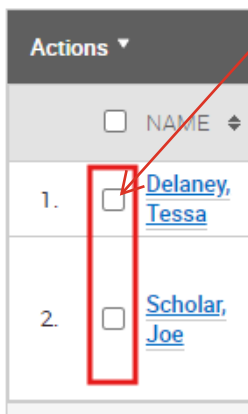# Acting with a Saved Search/Student List in Navigate360/MavCONNECT

After you've pulled your search criteria (or pulled up a saved search/list), you can take bulk action with your results.

1. Access your search results and choose which students you want to take action with by selecting the boxes next to their names.

If you want to choose all students on your list, select the box in the gray header area to select all.
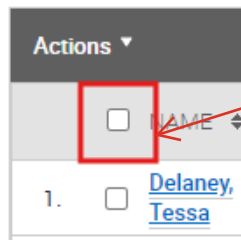
If your list includes more than 100 students and you want to take action with all of them, you may also need to use the **Select All** link to select all students.

2. Once your group is selected, click **Action**, and it will open an drop-down menu.

3. From here, you can choose common actions.
   a. **Send a Message to Student**– This will be an EMAIL sent to their MNSU mavmail account, and you will be able to see it under their student profile under the More/Conversations area. Anything you send from your profile, you will see on your account under the Leter Icon on the left.
   b. **Add a Note**– Creates an ad-hoc note on a student's record and displays it under the History tab within their profile.
   c. **Export Results**–This action **should not be used** unless discussed with a Student Success staff member. Please email mavconnect@mnsu.edu with questions on this.
   Most actions you need to take with student data can be done within the system itself and for data security purposes, **data should remain in the system** unless there is a specific and approved business need for downloading it out of the system.

Advanced Search Guide
8.23.23, Adapted on 10.7.24 for department chairs