

EAB Navigate – Advisor Platform

Creating Student Lists from Dean/Chair Reports

November 2020

To create a new list of students enrolled in fewer than twelve credits in Navigate, first open the “Students with < 12 Credits” report from the Reports list on your Dean or Chair tab of the MyUVM portal:

Reports

- **Academic Alerts**
Comprehensive list of all students in your department (chairs) or unit (deans) who have been issued an academic alert. Students will appear once for each course in which they have received an alert.
- **Advisor/Advisee List**
Summary of advising assignments in your department (chairs) or unit (deans) by advisor.
- **Advisor Notes (Summarized by Student)**
View advisor notes submitted for an individual student.
- **Advisor Notes (Summarized by Advisor)**
View data regarding the number of notes submitted by advisors in your unit.
- **Registered Students Sending Transcripts to Non-UVM Admissions Offices**
Customizable report returns a list of students who have requested that transcripts be sent to other (non-UVM) institutions.
- **Students by Major, Minor, Concentration**
Customizable report returns a list of students for selected academic program(s).
- **Students with < 12 Credits**
List of students not registered (or registered as less than full time) for the next major term.
- **View Pending Withdrawal Requests**
Summary of pending withdrawal requests.

This report will be exported as CSV file.

How to Upload Student Lists:

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:

Staff Home ▾

Students Upcoming Appointments

My Assigned Students for:

Actions ▾

ALL STUDENT NAME

On the Student Lists page, you’ll find the option to “Upload Student List” underneath the first “Actions” menu:

Student Lists

Actions ▾

- Rename
- Delete
- Upload Student List [by check](#)

Study Buddy opt-in Sp2020

[REDACTED]

[REDACTED]

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

Select a Student List Upload Choose a Column Complete

Upload File to Student List

Choose a list to add these students to

▼ Confirm

From there, you can select a .csv file for upload. Note that no matter what column in your file is used to store NetID information, the column must have a heading (i.e. ID) – or else the first student in your list will be excluded from the upload.

	A	B
1	NetID	
2	afake1	
3	istudent	
4	rcatamou	

Select a Watch List Upload Choose a Column Complete

Upload File to Watch List

You've uploaded CEMS_0cr_FA20_4.16.csv Choose a column to import as Student ID:

▼ Save

After you've completed the upload, you will find that your Student List is accessible directly from your Staff Home page. Select the triangle next to the “My Assigned Students” heading in order to view your saved searches and student lists.

My Assigned Students for Fall 2020 ▲

MY ALL ASSIGNED STUDENTS

My Assigned Students for Fall 2020

My Assigned Students All Terms

STUDENT LISTS

Helping Danielle

TEST5.17.19

▼ ID

No matching

Once a Student List has been uploaded, you can conduct Advanced Searches within this particular student group. Select the Advanced Search icon on the right side of the screen, then select a Student List within your search filters.

Using Advanced Search, will allow you to narrow the students on the list by categories, major, credits earned, etc. using the various filters that are available to you.



New Search

Saved Searches ▾			
Keywords (First Name, Last Name, E-mail, Student ID)? <input type="text"/>		Type? Students ▾	
Student Information First Name, Last Name, Student ID, Category, Tag, Student List			
First Name? <input type="text"/>	Last Name? <input type="text"/>	From Last Name? <input type="text"/>	To Last Name? <input type="text"/>
Student List (In Any of These) <input type="text" value="× CEMS >12 6.28"/>		Transfer Student Any ▾	