

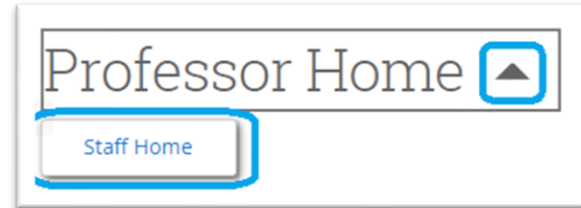
Navigate: View Assigned Student List

1. Log into Navigate

- Login to GoldLink.
- Click the *Advisor* menu from the left navigation
- Click the *EAB Navigate* tile. Click *Login to Navigate*.
- Enter your ETSU username (your email address without the @etsu.edu) and the password you use for GoldLink. Click *Log in*.

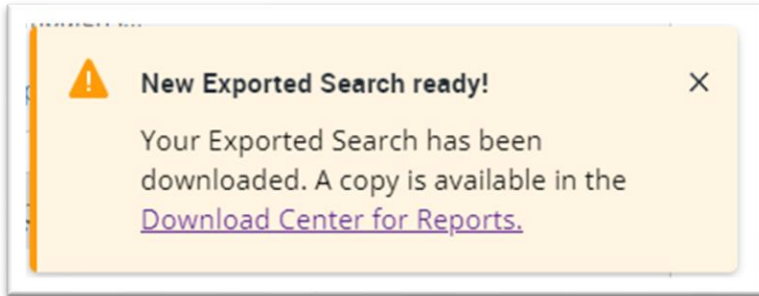
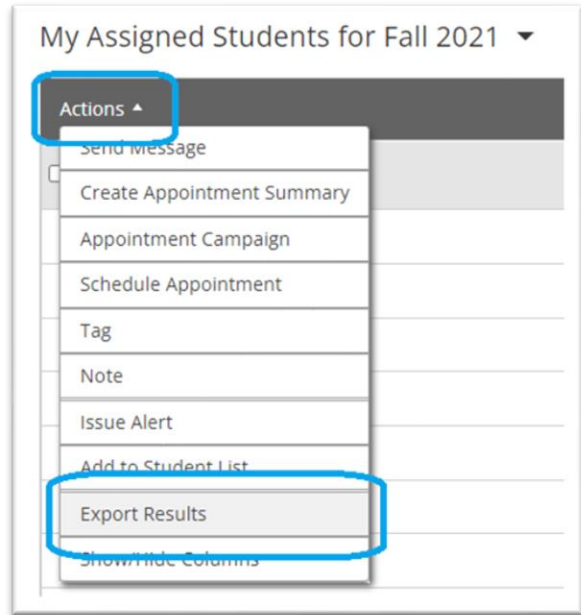
2. Review assigned student list

- 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

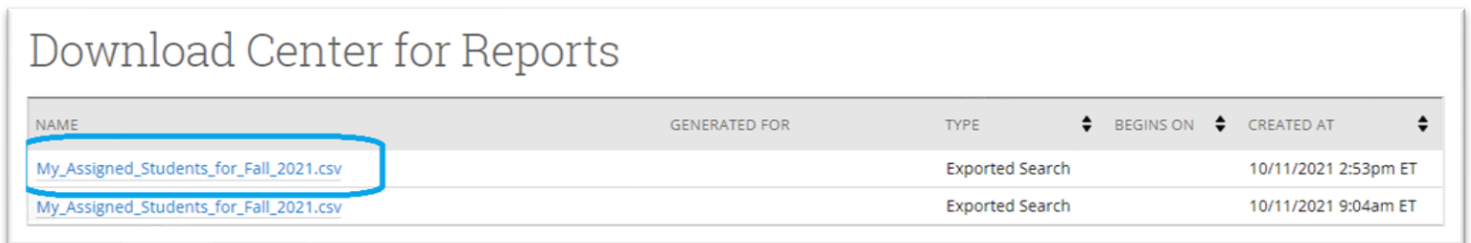



3. Download the assigned student list

- 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 ready. In that pop-up box, click *Download Center for Reports*.



- Click the name of the file to download. It will download to the location you have set in your browser.



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