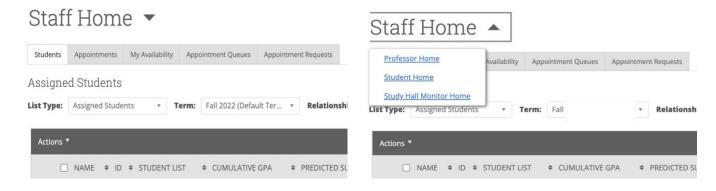
Navigate – View & Download Assigned Student List

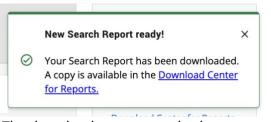
1. Review assigned student list

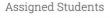
Assigned students will be listed on the staff homepage under Assigned Students for Term YYYY.
 If the professor homepage loads upon login, click the drop-down arrow next to your name and click the staff page.



2. Download the assigned student list

- Under Assigned Students for Term YYYY click Actions.
- From the drop-down menu, click *Export Results*.
- In the *Export Results Column* window that appears, use the checkboxes to select the columns for the export.
- Click Export.
- A pop-up will appear in the bottom right of the screen when the export is downloaded and ready to review on your device. The hyperlinked *Download Center for Reports* text is also clickable to review a copy of the requested export in Navigate.





Relationship Type: All Relationship Types

	Send a Message to Student	
	Create Ad hoc Appointment Summary	ULATIVE GPA PREDICTED SUPPORT
ľ	Appointment Campaign	
	Schedule Appointment	No matching records found
	Tag	
	Note	
	Issue Notification or Referral	
	Add to Student List	
	Show/Hide Columns	
	Export Results	

• The download center can also be accessed by clicking *Download Center for reports* under *Quick Links* on the right side of the staff homepage. To return to the homepage click the Home I icon in the left navigation menu.

Quick Links	Deservices							
Take me to	Download Center for Reports							
Schedule a General Event								
Manage Assignments	NAME	GENERATED FOR	TYPE	Ŧ	BEGINS O	CREATED AT	Ŧ	
School Information	campus-v2report- myassignedstudentssearch-		Search Report			09/06/2022 2:22pm ET		
Download Center for Reports								