How to Create a Student List

Student Lists are a great way to manage or message different lists, cohorts, or attributes of your assigned students. There are several ways to create student lists, here are some of the most common ways.

Uploading at student list from Excel

1. When uploading an Excel document to Bay Advisor to create a student list, the document needs to be

eadsheet must be saved as a .CSV (comma delimited) file. Lastly, be sure to save it in a place that is easily found for the