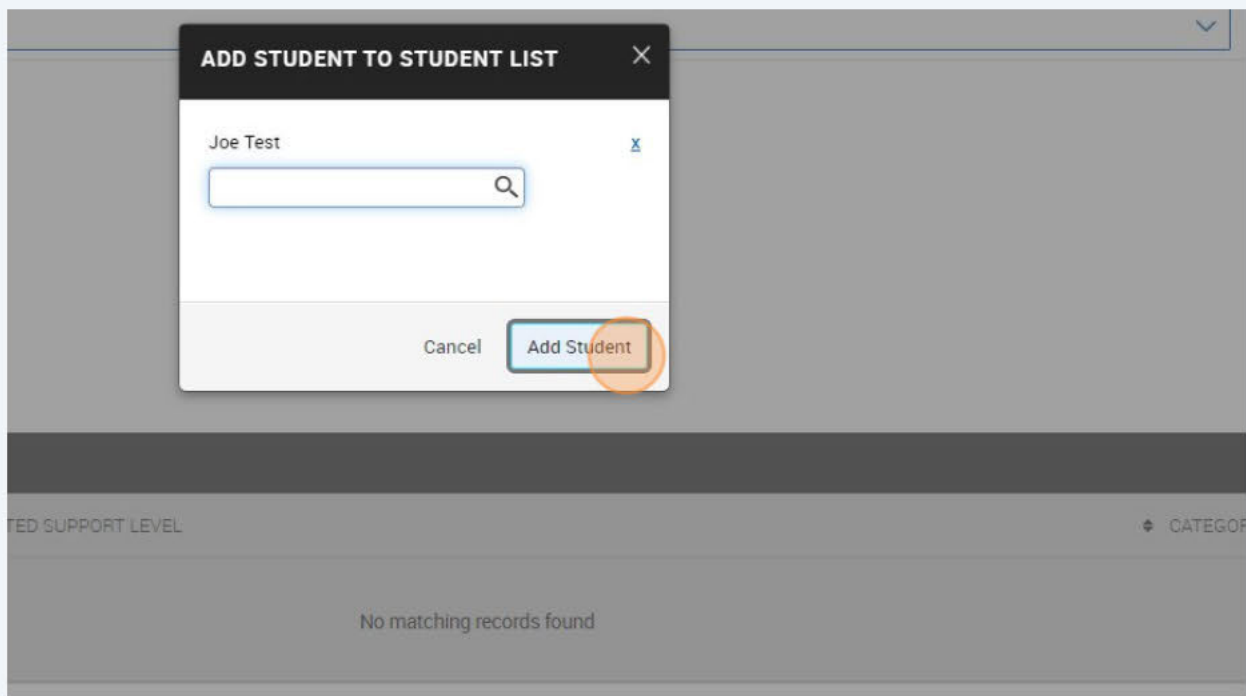
and

0 total results

- 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

STON-CLEAR LAKE

users lists

24 Undergrads

not show this list in analytics dashboards?

Options ▾

<input type="checkbox"/>	NAME	ID	PREDICTED SUPPORT LEVEL	CATEGORY
<input type="checkbox"/>	Test, Joe	0003569	High	Admit Term: 1390, Admit Term: 1710, Admit Term: 1820, Admit Term: 2190,

The screenshot shows a search bar at the top with a magnifying glass icon and a cursor. Below it, a list of users is displayed, with the first entry highlighted. The list has columns for Name, ID, Predicted Support Level, and Category. An orange circle highlights the search bar.

11 Once in student profile, Click "Add to Student List" under "Options" on the right side of the page

GPA

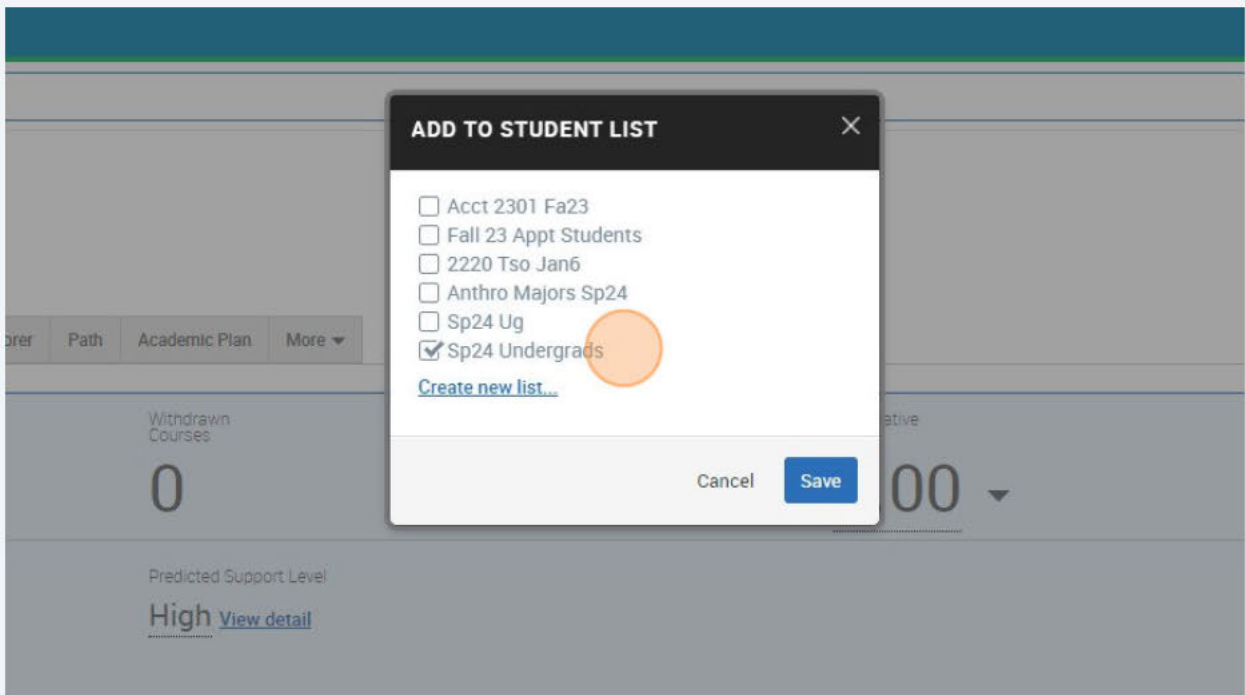
0.00 ▾

- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)
- [Issue an Alert](#)
- [Edit User Settings](#)
- [Upload Profile Picture](#)
- [Impersonate User](#)

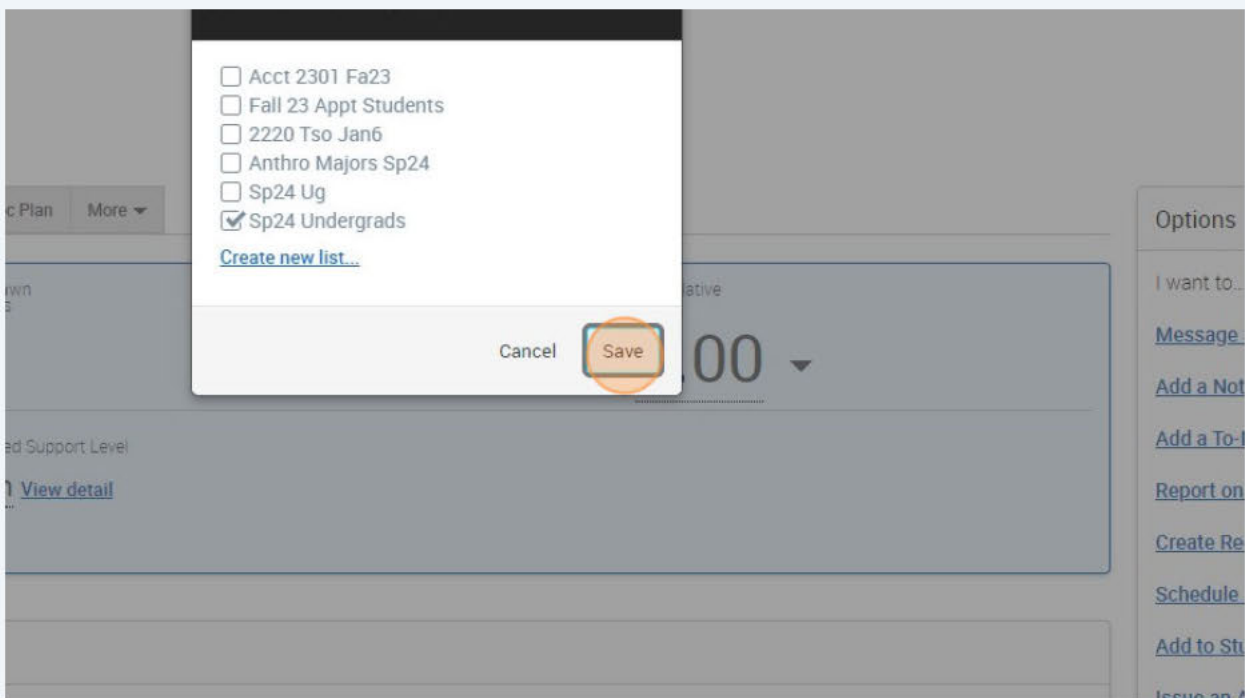
Staff Alerts

The screenshot shows a student profile page. On the left, there is a GPA section with a value of 0.00. On the right, there is a list of options for the student, including "Add to Student List", which is highlighted with an orange circle. Below the options is a "Staff Alerts" section.

12 Select the list you want to add them to



13 Click "Save"



14 Method 3: Click "Advanced Search"

The screenshot shows a student dashboard with a sidebar on the left containing various icons. A magnifying glass icon is highlighted with an orange circle, and a tooltip labeled "Advanced Search" is visible next to it. The main content area displays a summary of student statistics:

Course Grade D/F	0	Repeated Courses	2	Withdrawn Courses	0
Total Credits Earned	12.00	Credit Completion % at this Institution	%	Predicted Support Level	High View detail

Below the statistics, there is an "Overview" section for a student:

- Chemistry BA**
Bachelor of Arts
College of Sci & Engineering
- Major History** ▾
- Student ID**
0003569
- Classification**
Freshman
- Most Recent Enrollment**
None

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

The screenshot shows a search interface with a sidebar on the left. The main content area is titled "Search" and contains a "New Search" section. A magnifying glass icon in the sidebar is highlighted with an orange circle. The search form includes:

- Saved Searches** ▾
- Keywords** (First Name, Last Name, E-mail, Student ID) ?
- Type?**
- 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

Include Inactive My Students Only

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

<input type="checkbox"/>	NAME	FIRST NAME	LAST NAME	STUDENT ID	STUDENT ALTERNATE ID	STUDENT LIST	CUMULA
17. <input type="checkbox"/>	[REDACTED]						
18. <input type="checkbox"/>	Test, Joe	Joe	Test	0003569		Sp24 Undergrads	0.00

Previous 1 Next

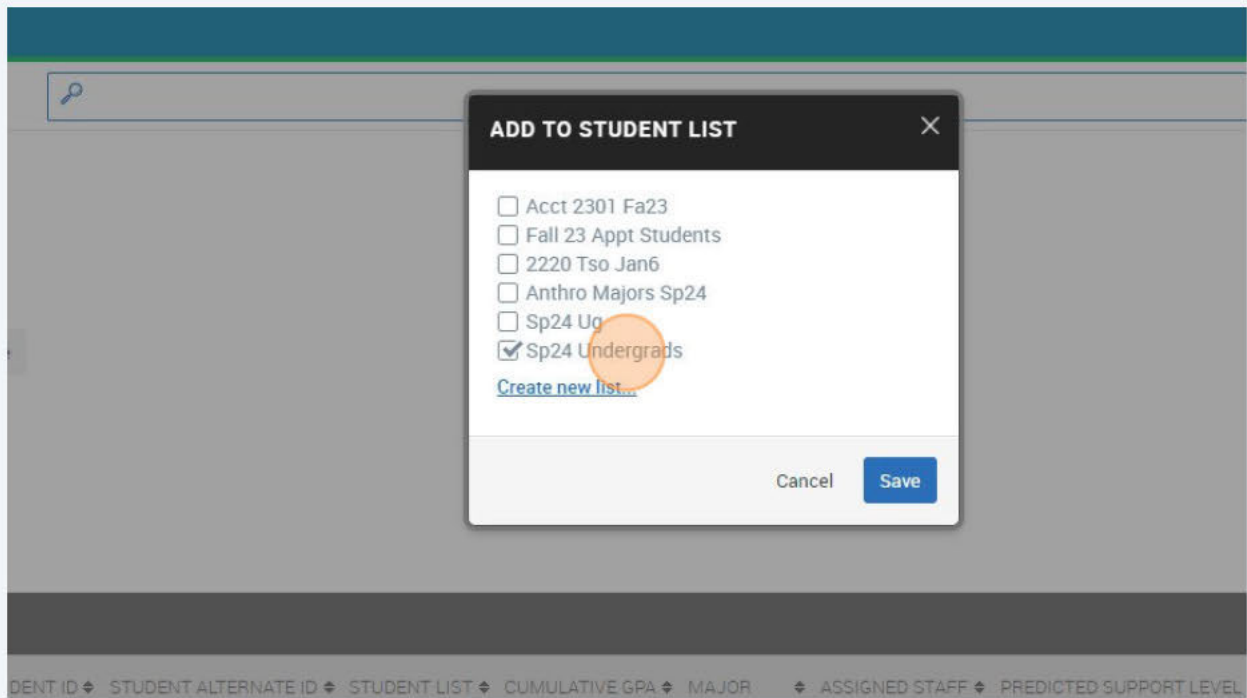
18 Click "Actions"

The screenshot shows the 'Unsaved Student Search' interface. At the top, there is a 'Save' button. Below it, a search bar contains the text 'Keywords: joe test' with a clear 'x' button. A blue 'Search' button and a 'Modify Search' link are also present. A dark grey bar with the text 'Actions' and a dropdown arrow is highlighted with an orange circle. Below this bar is a table with columns: NAME, FIRST NAME, LAST NAME, STUDENT ID, STUDENT ALTERNATE ID, STUDENT LIST, and CUMULA. A single row is visible, with the first cell containing '17.' and a checkbox, followed by a large black redaction box.

19 Click "Add to Student List"

The screenshot shows the 'Unsaved Student Search' interface with the 'Actions' dropdown menu open. The 'Add to Student List' option is highlighted with an orange circle. The table below has columns: NAME, STUDENT ID, STUDENT ALTERNATE ID, STUDENT LIST, and CUMULA. Two rows are visible. The first row has a '1' in the first column, a checkbox, and a large black redaction box. The second row has a '1' in the first column, a checkbox, a large black redaction box, 'Sp24 Undergrads' in the 'STUDENT LIST' column, and '0.00' in the 'CUMULA' column.

20 Select your list



21 Click "Save"

