CU Navigate Training | Advisor Role
Student Lists – Uploading and Troubleshooting

Upload Student List from list of Student IDs

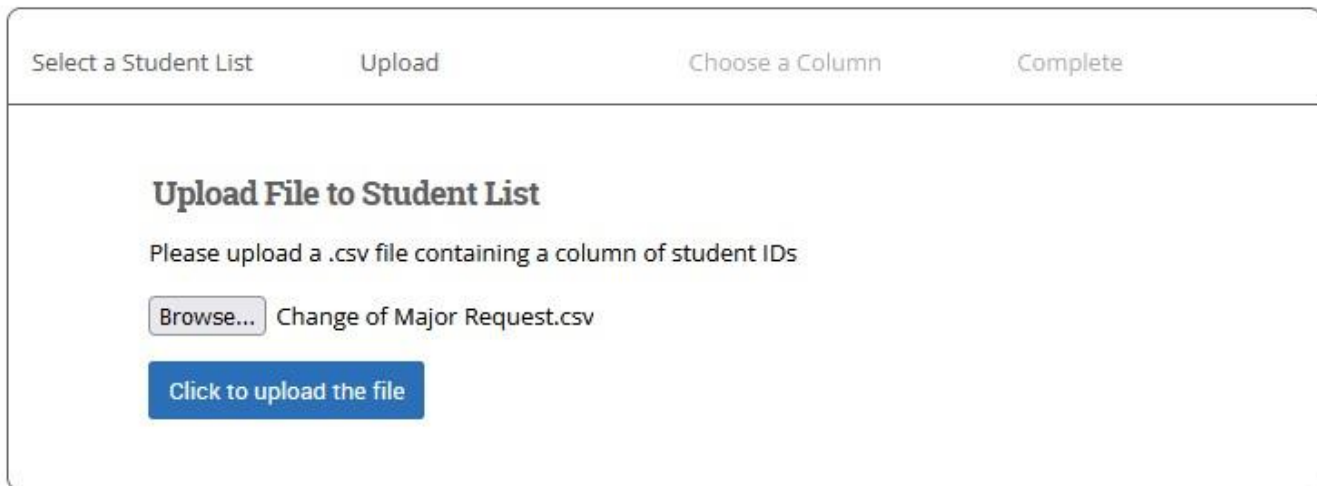Choose **List & Searches** from the side menu

Click **Actions** and **Upload Student List**

Choose the list to add to or create a new list
Choose the CSV file (**the files must be a CSV file not a CSV UTF-8 file)** to upload –
Note: the file must contain a **column of student IDs**

Choose the column to import as **Student ID.**
Students will be added to your current or new list.

Troubleshooting a Student List

Choose **Advanced Search** from the side menu
Copy and paste list of Student IDs into the **Keywords** box and click **Search**
Click the **All** box and click **Actions**
Click **Add to Student List**

Unsaved Student Search   Save

Saved Searches ▾

Standard User Type: Students

Keywords   x

Search   Modify Search

Actions ·

Send Message		▾ ID	STUDENT LIST	CUMULATIVE GPA ⬍	MAJOR	SUPPORT	⬍ CLASSIFICATION ⬍	CATEGORY	⬍ ACTIONS
Create Appointment Summary									
Appointment Campaign									
Schedule Appointment									
Tag									
Note				AAH Undeclared	High	Sophomore		Edit - Impersonate
Mass Print									
Issue Alert									
Charity									
Add to Student List									
Export Results									
Show/Hide Columns									
Previous 1 Next								17 total results