Saving Lists of Students

SSC Campus allows you to save two different types of lists of students, either **Saved Searches** or **Watch Lists.**

Saved Searches

After searching for and retrieving a list of students, SSC Campus allows you to save the search parameters you used so you may quickly re-run the same search without needing to manually enter in the parameters every time.

To save a search, click on the button **Save** above your list of students. It's at the top of the following image, next to "Unsaved Student Search":

After you click **Save**, you will be asked to **name your search.** We recommend you are as specific as possible, like the following example:

Once named, click **Save Search.**

You have saved the search parameters from the advanced search you just ran. The students you see on this list might change as their attributes change. For example, in the search above for Accounting Majors between a 2.00-3.00, if Botolf Adkerson switches majors, he will no longer appear on my list when I re-run this search. **Saving Searches always returns a list of the students that meet your search parameters, it does not save the students themselves.**
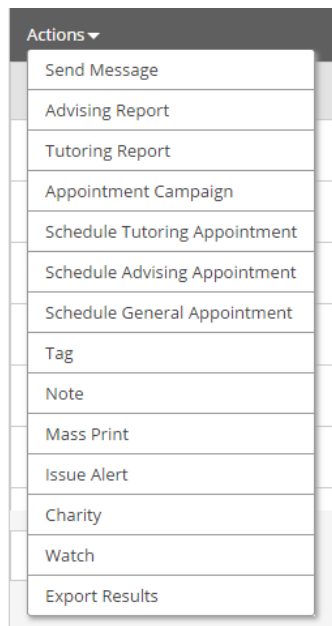
Watch Lists

In the event you wish to save a list of students and do not necessarily care about their attributes, you will want to create a **Watch List.** A watch list is a static group of students that you can continually monitor over time.

To create a watch list, run your Advanced Search and return a list of students. Once you have your list, select all students you wish to add 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:**

Actions ▾									
☑ ALL	NAME ▾	ID	WATCH LIST	CUM. GPA	MAJOR	PREDICTED RISK LEVEL	CLASSIFICATION	CATEGORY	ACTIONS
☑ 1	Adkerson, Botolf	928257345	👁	2.24	Accounting	High	Senior	Debate team	Edit - Impersonate
☑ 2	Campese, Dionte	925566513	👁	2.66	Accounting	High	Senior	Debate team	Edit - Impersonate
☑ 3	Chukes, Hova	900908870	👁	2.79	Accounting, Finance	Moderate	Senior	Debate team	Edit - Impersonate
☑ 4	Donnelly, Nasya	386934586	👁	2.19	Accounting	Moderate	Junior	Debate team	Edit - Impersonate
☑ 5	Gaub, Masen	143664958	👁	3.00	Accounting	High	Senior	Debate team	Edit - Impersonate

From here, select **Watch** at the bottom of the list:

You may either **add students to an existing Watch List** or you may select **Create New List.**
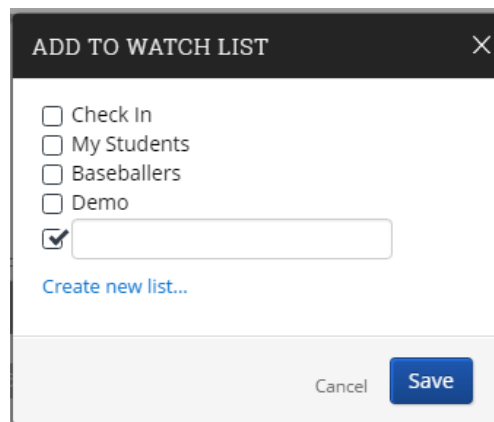
Once you name your list, click **Save**. **You have saved a static list of students that will not change over time.**