

T-Claw Navigate How to Create Student List

Creating Student List

There are several ways to create a Student List or add students to a Student List.

Note: Because some tools in the platform (e.g., Intervention Effectiveness) display *all* Student Lists in the platform, please use the standard naming convention for your Student Lists that clearly explains the purpose of the list.

Standard Naming Convention for Student List/Saved Searches

(Term_Purpose i.e. Fall2019 English Major, Fall 2019 Transfer 1st Gen).

Option 1 – Create Student List or add students through Advanced Search

Navigate to Advanced Search and find a population of students through the filters. Once the list of students has populated, select all students you wish to add to the Student List by selecting the gray box next to their name, or by selecting the entire list by clicking on the gray All box. After selecting your students, click on the Actions Menu:

1. From here, select Student at the bottom of the list:
2. You may either add students to an existing Student List or you may select Create New List.
3. Once you name your list, click Save. You have saved a static list of students that **will not** change over time.

Option 2 – Create Student List using and Excel File (Must save as CSV comma delimited)

1. Create a CSV file with student ID's listed in the file.
2. Go to the Lists & Searches on the right side of the screen.



3. In the Student list area go to actions, which will drop down a menu with Upload Student List as the third option.

Student Lists

Actions ▾		New Student List
	NAME	# OF STUDENTS
<ul style="list-style-type: none"> Rename Delete Upload Student List 	Test Fall 2019 Tutor Watchlist	92

4. Select New Student list, and name this list (e.g. Fall 2019 Eng Major). Find your CSV file and upload it.

Select a Student List Upload Choose a Column Complete

Upload File to Student List

Choose a list to add these students to

5. Select the column from your list which contain the student ID#

Select a Student List Upload Choose a Column Complete

Upload File to Student List

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

No file chosen

6. Then click save. If there is a large number of students on the list it may take several minutes for all students to appear on the Student list.