

Navigate360: Manual Assignments

For caseload management, some students may be manually assigned to a user

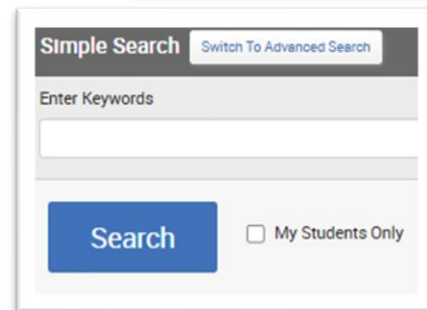
1. Open the Administration tab

- 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



User Management

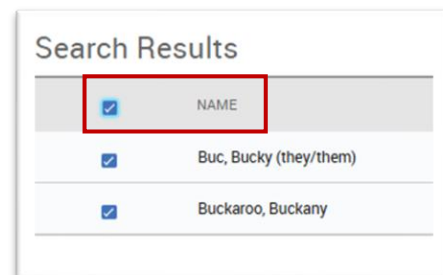
- [Mass Edit of Students](#)
- [Mass Edit of Users](#)
- [Mass Tagging by ID](#)



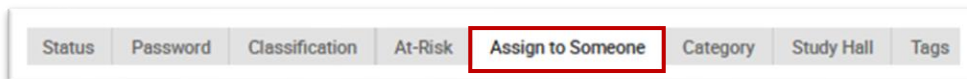
Simple Search [Switch To Advanced Search](#)

Enter Keywords

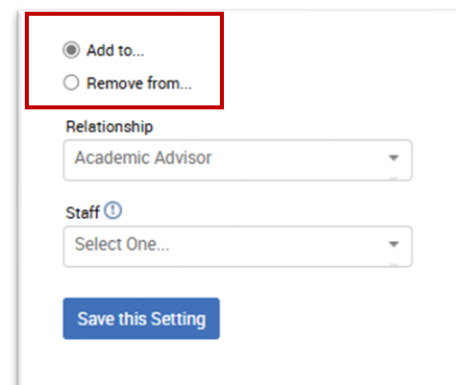
☐ My Students Only



<input checked="" type="checkbox"/>	NAME
<input checked="" type="checkbox"/>	Buc, Bucky (they/them)
<input checked="" type="checkbox"/>	Buckaroo, Buckany



Status Password Classification At-Risk **Assign to Someone** Category Study Hall Tags



☒ Add to...
☐ Remove from...

Relationship

Staff 