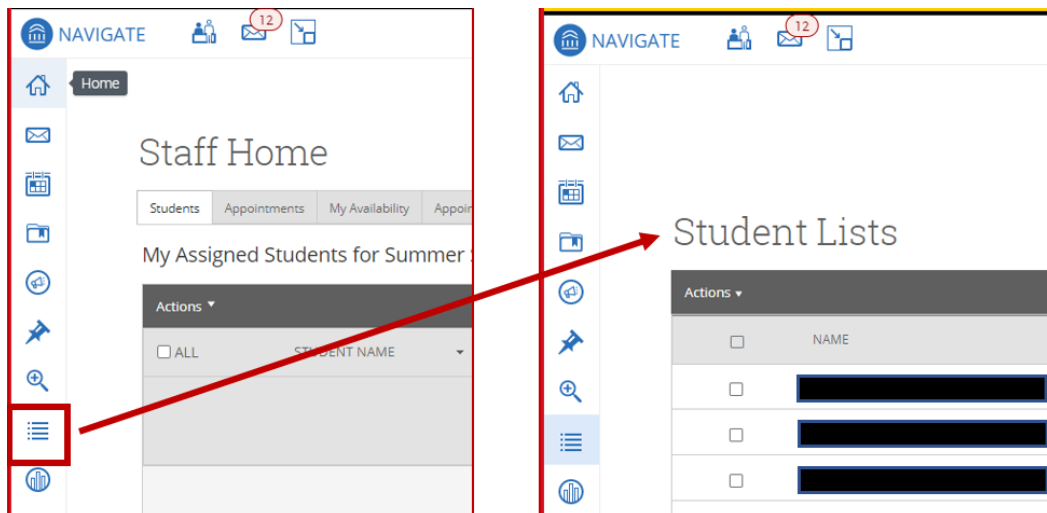


## Students Lists

### List and Searches Icon

An individual can access the "List & Searches" function from their Staff Home. The icon for the function is located on the left icon column. After clicking on the icon, an individual can access the lists and saved searches that the individual has created.



### Creating a Student List

The student list feature allows users to create searchable lists of students in two ways.

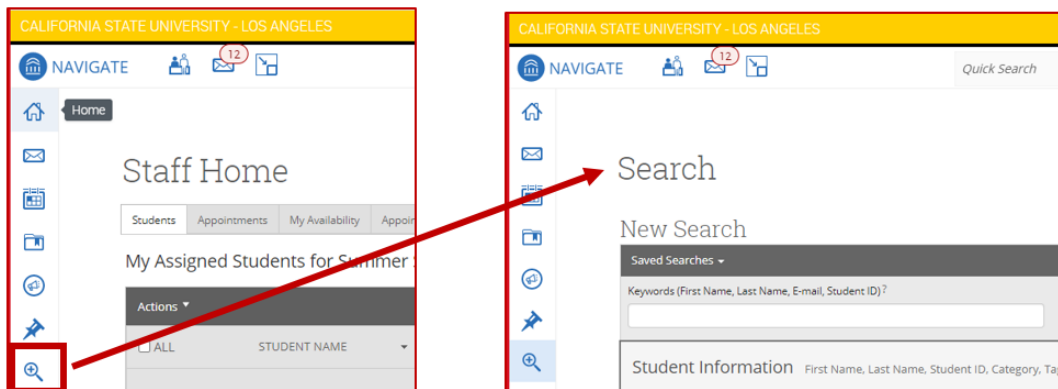
1. Using Advanced Search results
2. Uploading an MS Excel (.CSV) file

The results for the students list will not change unless the user makes manual edits.

### Method 1: Using Advanced Search

This method will explain how to capture the results of an "Advanced Search" and turn them into Student lists.

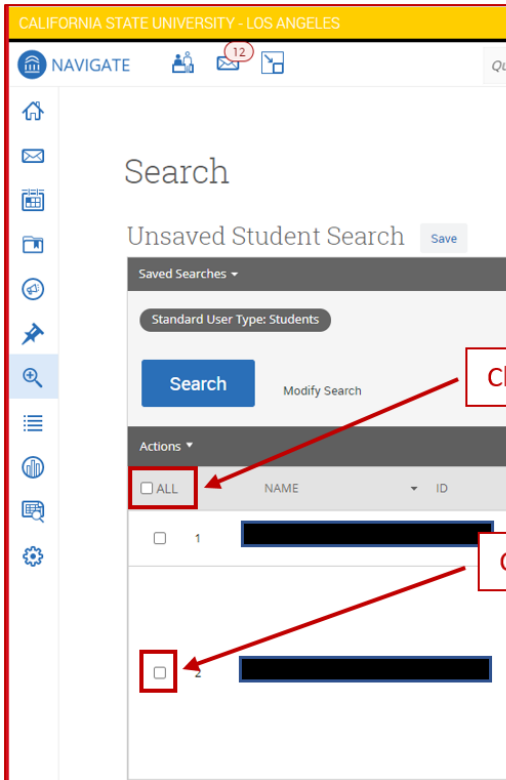
1. On the Staff Home Page, navigate to the Advanced Search Icon located on the left side of the web page.



# NAVIGATOR

San Francisco State University

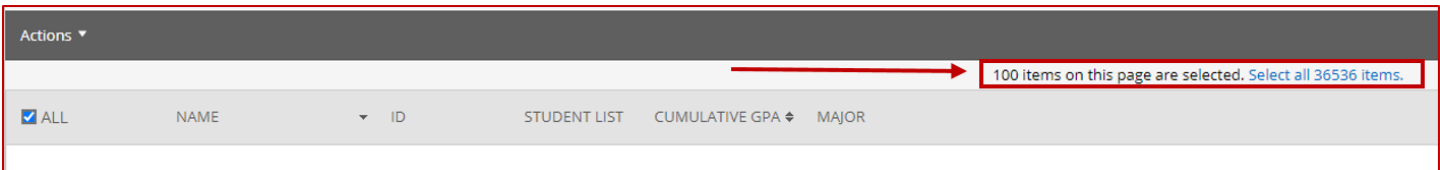
&" 5Zhf'fi bb]b[ 'mci f'gYUfVW ž'mci 'WUb'Y]h'Yf'gY'YVh'h'Y' ]bX]j ]Xi U'ghi XYbhg'mci 'k Ubh'hc'UXX'hc'mci f''ghž' cf'gY'YVh'U''ghi XYbhg''



Click to select all students on this page

Click each box for individual students

' "'=Zmci f'gYUfVW 'fYh' fbYX'a cfY'h'Ub'%'\$\$'ghi XYbhgž'mci 'k ]''bYXX'hc'W]W\_ 'h'Y'Í'GY'YVh'U'Í'cdh]cb''cW]hYX' VY'ck 'h'Y'XUf\_ '[ fYmÍ'5V]cbgÍ'VUf''



(' " 5Zhf' mci ' \Uj 'Y'gY'YVh'X'h'Y'ghi XYbhg'hc'UXX'hc'mci f'Gh' XYbh'@ghž'W]W\_ 'cb'h'Y'Í'5V]cbgÍ' XfcdXck b' a Ybi 'Vi' h'cb''cW]hYX' ]b'h'Y'XUf\_ '[ fUmÍVUf''

