

Setting Up a Lookout List

Note: This feature is known as “Watch List” in Navigate.

A lookout list is a static group of students that you can “look out for” over time. This list functions like a “saved search” list. This is a tool you may want to use to track things like GPA, credit benchmarks, etc. Some examples of the type of lookout lists you might create would be:

GPA range

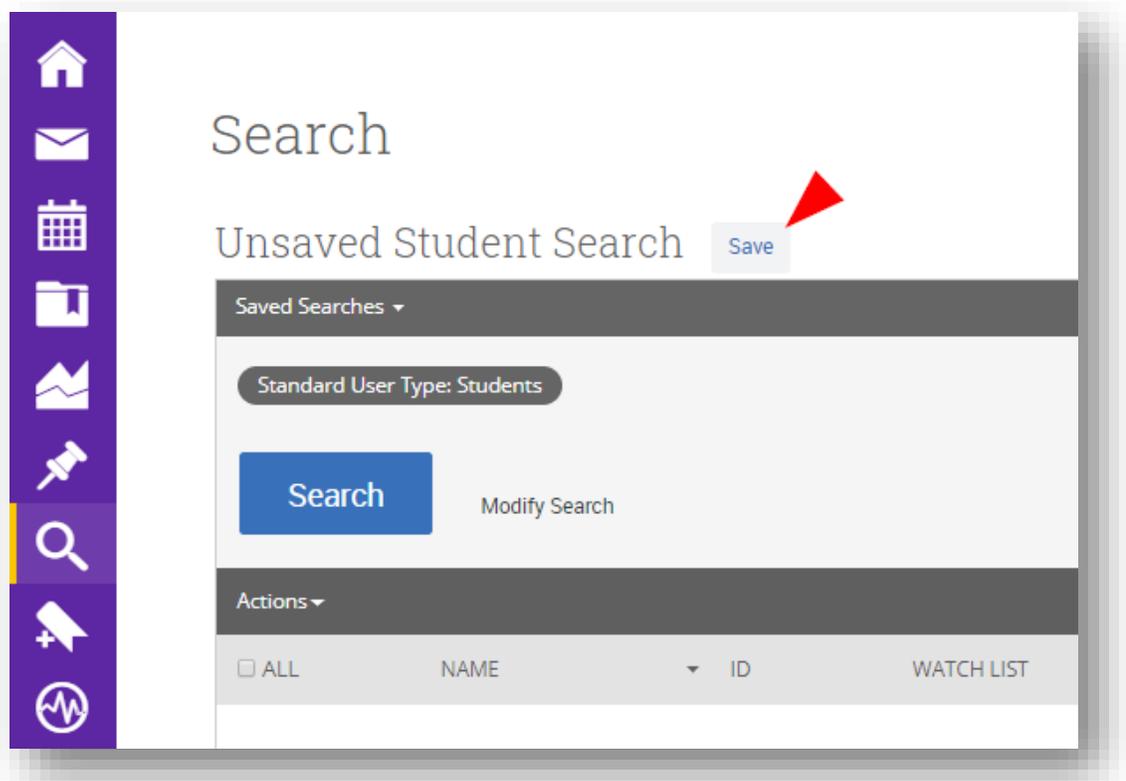
This would allow you to set a GPA range and monitor the students that fall within this range. It could be a way to monitor students who are close to falling out of good academic standing or students who are close to achieving a GPA required for specific fellowships, honors, or other programs.

Credit benchmarks

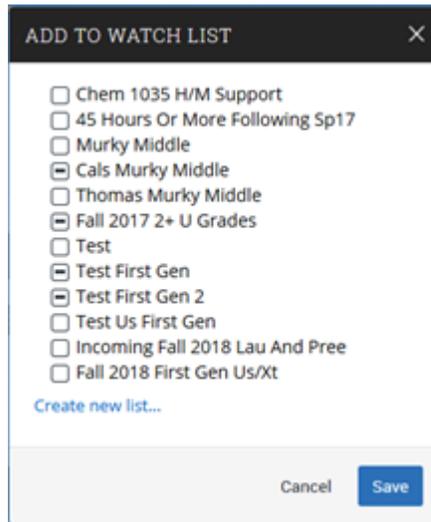
You may want to set a lookout list for students nearing certain credit benchmarks. For example students nearing the 60 degree mark could be monitored to ensure that they have declared their major and are not in danger of losing TAP.

You can create a Lookout List in two ways:

1. By running an advanced search in Navigate and then clicking on the “ALL” button to select all students which came back on your search. Then click “Actions” and select “Watch”.

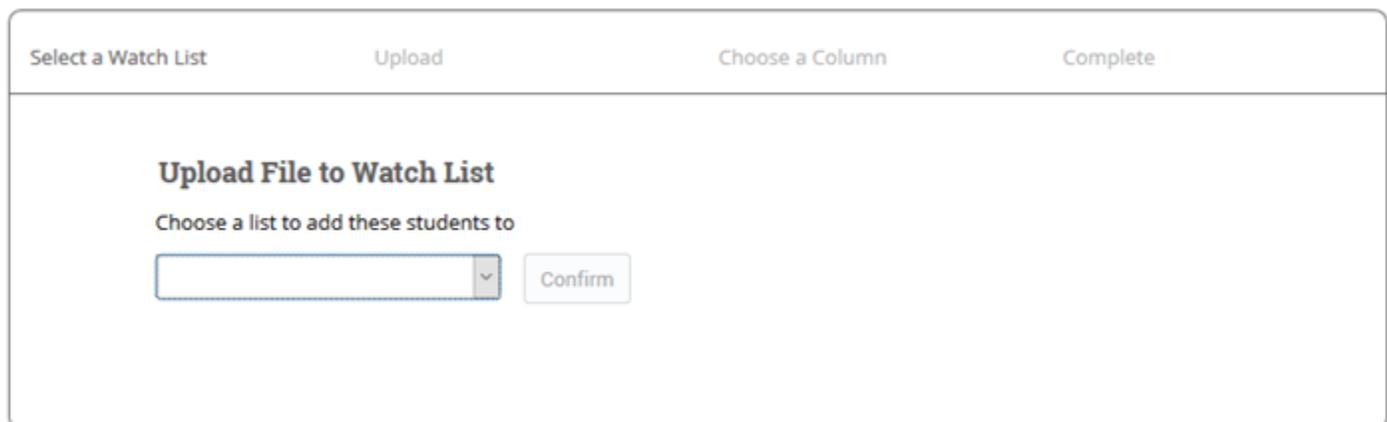


You will see the dialog box below asking if you want to add these students to a Lookout List that already exists or create a new list. The student does not know they are on a Lookout List. However, you should still be mindful of the label you give the list.



To find your list once you have created it, you will need to go to the Lists and Searches icon in the left menu bar, and Lookout List should be located at the top of the page.

2. Uploading an excel file into a Lookout List is another way to create one without having to search for parameters that may not be listed in Navigate. To begin this process, go to Lists and Searches page, and in the Watch List section, click on "Actions" and "Upload Watch List", you will then see the below screen.



In the drop down menu on this screen, you can choose an existing list or new watch list. Depending on the size of the file, it could take a few minutes for the list of students to upload.

Managing your Lookout List

Due to the static nature of watch lists you will need to periodically add and remove students based on your criteria.