Navigate360: Manual Assignments

For caseload management, some students may be manually assigned to a user
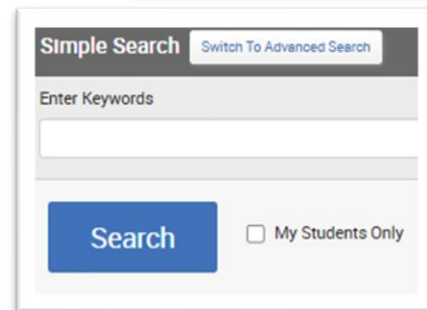
1. **Open the Administration tab** ⚙️
   - Under *User Management*, click *Mass Edit of Students*
   - In the *Enter Keywords* box under *Simple Search*, paste the E#(s) of the students you need to assign or remove to yourself
   - Click *Search*
   - Under Search Results, click the box beside Name in the columns header to capture all students searched
   - Click the *Assign to Someone* tab
   - Click *Add to…* or *Remove from…* to add or remove to students manually to your caseload
   - Under *Relationship*, select the relationship type you wish to share to the student
     - **EXAMPLE:** Academic Advisor
   - Under *Staff*, search your name
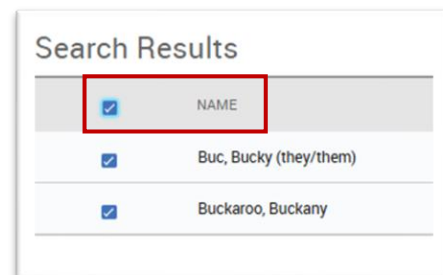   - Click *Save this Setting*, students will either be added or removed from your caseload