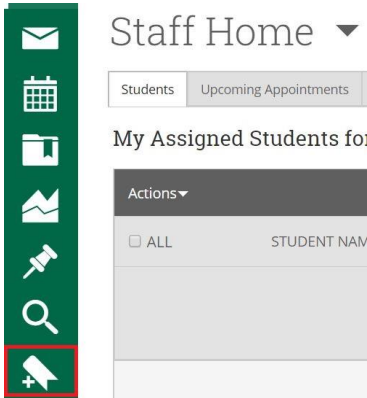


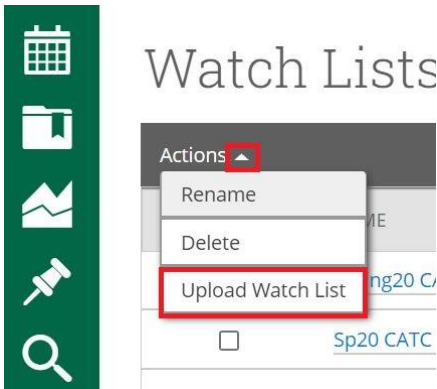
**EAB Navigate – Advisor Platform**  
**Uploading and messaging watch lists**  
**May 2020**

**How to Upload a Watch List:**

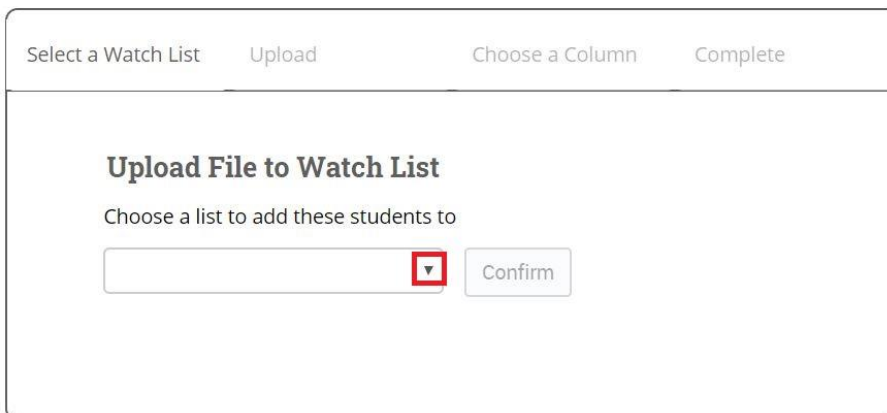
Navigate allows you to upload your existing student lists using NetID information. To do this, first select the Lists & Searches icon from your navigation toolbar:



On the Watch Lists page, you'll find the option to "Upload Watch List" underneath the first "Actions" menu:



The following screen first asks you to choose an existing list to modify, or to create a new list. You will find "Create New Watch List" is the final option available to you after clicking the triangle below:

A screenshot of a dialog box titled 'Upload File to Watch List'. At the top, there are four tabs: 'Select a Watch List', 'Upload', 'Choose a Column', and 'Complete'. The 'Upload' tab is active. Below the title, the text 'Choose a list to add these students to' is displayed. Underneath this text is a dropdown menu with a red square highlighting the downward-pointing triangle. To the right of the dropdown menu is a 'Confirm' button.

The next screen asks you to select a .csv file for upload. Note that no matter what column is used to store NetID information, this column must have a heading – or else the first student in your list will be excluded from the upload.

Select a Watch List   Upload   **Choose a Column**   Complete

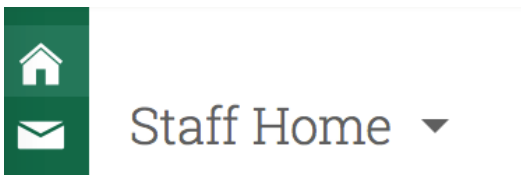
### Upload File to Watch List

You've uploaded [CEMS\\_Ocr\\_FA20\\_4.16.csv](#) Choose a column to import as Student ID:

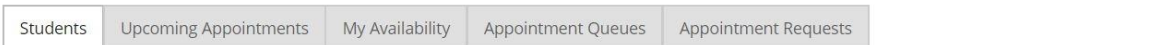
**▼**   Save

Uploading a new watch list typically takes less than thirty seconds.

After you've completed the upload, go back to your Staff Home by clicking on the house icon in the left-hand side, navigation bar. From there, select the triangle next to the heading for "My Assigned Students for {a given term}." Your saved searches and watch lists will appear as you scroll within the pull down list. Select the watch list that you just created using the uploaded file in order to make the students visible on your Staff Home.



Staff Home ▼



CATC 2018 FTFY **▼**

**Actions** ▼

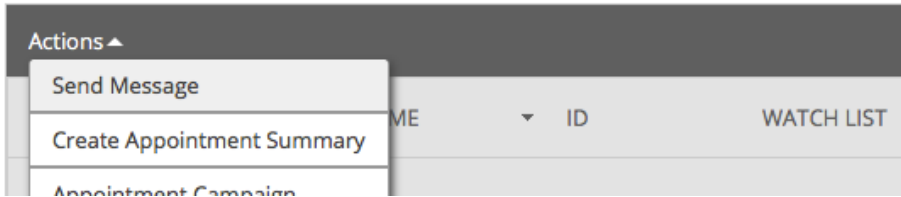
100 items on this page are selected. **Select all 163 items**

<input checked="" type="checkbox"/> ALL	STUDENT NAME	ID	CATEGORY
<input checked="" type="checkbox"/>	1	██████████	Catamount Commitment (CATC), First-generation students, In State, ██████████
<input checked="" type="checkbox"/>	2	██████████	Catamount Commitment (CATC), First-generation students, In State, ██████████

### How to Message Students on a Watch List:

To send a message to students on a Watch List select "ALL" in the light gray heading bar once you have pulled up the correct list. (See image above.) To ensure that all students on the list receive your message, be sure to click on the "Select all \_\_ items" in the center of the list.

Then, choose "Send Message" under the "Actions" menu. (Click the triangle next to "Actions" to access the menu.)



You can confirm that your outgoing message will be sent to your entire watch list by checking the heading of your message template (below):

