

Using Saved Searches, Watch Lists, Tags, and Categories in Navigate

Navigate has multiple ways to observe groups and subgroups of students and while many of them overlap in how they can group students based on chosen criteria or filters, they differ in what functionality they give you in terms of widespread visibility and longitudinal observation.

- Saved Searches
 - These are only visible to you and they automatically update when relevant; the emphasis is on the **criteria of the search** and **not the individual people** that fit that criteria
 - Good for when you have a pre-defined set of metrics you want to search for often, **not for a set group of people you want to track overtime**

- Watch Lists
 - These are visible to you and to others in limited areas and they are static; the **emphasis is on the specific people** in the list and **not the criteria of the search**
 - These take 24 hours to populate in other areas of the platform, such as intervention effectiveness.

- Tags
 - These are visible to everyone and are static; they are applied at the student level and the emphasis is the tag itself, not any other criteria or individual people
 - Because these are visible to everyone, some degree of standardization and consideration is important
 - When you create a tag, start with your department's initials for ease of browsing and recognition. Try to be as descriptive as possible and keep track of what you did to select the group
 - Created tags can also be used by others
 - Example:
 - CHSS_Scholarship_Fall_2018

- Categories
 - These are visible to everyone and are dynamic
 - Categories are fed in automatically from our student information system (PeopleSoft)
 - Contact us via eabhelp@uhd.edu if you want to add a category. While we cannot accommodate all category requests, we will let you know if your request can be processed.