# Creating a Student List in Navigate360/MavCONNECT

If you have a list of students with their TechIDs or StarIDs that you want to track, you can use Navigate360 and the **Student List** functionality to store this information.

1. Using the left-navigation menu, find and select the **Bullet Point** icon. ☰

2. In the Student List/Saved Search tab, find the Student List box and click on the **New Student List** icon.

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**
☐	NAME	VIEWABLE IN ANALYTICS?	# OF ACTIVE STUDENTS
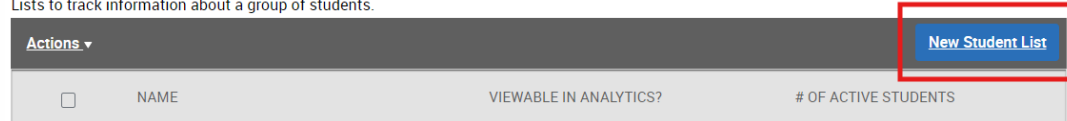
3. This will open a new screen that allows you to name your list. We strongly recommend including information in the list title to help identify which group of students are on your list.

Please check this box when saving your list

Adding New Student List

Name of Student List

☐ Do not show this list in analytics dashboards?

Save Student List

4. After naming your list, click on **Save Student List.**

5. This will bring you back to the Student List/Save Search tab. Find the list you want to add your students to and **check the box** to the left of the name of the list

6. Select the **Action** link and choose **Upload Student List.**
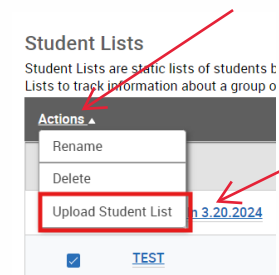
Student Lists

Student Lists are static lists of students b
Lists to track information about a group o

Actions ▴
Rename
Delete
Upload Student List n 3.20.2024

☑ TEST

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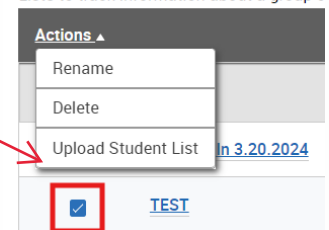
7. Confirm which list you want to add your students to and load a CSV file of your students with their StarIDs or TechIDs listed.

Select a Student List	Upload	Choose a Column

Upload File to Student List

Choose a list to add these students to

[▾] [Confirm]

Upload File to Student List

Please upload a .csv file containing a column of student IDs

[Choose File] No file chosen

[Click to upload the file]

Upload File to Student List

You've uploaded Graduates_since_Fall_2022_8-16-24.csv

Choose an ID type for your upload: ● Student ID ○ Alternate ID

Choose the column containing ID data:

[▾] [Save]

8, Confirm the column where the student's **TechID (Student ID)** or **StarID (Alternative ID)** is at in your CSV file. This will **Save** and **Import** your Student List

Reminder: Student Lists are **static** lists. This means they **do not change** unless you upload a new student list and/or add a student to an existing list.

Advanced Search Guide
8.23.23, Adapted on 10.7.24 for department chairs