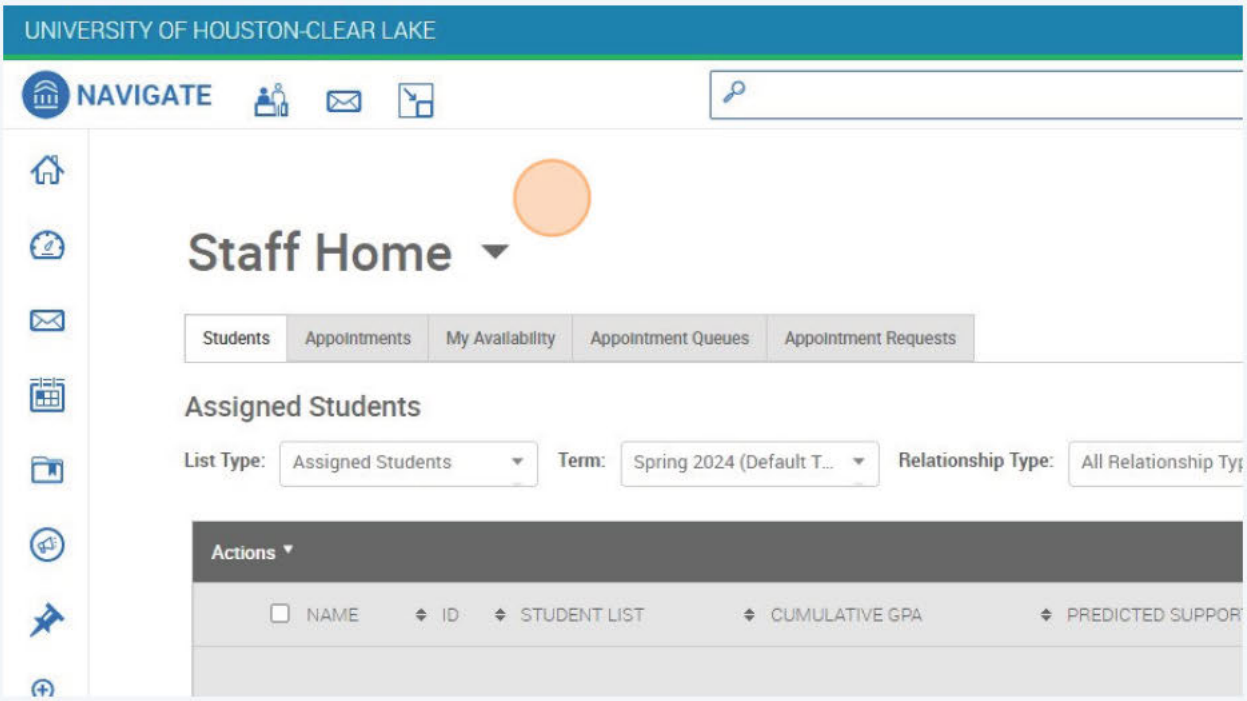
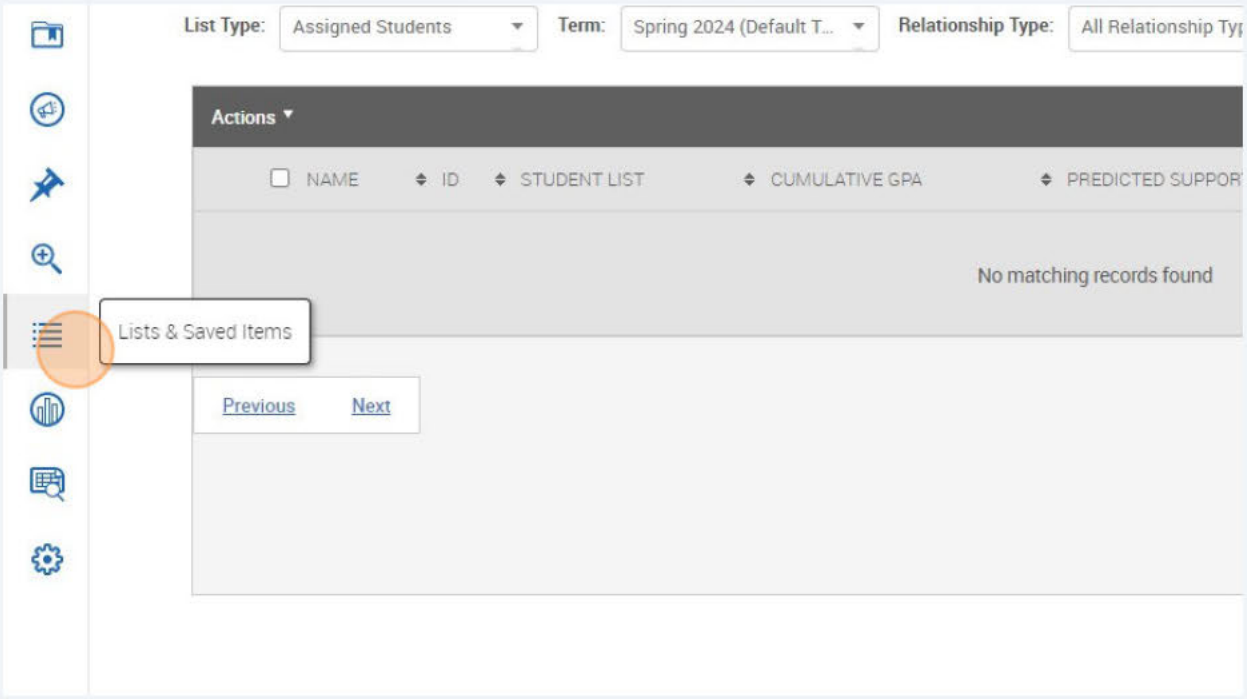
Creating a New Student List and Adding Students

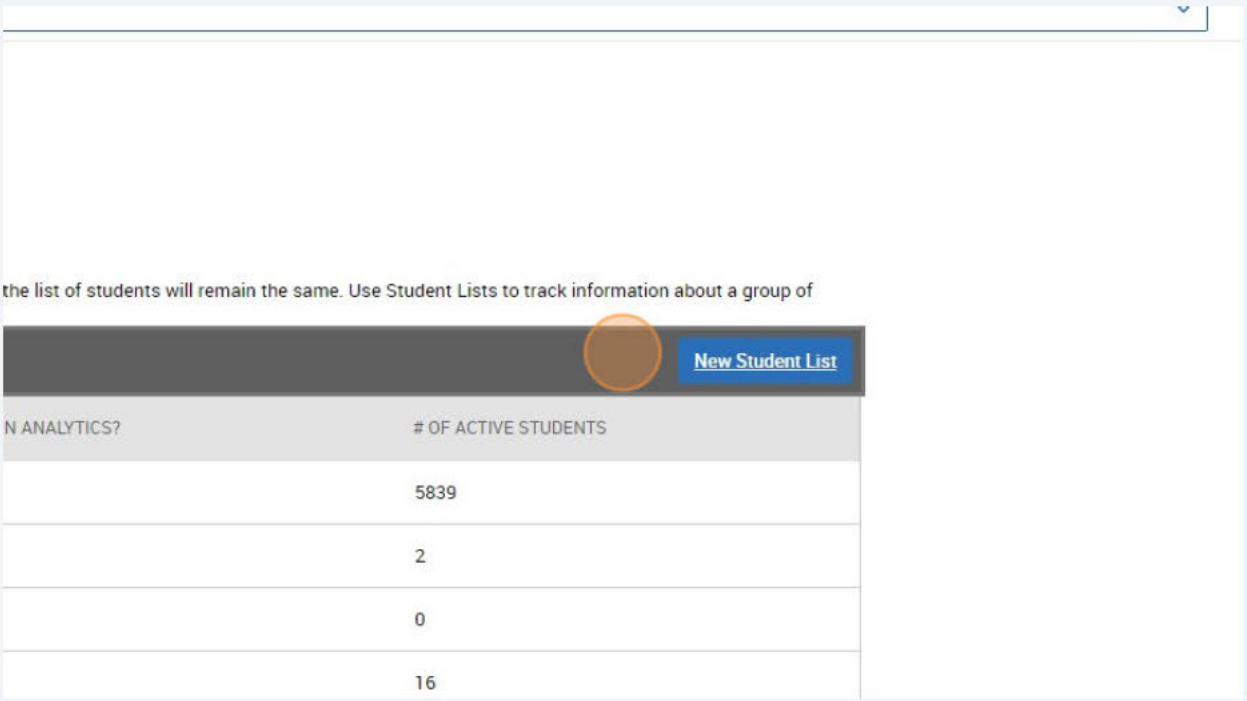
1 Log into Navigate https://uhcl.campus.eab.com



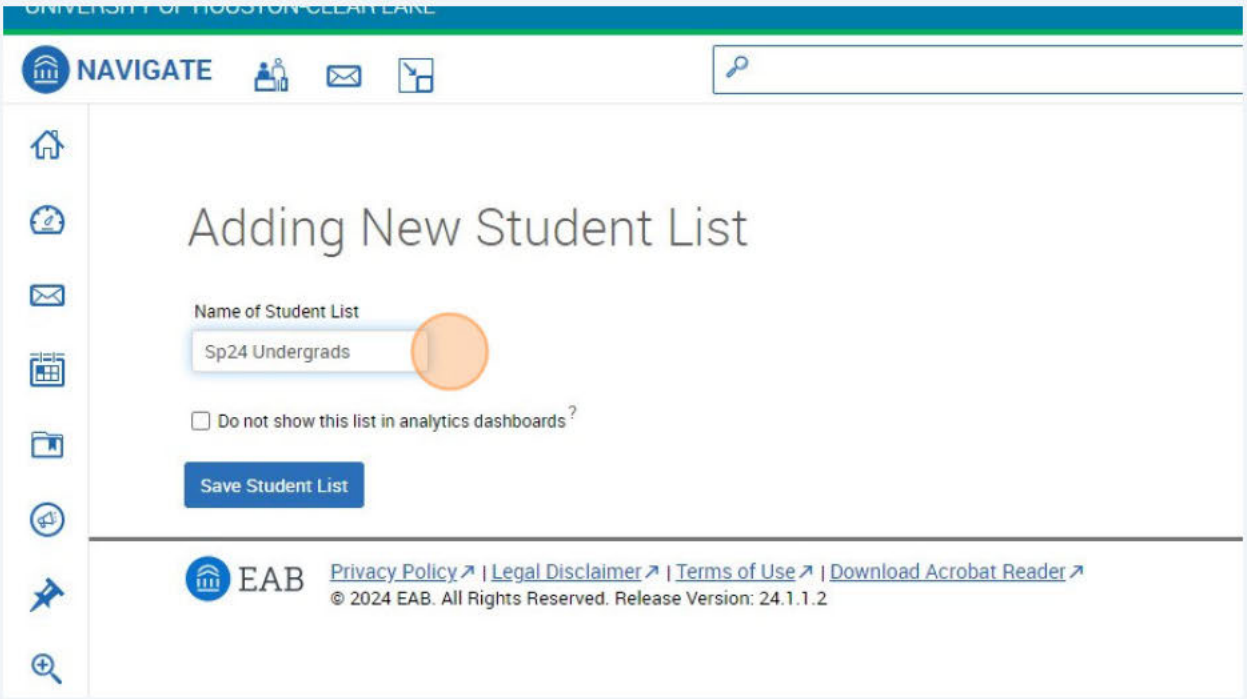
2 Click "Lists & Saved Items"



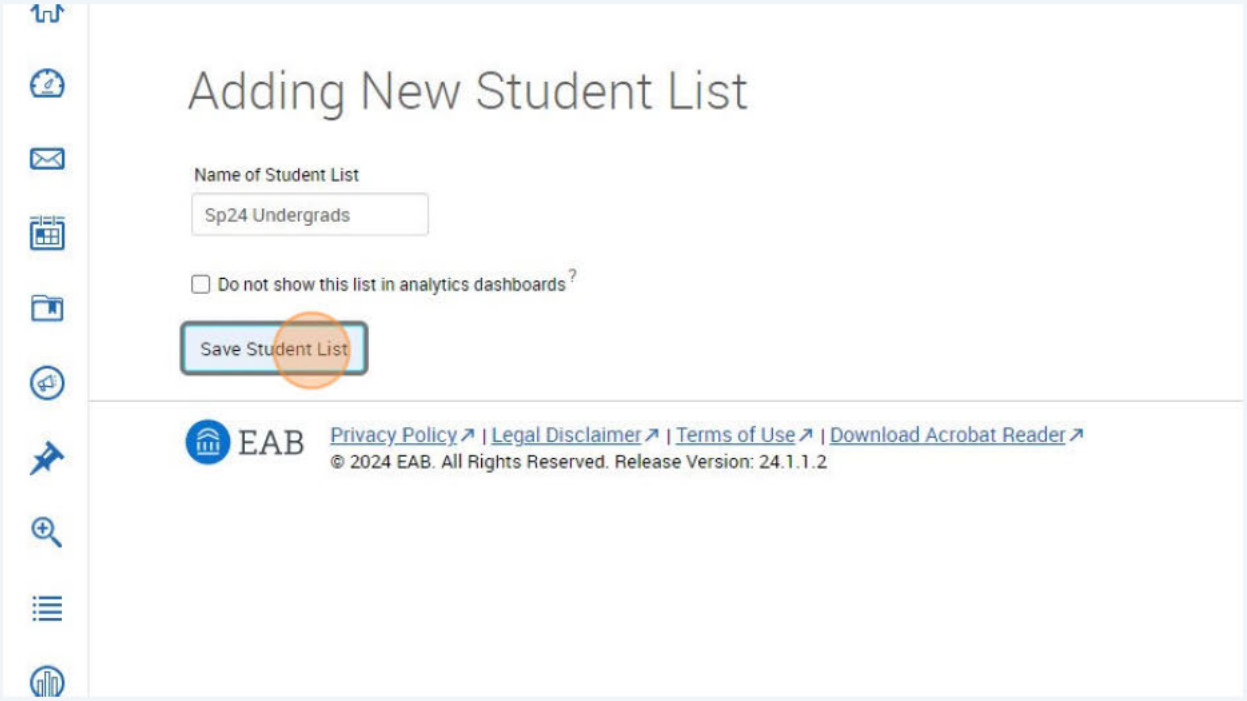
3 Click "New Student List"



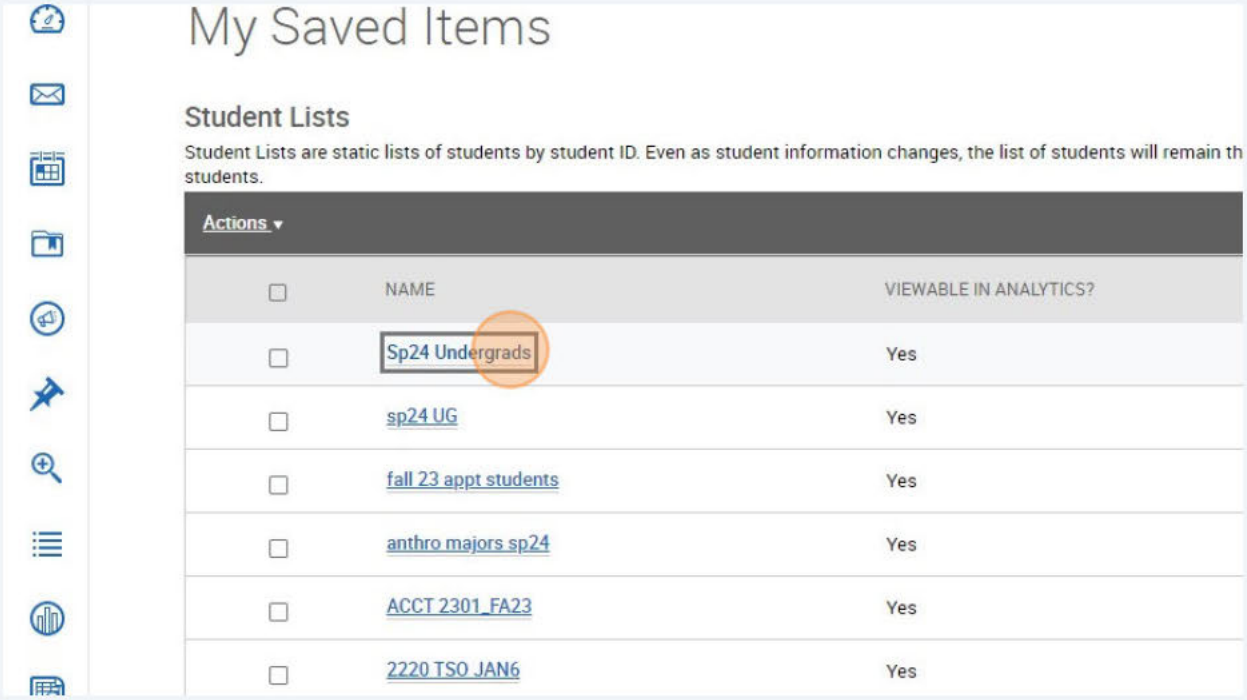
4 Enter a name for your list



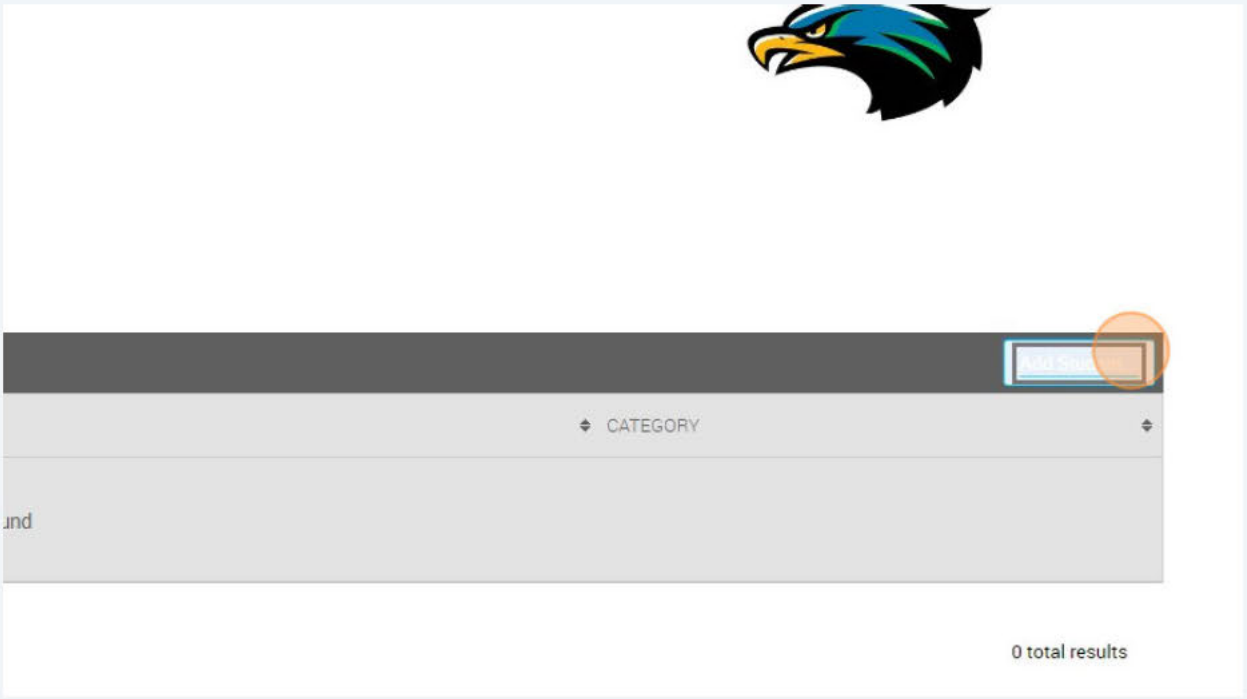
5 Click "Save Student List"



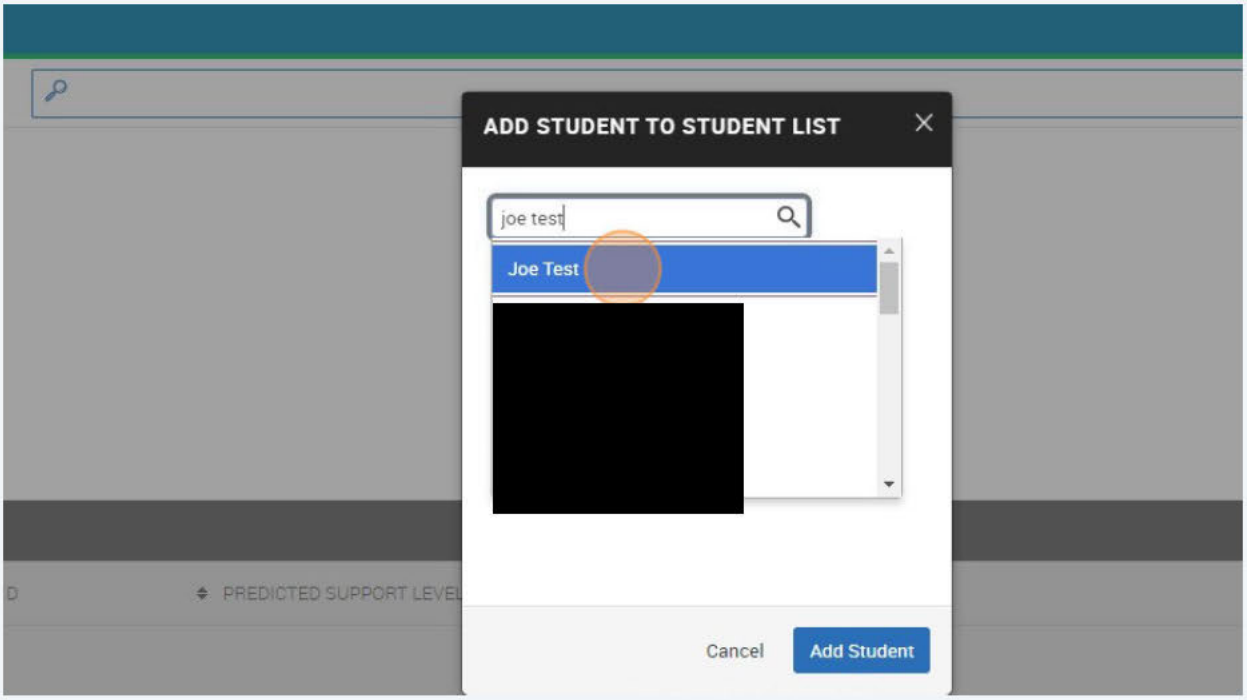
6 Click your list name



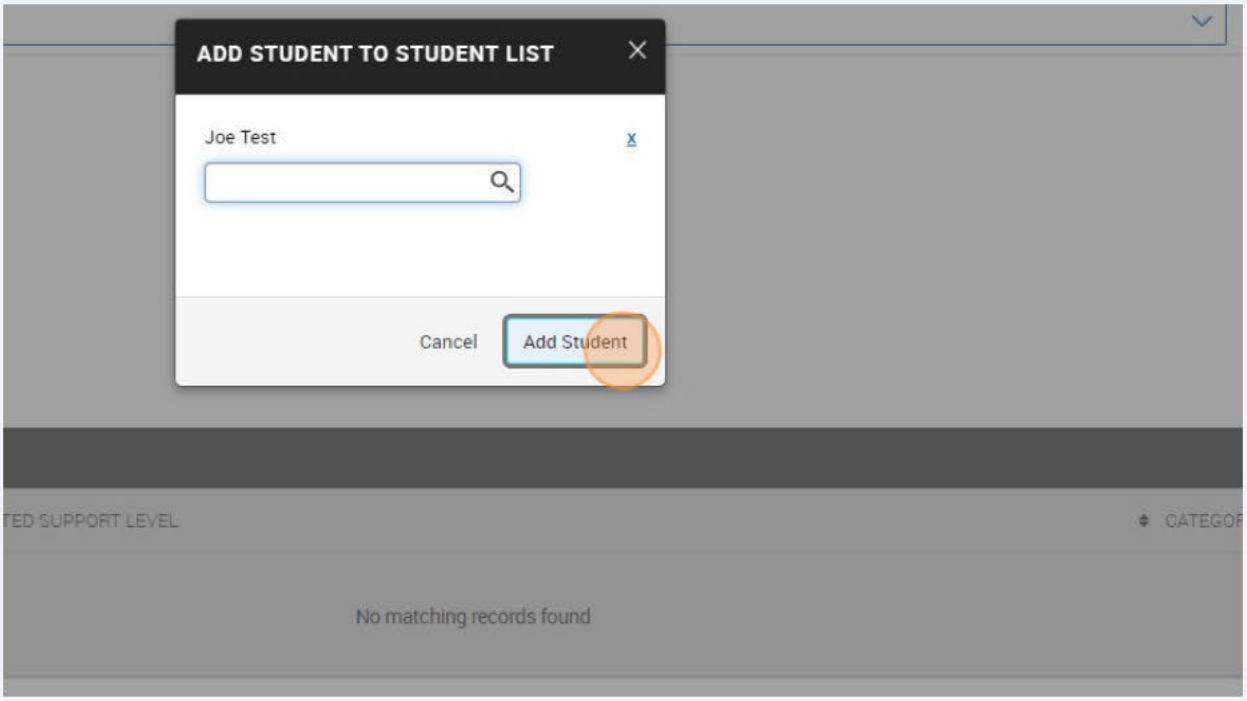
7 Method 1: Click "Add Student..."



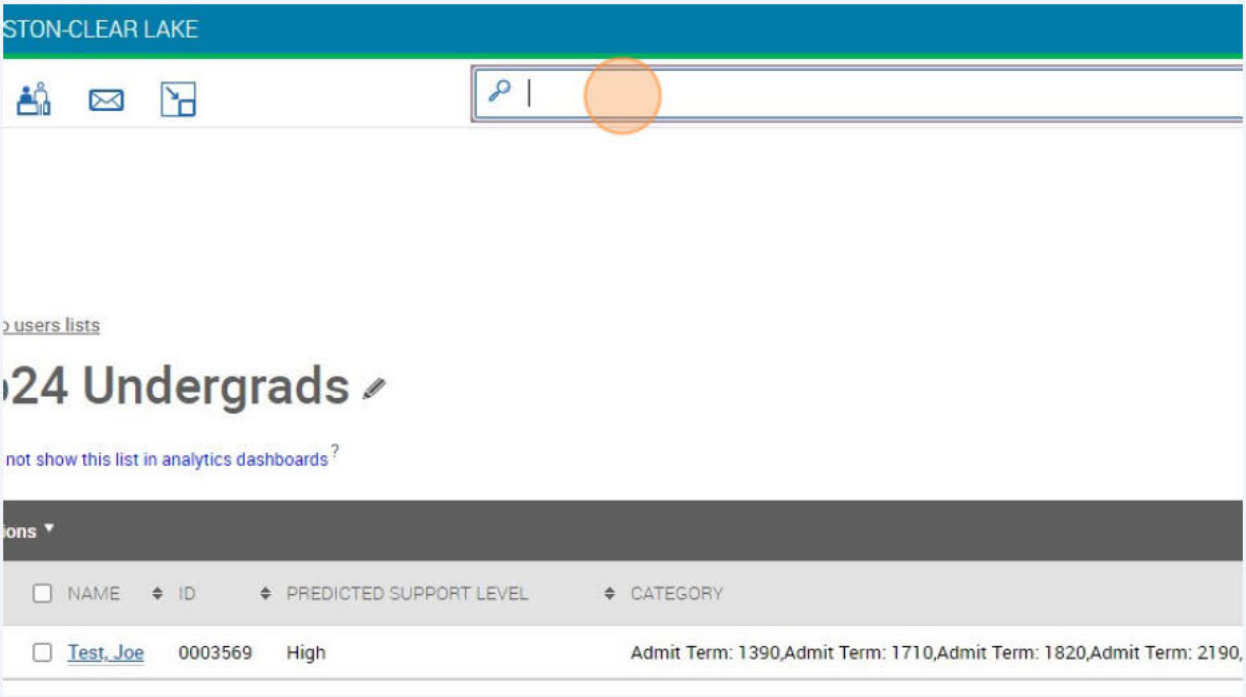
8 Enter a student's name or 7-digit ID to add them to your list



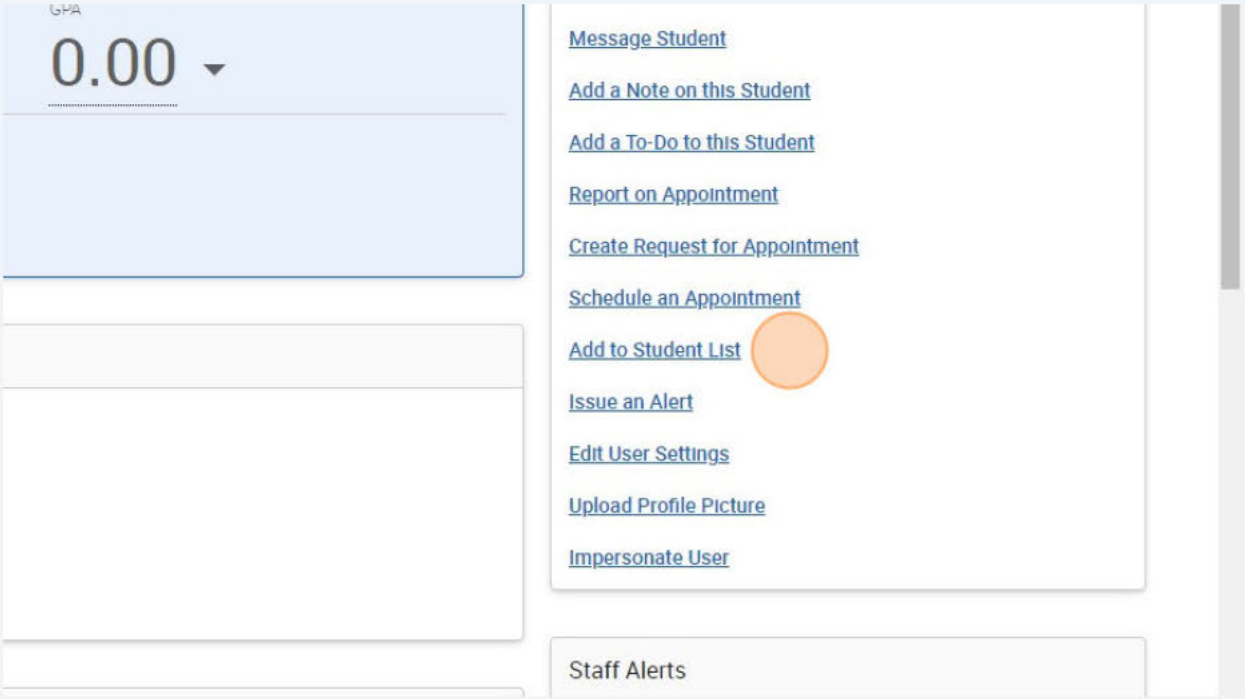
9 Click "Add Student"



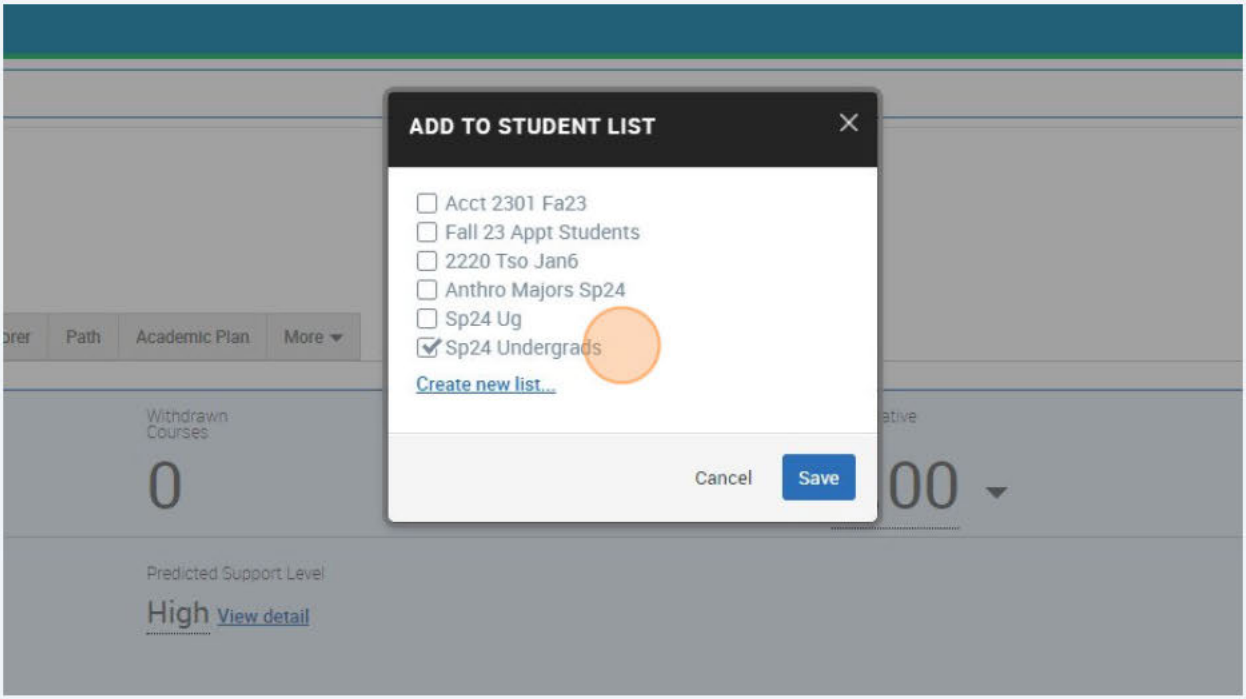
10 Method 2: Type student's name or ID in "quick search" bar



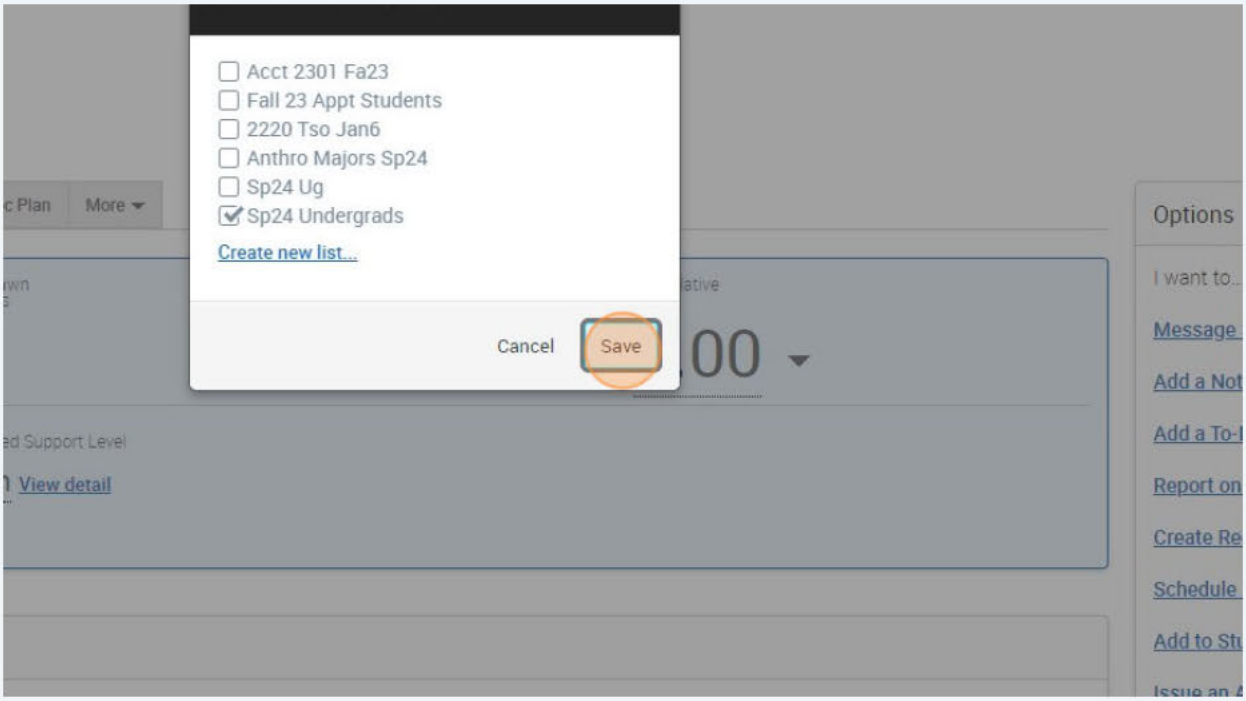
11 Once in student profile, Click "Add to Student List" under "Options" on the right side of the page



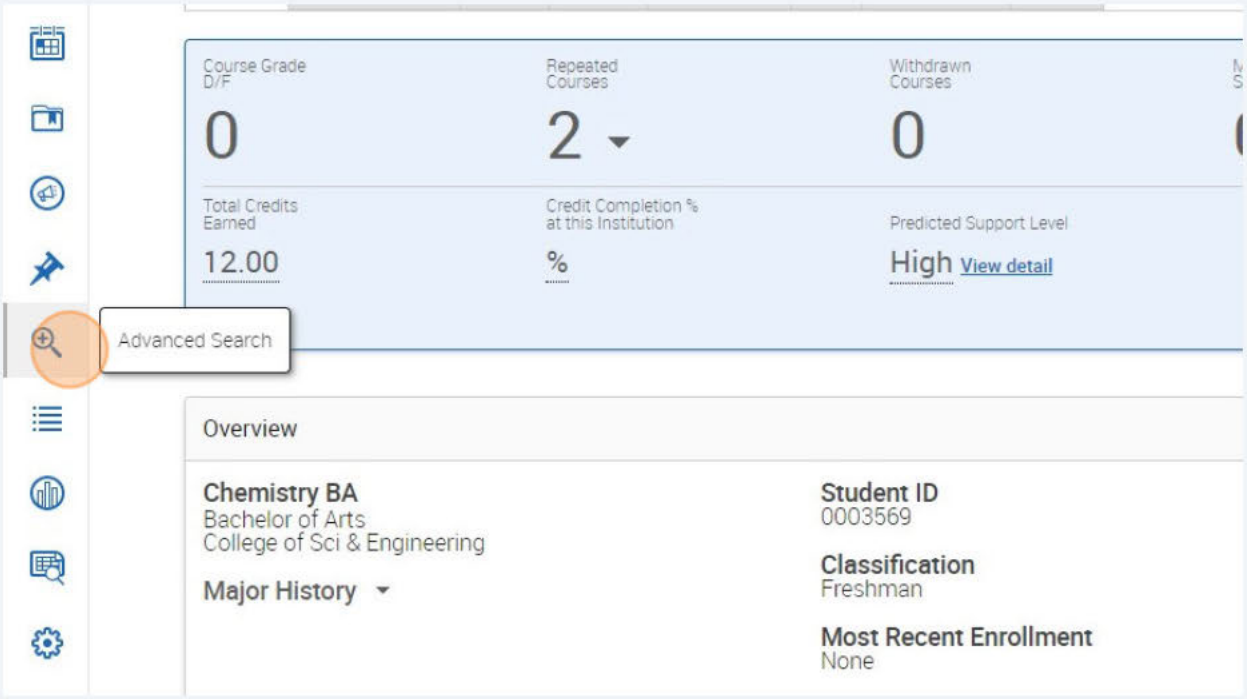
12 Select the list you want to add them to



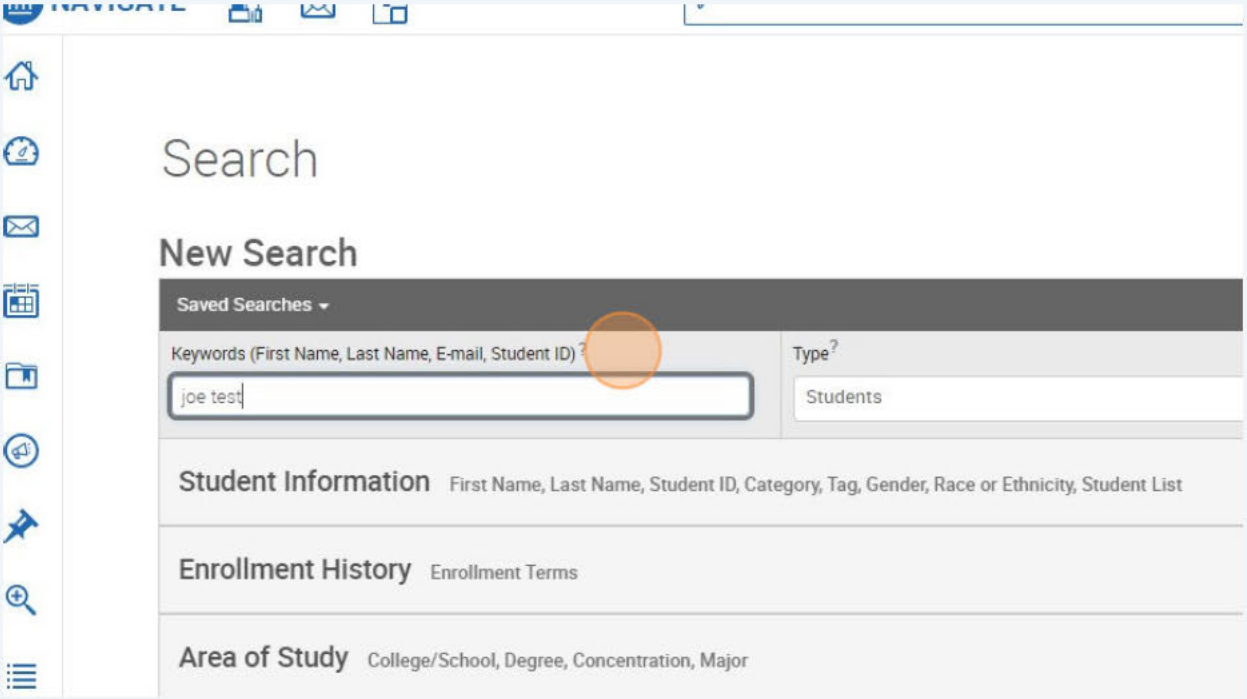
13 Click "Save"



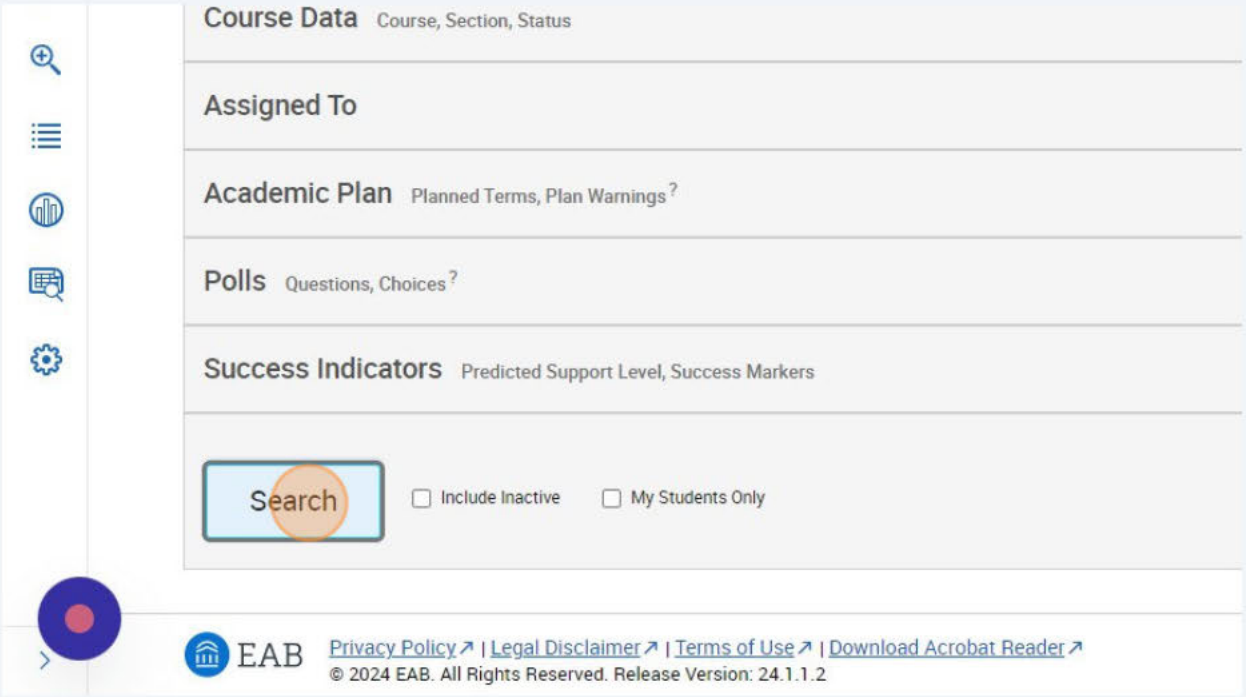
14 Method 3: Click "Advanced Search"



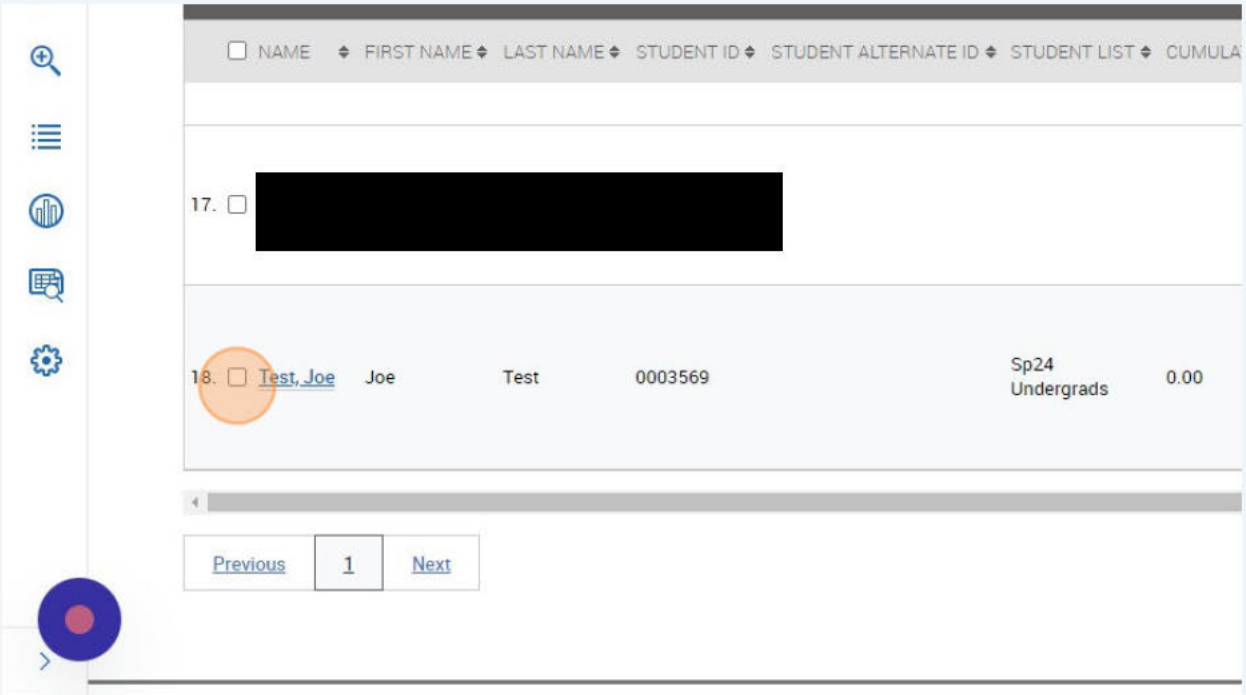
15 Enter student name, 7-digit ID (can enter multiple IDs at a time), or run a search for your desired criteria



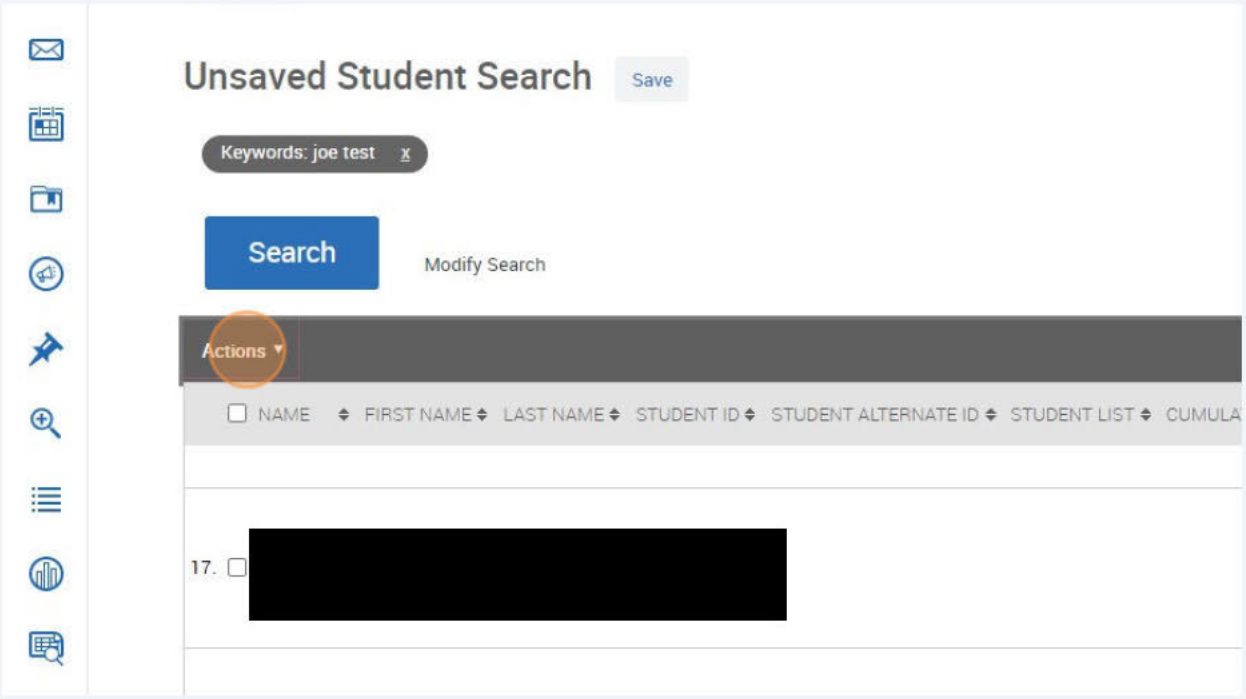
16 Click "Search"



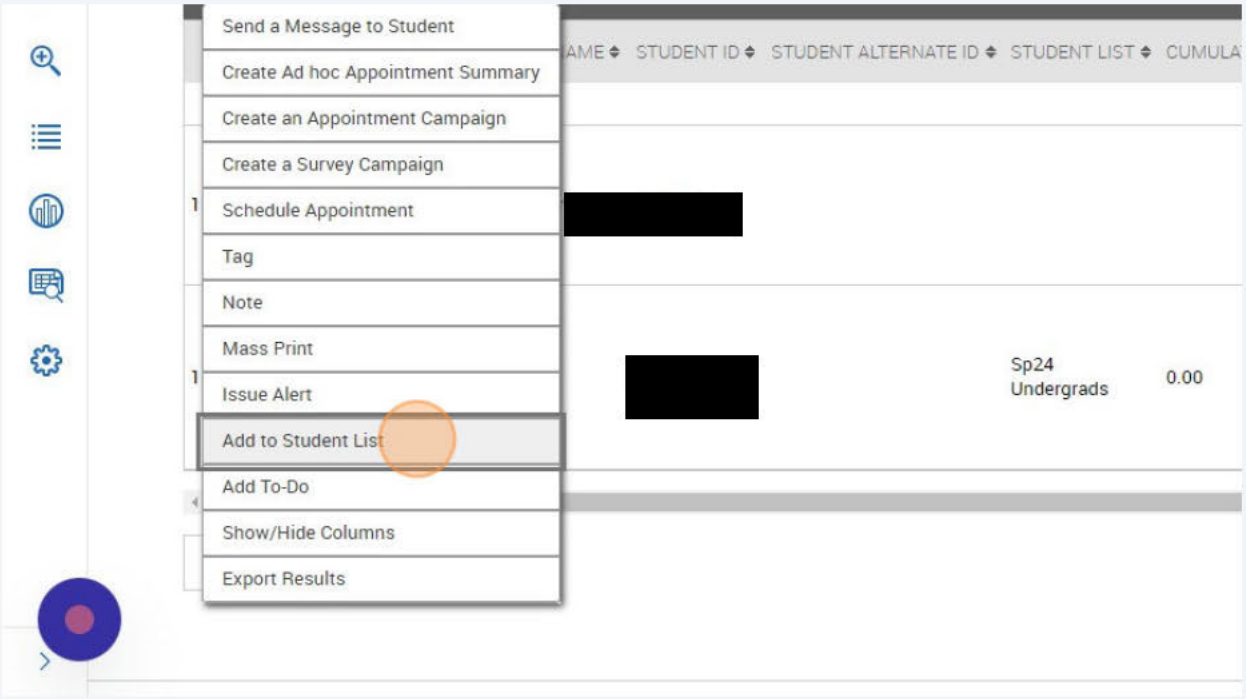
17 Once in your results, select the students you want to add to your list



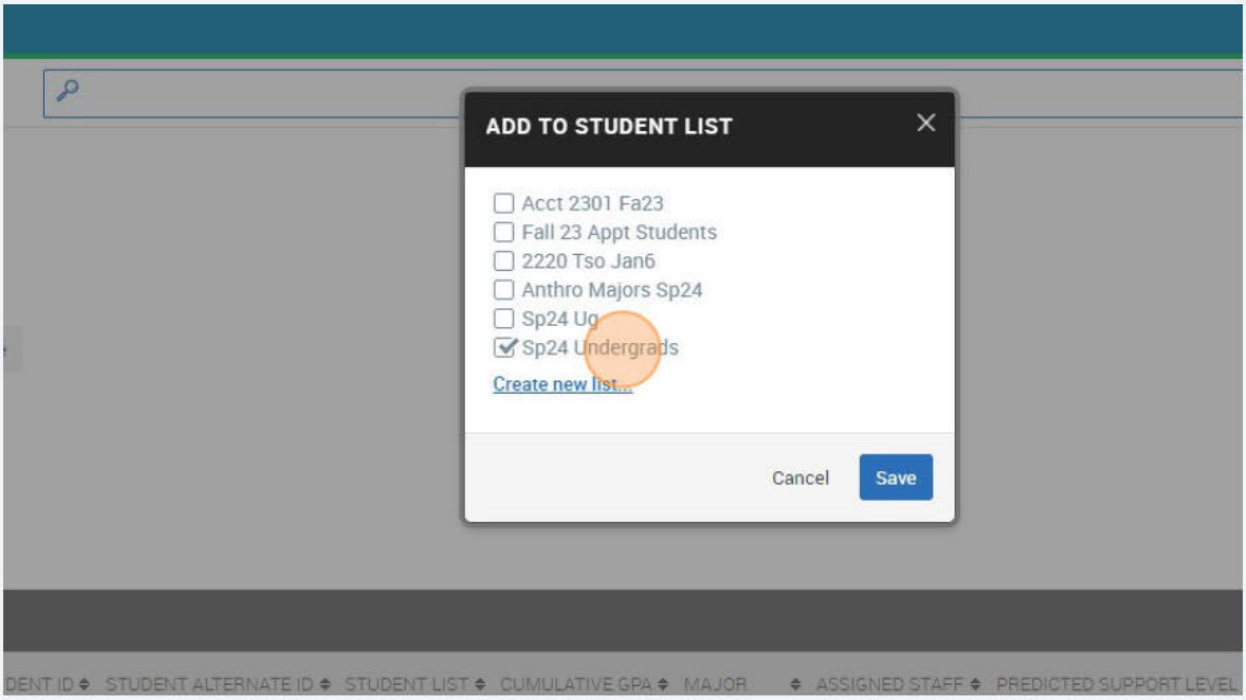
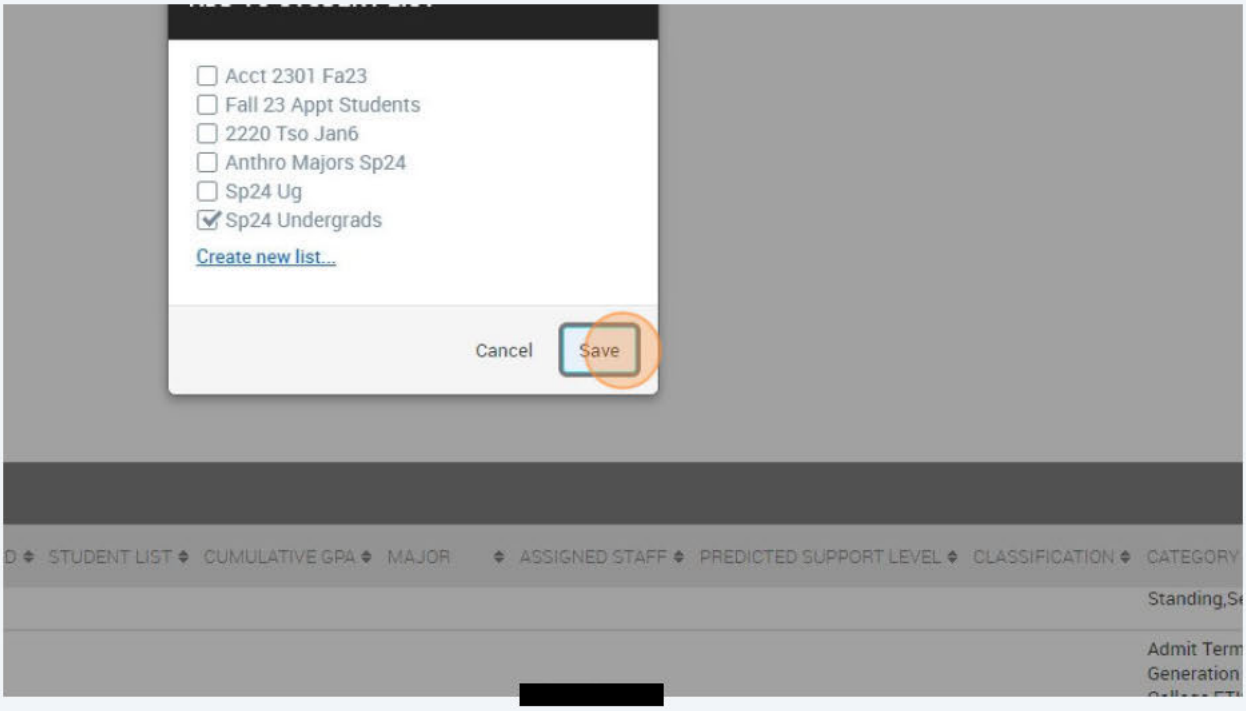
18 Click "Actions"



19 Click "Add to Student List"



20 Select your list



21 Click "Save"