

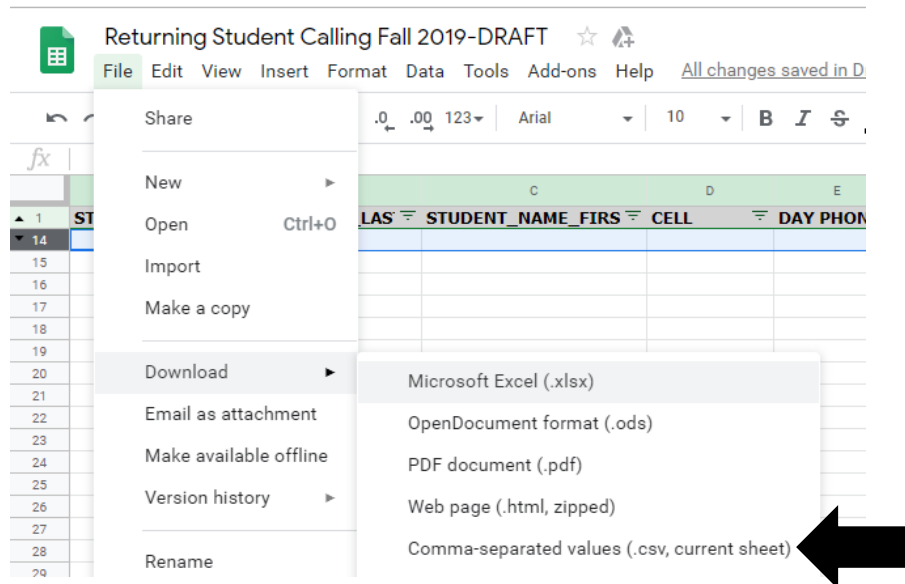
# Not Registered Student List

## Creating a Student List and Searching Not Enrolled Students in Nanook Navigator (EAB Navigate)

### Create Your Student List to Cross Check Registration Status

If you have a list of students saved in an excel sheet or CSV file you can create a student list. Then you may use that student list in an advanced search or report to see which students have not registered for an upcoming term.

1. For example, extract your unit data from a current google sheet.
  - a. click "File"
  - b. Click download → comma-separated values (CSV, current sheet)

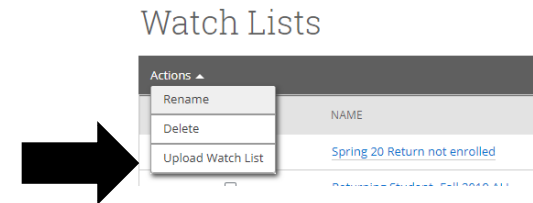


2. Once you have extracted the google sheet into excel as a CSV, remove any students you do not want to import into Nanook Navigator.
3. Save your updated sheet as a comma-separated values (CSV) file.

Unicode Text  
XML Spreadsheet 2003  
Microsoft Excel 5.0/95 Workbook  
CSV (Comma delimited)

### Create Your Student List, continued

5. Go to the Staff Home role in [Nanook Navigator](#) and left-side panel "Lists & Searches"
6. Scroll up to Student Lists and then click "Actions" drop down.
7. Click on Upload Student List



8. Select "New Student List" at the bottom. Name the student list (i.e. Spring 20 Continuing Students).

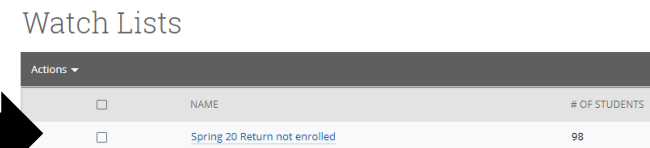


### Upload File to Watch List

Choose a list to add these students to

Spring 20 return not enrolled Confirm

9. Choose the CSV file with your student IDs and confirm.
10. Choose the column with the student ID numbers and save.
11. The system will need a few minutes to populate all students into the watch list. If anyone is missing, please give ample time to import. If still missing students then contact [uaf-nanooknavigator@alaska.edu](mailto:uaf-nanooknavigator@alaska.edu).

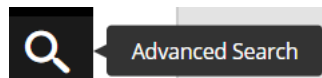


# Not Registered Student List

## Run an Advanced Search to Export Not Enrolled Students

To see which students have not enrolled since the last data pull from Banner or Nanook Navigator you can do a search using your student list or by major.

1. Go to the Advanced Search icon (left-side panel) of your Staff Home role.



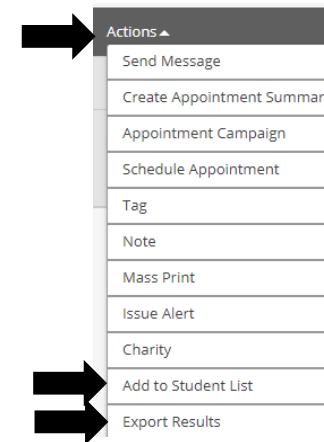
2. Add your student list to the "Student list (in any of these)" criteria under the Student Information tab.
3. Click the plus sign to see the "in none of these" option. Add the upcoming term to the "Enrollment Term (in none of these)" criteria under the Enrollment History tab.

A screenshot of the search criteria form. The "Student Information" section has fields for First Name, Last Name, From Last Name, To Last Name, Gender, Race, and Watch List. The "Enrollment History" section has fields for Enrollment Terms (In Any of these), Enrollment Terms (In All of these), and Enrollment Terms (In None of these). A plus sign is visible next to the "Enrollment Terms (In None of these)" field. Black arrows point to the "Watch List" and "Enrollment Terms (In None of these)" fields.

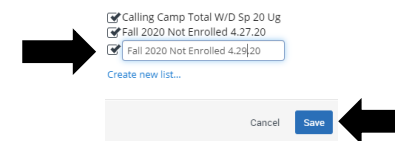
4. Click "search" at the bottom of the page. The results of this search will provide the updated list of students that have not enrolled/registered in the upcoming semester.

## Run a Search to Export Not Enrolled Students, continued

5. Select all of the students by clicking the select all box under "actions". If there are more than 100 students be sure to **select all** through the warning message.
6. Click on "actions" and then export the list to excel as a CSV file (export results) or you can **create a new student list** (add to student list).



7. Click add to student list → Click: Create a new list... a new list might be named: Not Enrolled- SP20-4.29.2019. **Do not uncheck the other student lists** unless you want the overlapping students to be removed from those older student lists. Unchecking the box will remove students from the other student lists.
8. Click save.

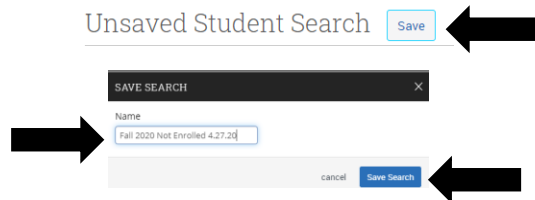


9. If you click export, the file will be sent to your downloads file as a CVS file.

# Not Registered Student List

## Run a Search to Export Not Enrolled Students, continued

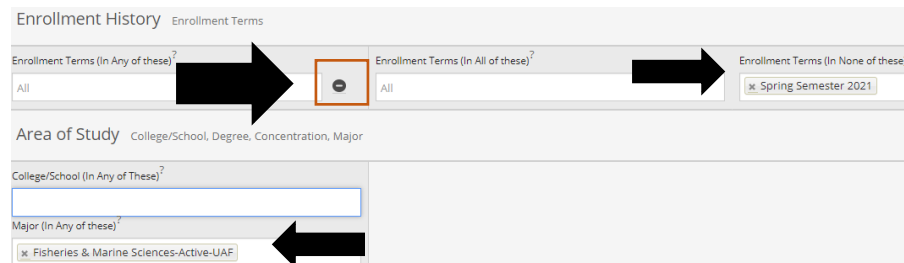
10. Click on “Save” at the top of your **search results screen**. Name (example: “Fall 2020 Not Enrolled 4.27.20”) & save search.



You are able to **save your search criteria** for your future searches and then run this search each day, week, or month. You will have to manually click on the saved search each time you would like to run your search, there is no automated option.

## Run a Search By College or Major

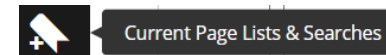
1. Go to the Advanced Search icon (left-side panel) of your Staff Home role.
2. Click the plus sign to see the “in none of these” option. Add the upcoming term to the “Enrollment Term (in none of these)”.
3. Go to area of study and add in the college or major/s. **Note:** Some majors still fall under previous colleges/schools. We recommend not using the college filter for those majors.



4. Follow steps 4-10 from [Run an Advanced Search to Export Not Enrolled Students section \(page 2-3\)](#).

## Run a Search From Your Saved Search

1. Go to the Lists & Searches icon (left-side panel) of your Staff Home role.



2. Scroll down to “Saved Searches”
3. Click on the search you saved to run your search again

[Fall 2020 Not Enrolled 4.27.20](#)

4. By clicking on the link, the search will run and provide you with the updated data.
5. Follow steps 5-10 from [Run an Advanced Search to Export Not Enrolled Students section \(page 2-3\)](#) to save a new search, export or create a new student list.

# Not Registered Student List

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## Access Your Student List/s

You can access your saved student list/s to review students, send emails, send text messages or run an appointment campaign.

1. Go to the Lists & Searches icon (left-side panel) of your Staff Home role.



2. Under Student Lists → Click on the student list you saved to manage your most recent list of not registered/enrolled students.



3. By clicking on the link, the student list it will open and you can manage the student list.
4. You can select all. If there are more than 100 students be sure to **select all** through the warning message.
5. Click actions:
  - a. [Send a Message \(text or email\)](#)
  - b. Create an [Appointment Campaign](#)
  - c. Export the data
  - d. Remove students from the list