

## How to Create a Student List

To help keep track of a list of students, you can create a student list. This is a list of students manually created and maintained by a user that highlights a particular population. This list can be used for Advising Campaigns, communications, or other monitoring.

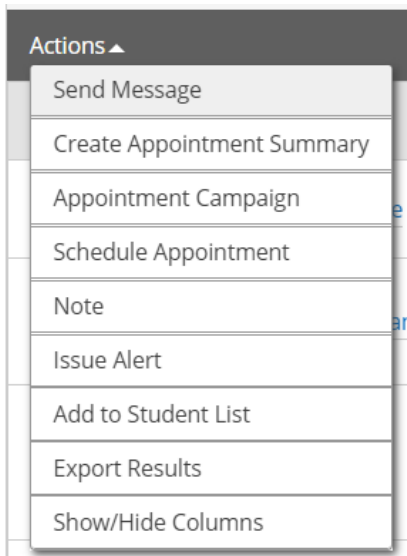
1. Select students that you want to include in your Student List. The students could be manually assigned from your list of Assigned Students or by using the search functionality.



Search Icon

| Actions ▾                             |                     |
|---------------------------------------|---------------------|
| <input type="checkbox"/> ALL          | STUDENT NAME        |
| <input checked="" type="checkbox"/> 1 | Wilson, Connor      |
| <input checked="" type="checkbox"/> 2 | Martinez, Gabrielle |
| <input checked="" type="checkbox"/> 3 | Lynn, Brice         |
| <input checked="" type="checkbox"/> 4 | Scholfield, Noah    |
| <input checked="" type="checkbox"/> 5 | Madoor, Navya       |

2. Under Actions select Add to Student List



3. Click on Create new list... and give the new student list a name. Click Save.

4. In your list of students, a small eye icon will appear next to the name of the student.

My Assigned Students for Spring Term 2018-2019 ▾

| Actions ▾                    |                  |    |            |
|------------------------------|------------------|----|------------|
| <input type="checkbox"/> ALL | STUDENT NAME     | ID | WATCH LIST |
| <input type="checkbox"/> 1   | Abdalla, Mahmoud |    |            |
| <input type="checkbox"/> 2   | Bastian, Heather |    |            |

### Reminder:

Hovering your mouse over the eye icon will tell you to which of your Student lists the student is assigned.

A student can be assigned to more than one list