What is a Watch List?

A Watch List is a static list of students by student ID. You can use Watch Lists in a variety of ways, from maintaining a list of students to track over time in Intervention Effectiveness or offline, to sending messages or appointment campaigns directly from the Watch List.

Creating Watch Lists

There are several ways to create a Watch List or add students to a Watch List.

Note: Because some tools in the platform display *all* Watch Lists in the platform, please use Marshall's standard naming convention for your Watch Lists that clearly explains the purpose of the list (TERM (Fall 2019, Spring 2020, etc.) COLLLEGE (CAM, CITE, COEPD, COHP, COLA, COS, LCOB, RBA, UC) PURPOSE (ADV, SCHED, SR-EVAL, JR-EVAL, GR-CHECK, PROB, AIP, SUSPENSION, etc.) ADVISOR (First Initial, Last Name: C. Atkins) EXAMPLE 1: Fall 2019 UC ADV C. Atkins).

To Create a Watch List or add students through Advanced Search

Navigate to Advanced Search by clicking on the magnify glass in the menu on the left-hand side of the screen and find a population of students through the filters,or search for specific students by using the search function and putting the student ID numbers in the box. Once the list of students has populated, select all students you wish to add to the Watch List by selecting the gray box next to their name, or by selecting the entire list by clicking on the gray All box. After selecting your students, click on the Actions Menu:

1. From here, select Watch at the bottom of the list:
2. You may either add students to an existing Watch List or you may select Create New List.
3. Once you name your list, click Save. You have saved a static list of students that will not change over time.

Finding Your Watch Lists
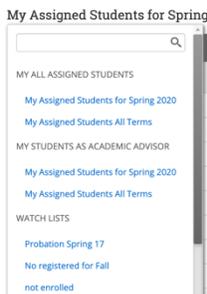
Once you've created a Watch List, you may access them from the **Staff Home Page**. By clicking on "**My All Assigned Students**", you will be able to select from **any of your saved searches or Watch Lists to display on your home screen instead of the default list of Assigned Students.**