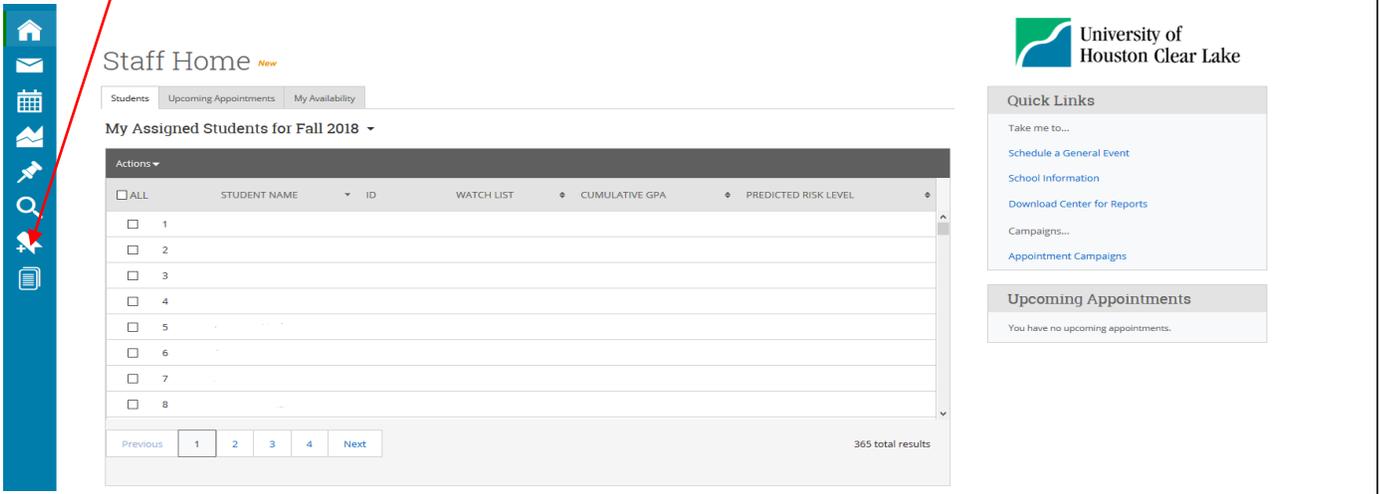
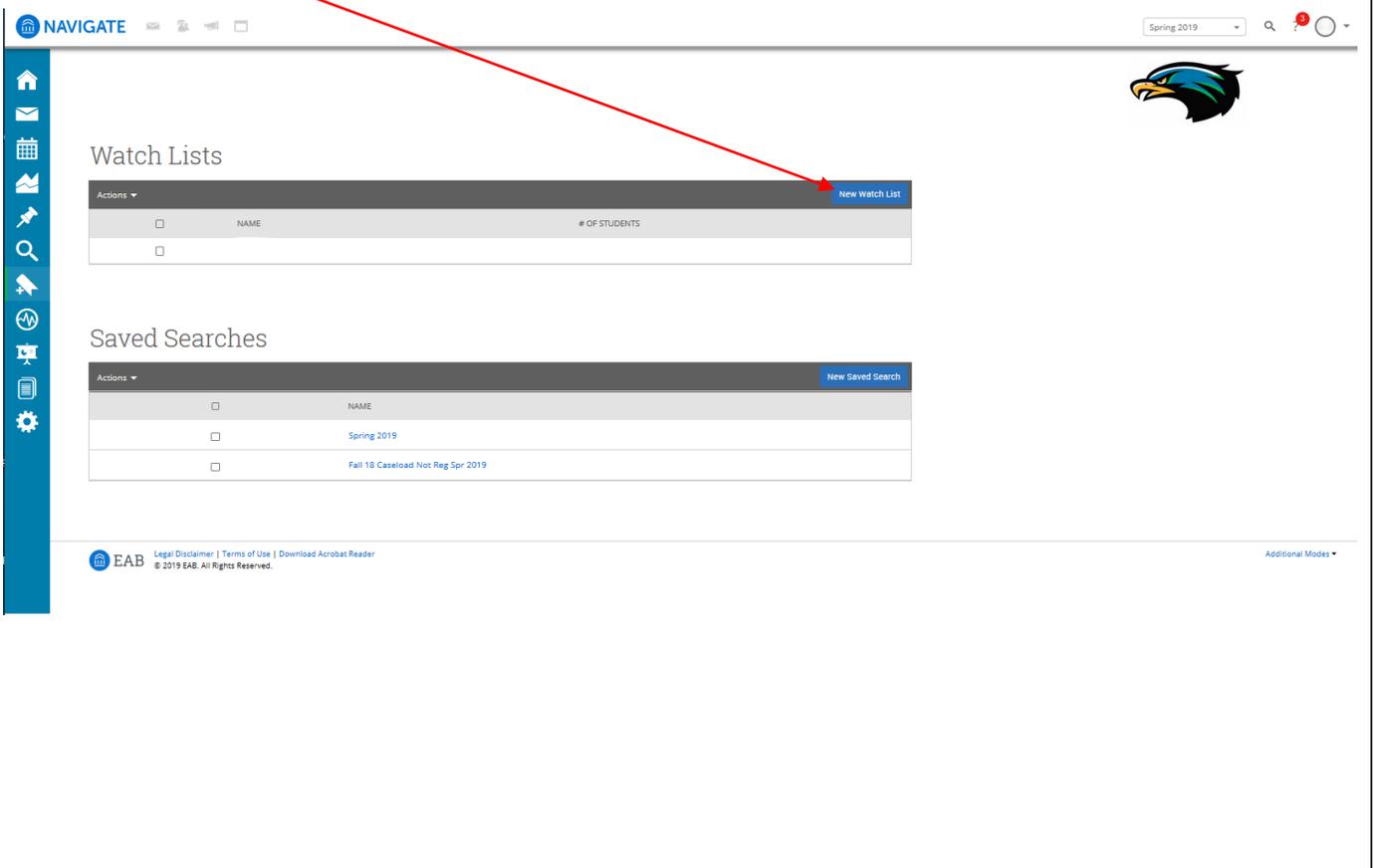
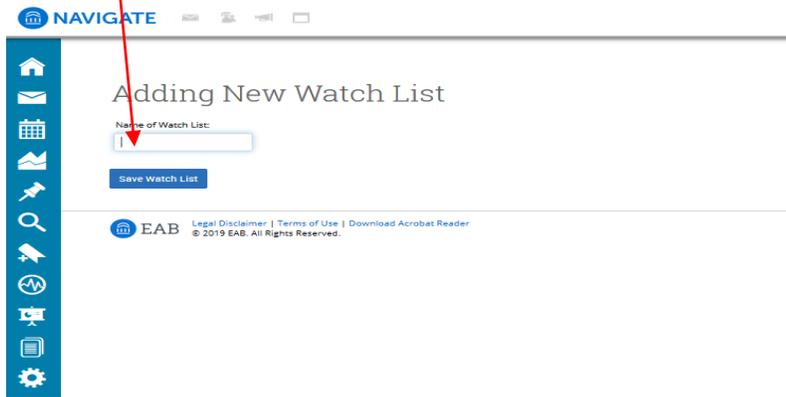


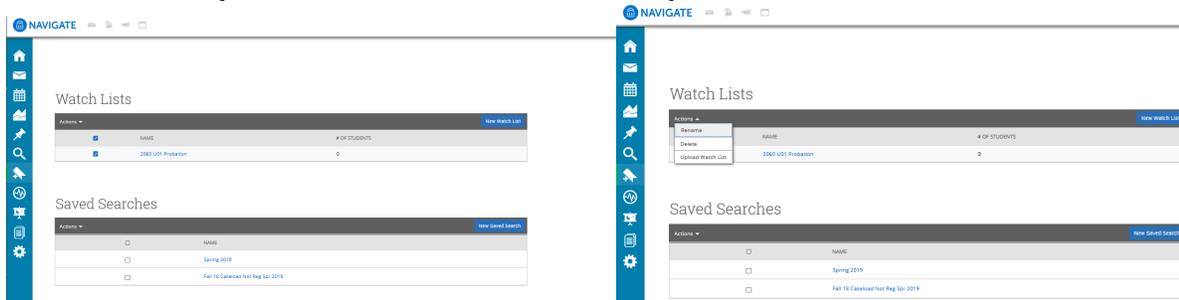
How to upload list(s) to the watch list. *Note: Create excel list, name and save as .CSV file.

Steps	Descriptions
1.	<p>Click: List and Searches</p> 
2.	<p>Click: New Watch List</p> 

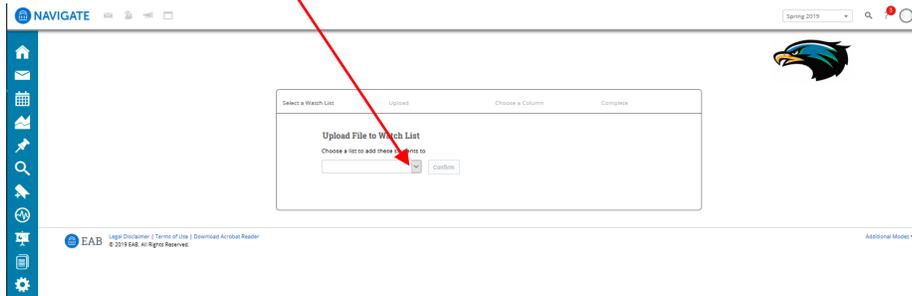
3. Click: **Create name of watch list & click Save Watch List** (Use same name as .csv file or similar name.)



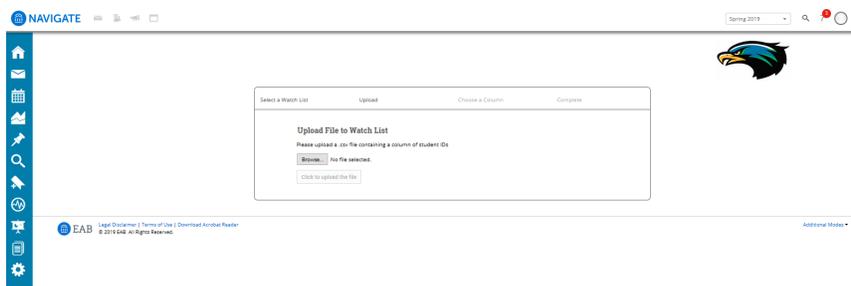
4. Click: **Box next to Watch List** *then*
Click: **Actions drop-down box to Rename, Delete or Upload Watch List**



5. Click: **Drop-down box and choose list to add students**
Click: **Confirm**



6. Click: **Browse to select .csv file & click upload the file.**
When you click on browse, locate file, select file and click on open.



Navigate Uploading Watch List



The choice
is clear.

7. Click: **Drop-down arrow** and choose column to import.
Click: **Save**

NAVIGATE Spring 2020

Select a Watch List Upload Choose a Column Complete

Upload File to Watch List

You've uploaded SSI_Eligible_Enrolled_Fall_2019.csv Choose a column to import as Student ID:

Save

8. **See message box to determine if your upload is complete.**
Click: **View my Watch Lists**

NAVIGATE Spring 2020

Select a Watch List Upload Choose a Column Complete

Upload File to Watch List

Success! The students have been added to SSI Eligible Students List

Important: There may be a delay before all students appear in the list.

[View my Watch Lists](#)

9. ***See # of students to determine if your list is uploaded.**
From here, you can click on link and view your student list.

NAVIGATE Spring 2020

Watch Lists

Actions	NAME	# OF STUDENTS	New Watch List
<input type="checkbox"/>	SSI Eligible Students List	4534	
<input type="checkbox"/>	Reg Spring 19 Not Reg Fall 19	60	
<input type="checkbox"/>	2060 U01 Probation	0	

DONE