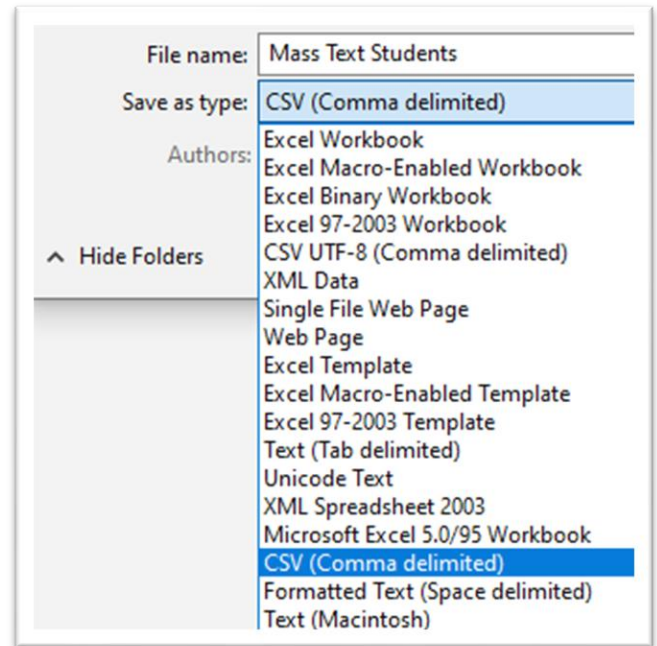


# Navigate360: Upload a Student List


Student lists are static lists by E# and used for faculty and staff to track lists of students for outreach

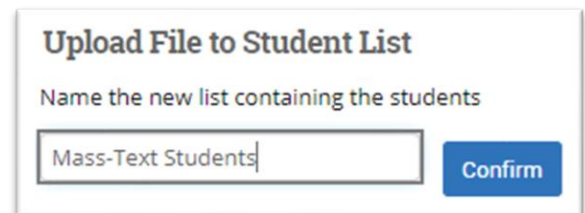
## 1. Create a list of students in Excel

- Ensure that one column in the Excel spreadsheet contains E Numbers. For ease later, title this column 'E Number.'
- Adjust the column width so that the entire E Number is visible.
- Ensure that there are no blank cells in the E Number column.
- Ensure that the Excel spreadsheet is saved as a *CSV (Comma delimited)* file type.
  - In Excel: click *File* > click *Save As* > choose the file location to save > enter a *File name* > from the drop-down menu under *Save as Type* choose *CSV (Comma delimited)* > Click *Save*



## 2. Upload the list of students to Navigate

- Log into Navigate via GoldLink.
- Click the *Lists and Saved Items*  icon from the left navigation
- Under the *Student Lists* box, click *Actions* and choose *Upload Student List* from the drop-down menu.
- Under *Choose a list to add these students to*, click the drop-down box and choose *New Student List*. Type a name for the student list that is descriptive and memorable – you may need to select it from a menu of Student Lists later. Click *Confirm*.
- Click *Choose File*. Select the CSV (Comma Delimited) Excel file you created in step 1. Click to upload the file.
- In the drop-down menu, select the title of the column which contains E Numbers in the Excel spreadsheet. Click *Save*.
- A *Success!* message will appear.



## 3. Access the Student List

- Click the *Lists and Saved Items*  icon from the left navigation
- Within the *Student Lists* box, click the name of the list to manipulate