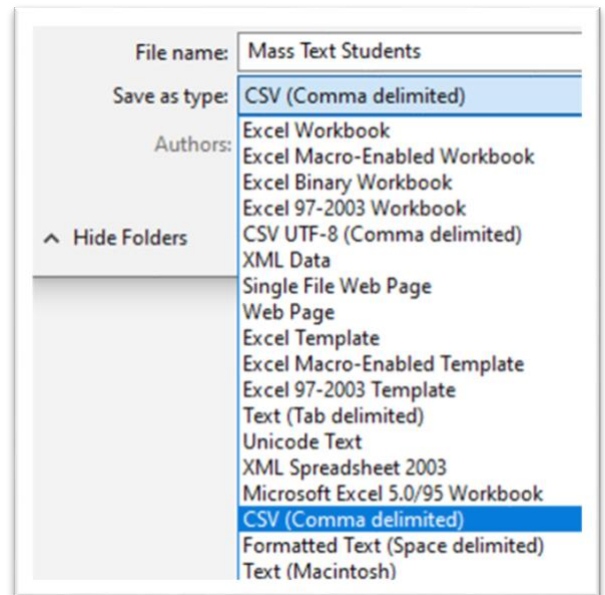


Navigate - Upload a Student List

Navigate allows you to easily upload your preferred student lists through a CSV file.

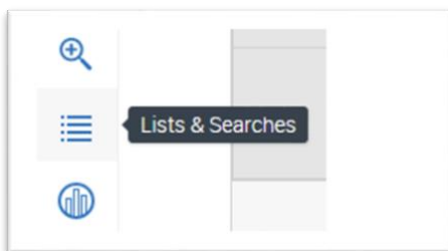
1. To create a list of students in Excel:

- Ensure that one column in the Excel spreadsheet contains E Numbers. For ease later, title this column 'E Number.'
- Adjust the column width so that the entire E Number is visible.
- Ensure that there are no blank cells in the E Number column.
- Ensure that the Excel spreadsheet is saved as a *CSV (Comma delimited)* file type.
 - In Excel: click *File* > click *Save As* > choose the file location to save > enter a *File name* > from the drop-down menu under *Save as Type* choose *CSV (Comma delimited)* > Click *Save*



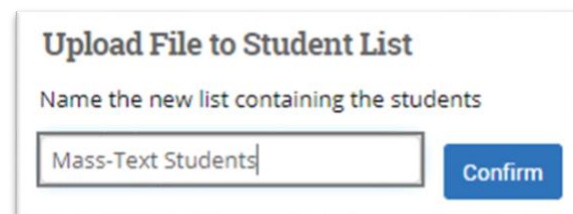
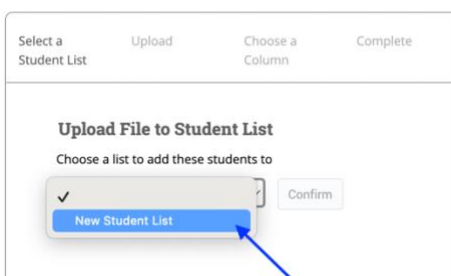
2. To upload the list of students to Navigate:

- Click the *Lists and Searches* icon from the left navigation
- Under the *Student Lists* box, click *Actions* and choose *Upload Student List* from the drop-down menu.
- Under *Choose a list to add these students to*, click the drop-down box and choose *New Student List*. Type a name for the student list that is descriptive and memorable – you may need to select it from a menu of Student Lists later. Click *Confirm*.
- Click *Choose File*. Select the CVS (Comma Delimited) Excel file you created in step 1. Click *Click to upload the file*.
- In the drop-down menu, select the title of the column which contains E Numbers in the Excel spreadsheet. Click *Save*.
- A *Success!* message will appear.



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. Use Student Lists to track information about a group of students.



3. Access the Student List

- Click the *Lists and Searches*  icon from the left navigation
- Within the *Student Lists* box, click the name of the list to manipulate

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. Use Student Lists to track information about a group of students.

Actions ▾		New Student List	
<input checked="" type="checkbox"/>	NAME	VIEWABLE IN ANALYTICS?	# OF STUDENTS
<input checked="" type="checkbox"/>	Mass-Text Students	Yes	0