

Manage

✔ Direct from Handshake

Academy: [New to Handshake](#) | [Maximizing Student Use of Handshake](#) | [Handshake Mobile App](#)

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Usage

Manage Students

Type to search... +

Location Interests - Profile Completion - Education Level - School Year - Labels - Not Labels - Major Groups - Majors - Skills - Primary College - Campus - Visa Status - Assigned To - Personal Goals - Post Graduation Goals - Graduate Program Goals - Industry Interests - Industry Category Interests - Job Function Interests - Region Interests - Ranges - Other - Followed Only

First Last Majors School Year

The Manage feature allows you to summarize students by filters in order to bulk add labels, send emails, and more. This view can be altered by Saving a Search and making this your default search.

⚠ One drawback is downloading student lists. Unfortunately, you cannot (at this time) download the summarized students to an excel for other purposes. Instead, you'll need to use [Analytics](#) to attempt this.

Using Manage, you can also find students to learn more about their [Activity](#) in Handshake or [View as a Student](#) to show a student what their profile looks like as an employer or support them in creating Job filters during your appointments.

⚠ Be sure to use '[Not Labels](#)' to keep Alumni out of your student searches, as needed.

⚠ Standard Operating Procedures

Coming soon!

✔ Pro Tip!

Do you have **assigned students** at your school or college for each Career Advisor?

You can use the '**Assigned To**' feature to sort by these students.

While you don't need to worry about the importing process, **you will need to create the file you need make an import data request to handshake@syr.edu.**

For more information on this, see **Handshake Support: [Using Importer](#) or request information using handshake@syr.edu.**

[Request a Feature](#)