



# RAIDER SUCCESS HUB HOW TO'S

## Creating Student Lists by Course

See connections among students, instructors, and courses with the Course Connections item.

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### Add the Course Connections Navigation Item

#### Learning Objectives:

After completing this unit, you will be able to:

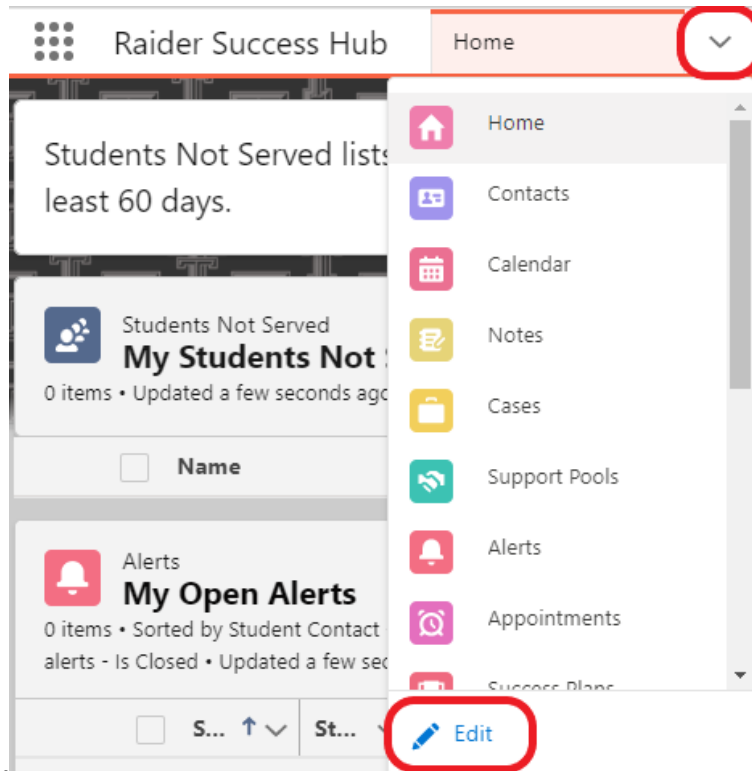
- Add the *Course Connections* item to your Navigation Menu.

Dr. Carol O. Lights wants to see a list of her students in her ENGL1301.01 class to create Alerts for students who are doing a good job. Dr. Lights could go to each student's *Advisee Record* and raise an Alert one at a time, or a quicker route would be the *Course Connection List view*. Once she creates her filter, she is all set to go. *Course Connections* represent a relationship between a *Contact*, such as a student or instructor, and a *Course Offering*. *Course Connections* allow you to associate Alerts, Tasks, and more to a specific student and course.

We can use the *Course Connections* list view to see connections.

## Find the Course Connections List View

1. In the *Navigation Menu* click the down arrow next to Home and choose *Course Connections*. If you do not see *Course Connections*, select **Edit**



2. Select **Add More Items**.

### Edit Raider Success Hub App Navigation Items

Personalize your nav bar for this app. Reorder items, and rename or remove items you've added.

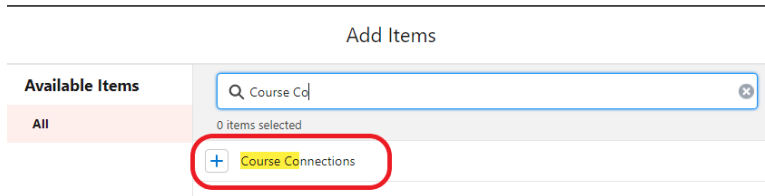
[Learn More](#) ⓘ

NAVIGATION ITEMS (17)

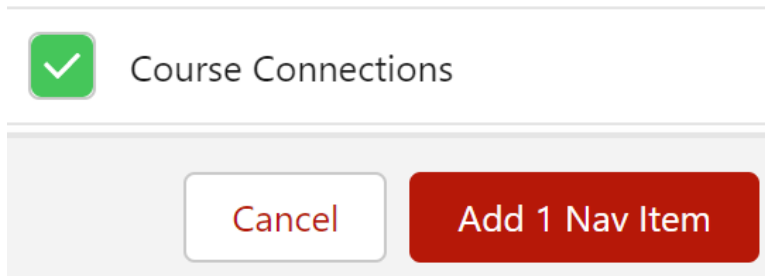
[Add More Items](#)

- Home
- Contacts
- Calendar
- Notes
- Cases
- Support Pools

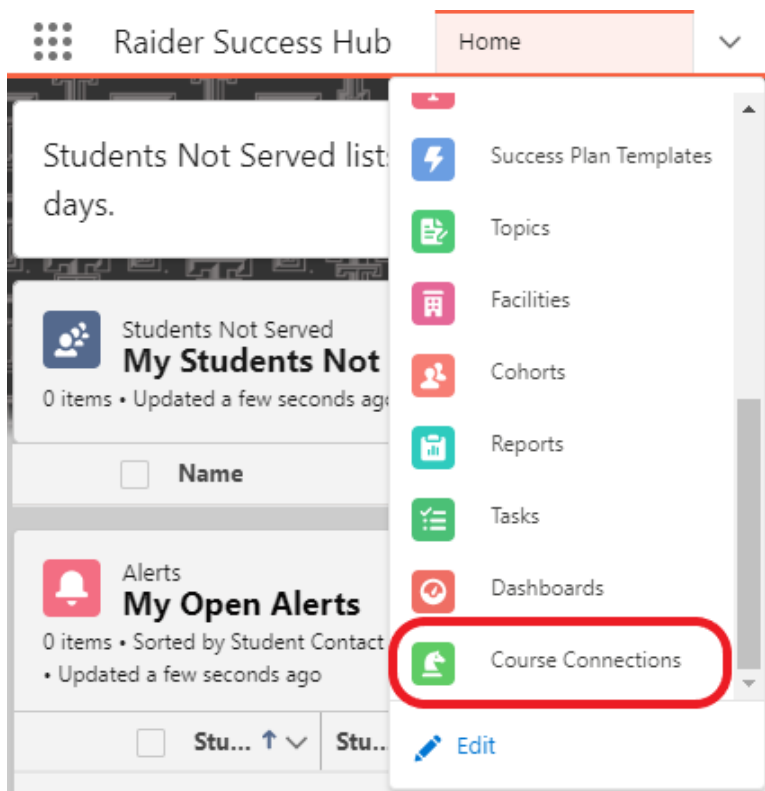
3. Search for *Course Connections* and click the (+).



4. Add your *Navigation* item then **Save**.



5. You can now view *Couse Connections* in your *Navigation Menu*.



## Resources

- [Salesforce Help: Personalize your App](#)

## Creating Course Connection Lists

### Learning Objectives:

After completing this unit, you will be able to:

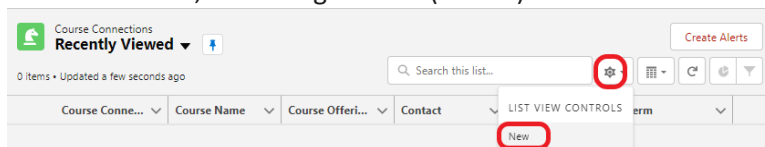
- Create a custom list view.
- Customize a list view.


Now that Dr. Carrol O. Lights has added the Course Connection tool to her Navigation Menu, she is now ready to start creating her list view of her students for her ENGL 1301.01 course. She wants to only see the courses where she is the primary instructor, and she only wants to see Fall 2023 courses. Let's take a look at the steps necessary to create her list with her specifications.

### Creating a New Lists

To create a new list view:


6. In the Cases tile, click the gear icon (  ) and select New.

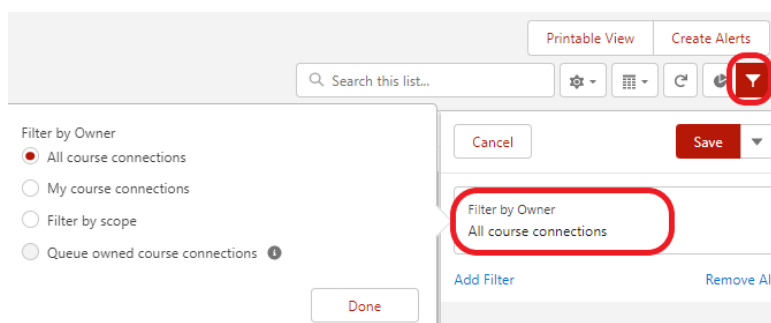


7. Name the list (ex. ENGL 1300 Students ). Once a list name is taken you may get an API Error, so we recommend adding your name or initials to the end of the list name.
8. Under Who sees this list view?, leave the default selection as Only I can see this list view.  
 NOTE: At this time, you are unable to share a list with other users.
9. Click Save.

### Add Filters

Filters let you hone in on a specific course, section, term, student, and more.

1. Click the funnel icon.
2. Choose the Filter by Owner box.
  - All course connections: Shows all course connections with the filtering settings.
  - My course connections : Only shows course connections for which you are the Instructor of Record. NOTE: If you do not see any course connections with this setting enabled, check your other filter settings or change to All course connections.



3. Add a filter for a set of criteria. Here are some we recommend:

- Primary Faculty - Name must be entered Last name, First name and be in quotes (eg. "Bells, Carrol")
  - Course Name - Includes subject and course number (eg ENGL 1301)
  - Course Offering ID - Includes subject, course number, and section number (eg ENGL 1301.01)
  - Contact - Use this to show connections for a single student
  - Term - Narrow your by term, displayed as a name (eg Spring 2023 TTU)
- 🔥 NOTE: Course Connections displayed will match ALL filters, so we recommend using the "contains" operator or creating a list for each individual course.

Filters ✕

Filter by Owner  
 All course connections

Matching all of these filters

Primary Faculty  
 equals "Bells, Carrol" ✕

Course Name  
 contains ENGL 1301 ✕

Course Offering ID  
 equals ENGL 1301.001 ✕

Term  
 equals Fall 2023 TTU ✕

Add Filter Remove All

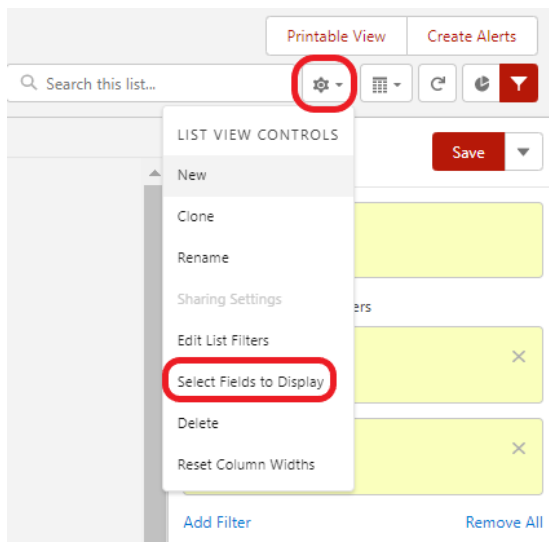
Add Filter Logic

4. Select Save to view your list.

## Add/Delete Columns

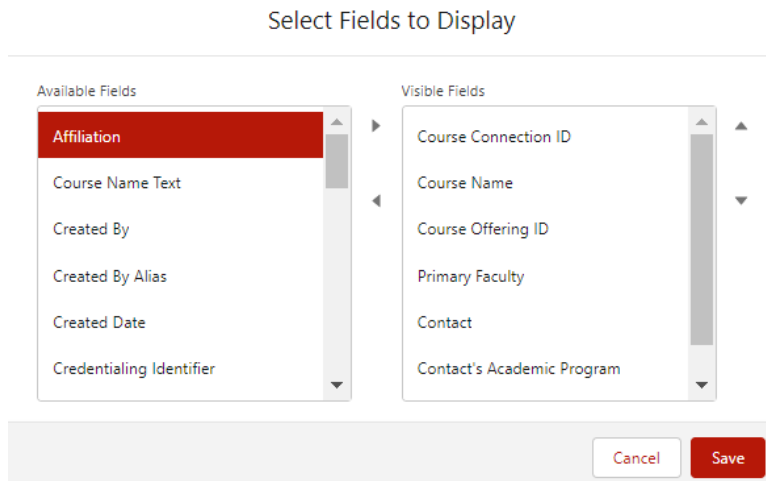
To add or remove columns:

1. Select the gear icon (  ) then select Fields to Display.



The screenshot shows a list view interface with a search bar and a toolbar. The toolbar includes a gear icon (highlighted with a red circle), a list view icon, a refresh icon, and a dropdown arrow. Below the toolbar, a 'LIST VIEW CONTROLS' menu is open, listing options: New, Clone, Rename, Sharing Settings, Edit List Filters, **Select Fields to Display** (highlighted with a red circle), Delete, and Reset Column Widths. A 'Save' button is visible to the right of the menu. At the bottom of the interface, there are 'Add Filter' and 'Remove All' buttons.

- Choose the fields you wish to edit, then use the arrows to add or remove them from your Visible Fields. Here are some we recommend:
  - Course Name
  - Course Offering ID
  - Primary Faculty
  - Contact (This is the student or instructor name)
  - Term

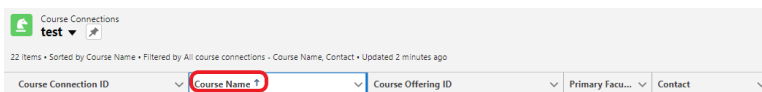


- Select Save.

## Sort Your List

The little arrow in the Account Name column header indicates which direction the contents of that column are sorted.

- Click the header to sort that column.
- The arrow indicates how the list is sorted: from the column's first record (↑) (alphanumerically) or its last (↓).



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## Resources

- Module: [Create and Customize List Views](#)
- Salesforce: [Personalize your App](#)