Navigate Uploading Watch List The choice is clear.

UHCL

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

Stens	Descriptions	
1	Click: List and Searches	
	Staff Home www Staff Home www Students for Fall 2018 - All student's for Fall 2018 - Student's student's name ID Watch List • PREDICTED Risk Level • I I I I I •	Current State of Control Clear Lake Current Links Take me to Schedule a General Event Schedule a General Event School Information Download Center for Reports Campaigns Appointment Campaigns Upcoming Appointments.
2.	Click: New Watch List NAVIGATE NAVIGATE NAVIGA	Image: Spring 2019 Q P Image: Compare the spring 2019 Image: Compare the spring 2019
	EAB Laboratoria (Laboratoria) (Laborato	Additional Modes •

	Navigate Uploading Watch List UHCL The is	choice clear.
3.	Click: Create name of watch list & click Save Watch List (Use same name as .csv file or similar nam	1e.)
	Adding New Watch List	
4.	Click: Box next to Watch List then Click: Actions drop-down box to Rename, Delete or Upload Watch List NAVIGATE CONTRACT Vatch Lists Watch Lists Saved Searches Saved Searches Saved Searches Contract Contract Cont	
5.	Click: Drop-down box and choose list to add students Click: Confirm NN/GATE Click: Confirm 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. NNIGATE	

	Navigate Uploading Watch List
7.	Click: Drop-down arrow and choose column to import. Click: Save
	Select a Watch List Upload File to Watch List Vou've uploaded 55L Elighte 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 Sring 200 C C Click: View my Watch List Select a Watch List Upload File to Watch List Upload File to Watch List Secrets The students have been added to SS Eligible Students List Important There may be a delay before all students appear in the list. New my Watch List Complete C Click: View my Watch List C Click: View my Watch List Complete C Click: View my Watch List Complete C Click: View my Watch List C C Complete C Click: View my Watch List C C Click: View my Watch List C C C Click: View my Watch List C C C C C C C C C C C C C C C C C C C
9.	*See # of students to determine if your list is uploaded. From here, you can click on link and view your student list. NAVIGATE NAVIGATE Watch Lists Watch Lists New Watch Lists New Watch List New
	DONE