

Creating a Watchlist

A Watch List is a list of students selected from the search results displayed on the Student List page. This list can be used to keep track of certain students on a case load.

To create a Watch List

- Go to: Student Center Search > Advanced Search
- Put in criteria for Watch List

[Quick Search](#) [Advanced Search](#)

Search Favorites
Delete Favorite
Favorites: --Custom Search--
Custom Search Name:

Custom Search Criteria
Clear Criteria

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Current Status	= (equals)	A	<input type="checkbox"/>
And	Demographic	Building	= (equals)	3083	<input type="checkbox"/>
And	504 PLAN	504 PLAN	= (equals)	Y	<input type="checkbox"/>
And					<input type="checkbox"/>

List Field Display Selection
 Default Custom Update
Clear All Fields

Area	Field Name	Delete
		<input type="checkbox"/>

- Search
- Click on Show Watch Maintenance

Student List 2015
Search Report

Search Favorites: --Custom Search--
Filter by Watch List: ----
[Hide Watch List Maintenance](#)

Number of records found: 105

Select	Student Name	Student ID	Building	Grade	Gender	House/Team	Counselor
<input type="checkbox"/>	John, James	1000000000	3083 - Oakdale High School	10	F		8338 - Dewaal Nick
<input type="checkbox"/>	Johnson, James	1000000000	3083 - Oakdale High School	09	M		8338 - Dewaal Nick
<input type="checkbox"/>	Johnson, James	1000000000	3083 - Oakdale High School	11	M		8338 - Dewaal Nick
<input type="checkbox"/>	John, James	1000000000	3083 - Oakdale High School	10	F		8338 - Dewaal Nick

Save
Save Watch List As: New Watch List
On Save:
 Replace List with checked students
 Append checked students to the existing list
[Student Name](#) [Student ID](#) [Grade](#)

- Select Students (All or Select Students)
- Name Watchlist
- Replace or Append if needed
- Save