

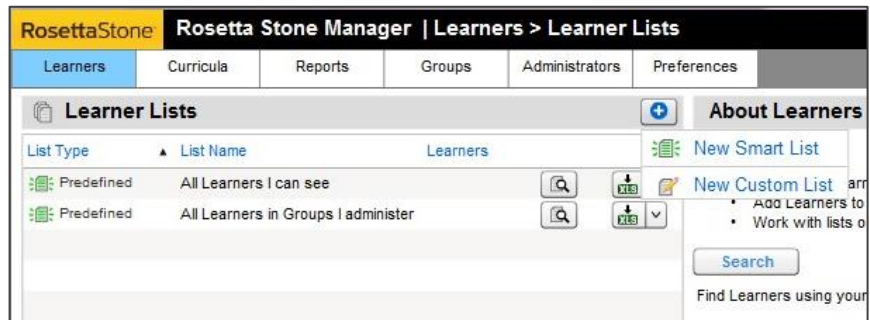
Create a Smart List

Smart Lists enable an administrator to more easily manage learners and generate reports. A Smart List can be created, viewed, and edited by an individual administrator. This list is dynamic and will automatically update as learners match the criteria set for the list.

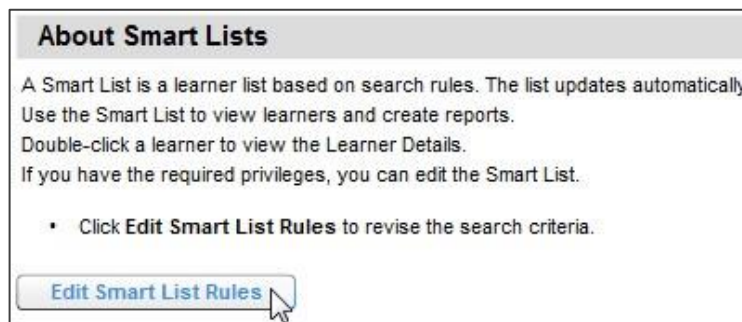
1. Click on **Learner Lists** under the **Learners** tab. This is the default page when you first sign in to Rosetta Stone Manager™.



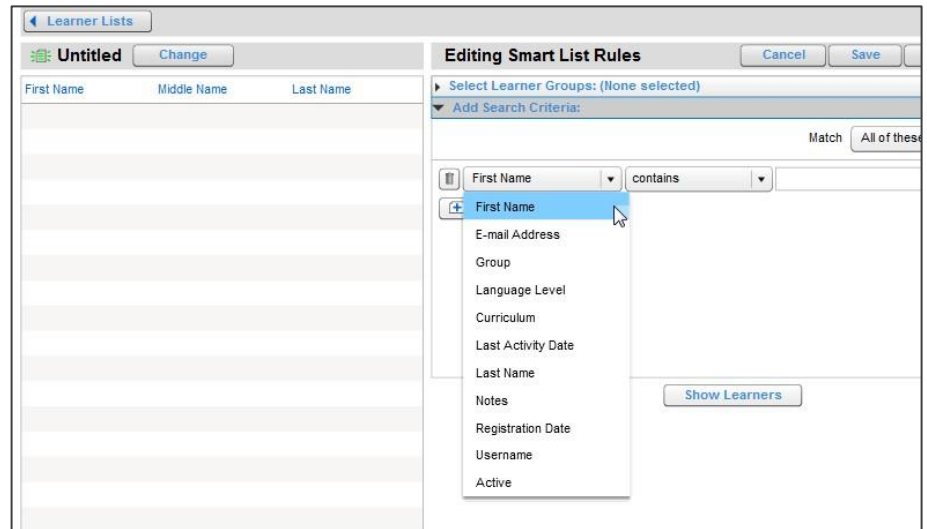
2. Hover over the Add button next to Learner Lists and select **New Smart List** from the dropdown menu.



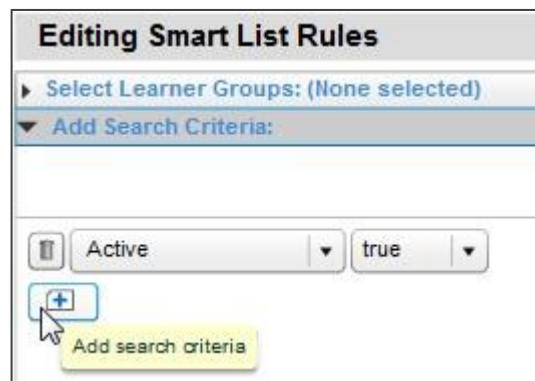
3. Click the **Edit Smart List Rules** button.



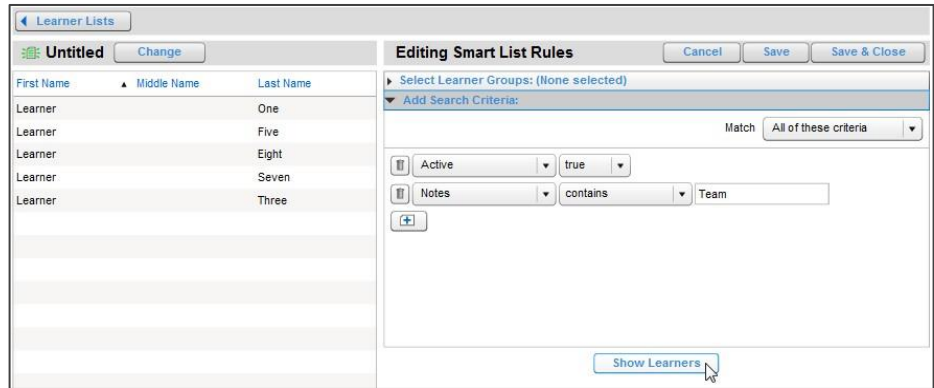
- Click the down arrow next to **First Name** to find all the available criteria to create your Smart List.



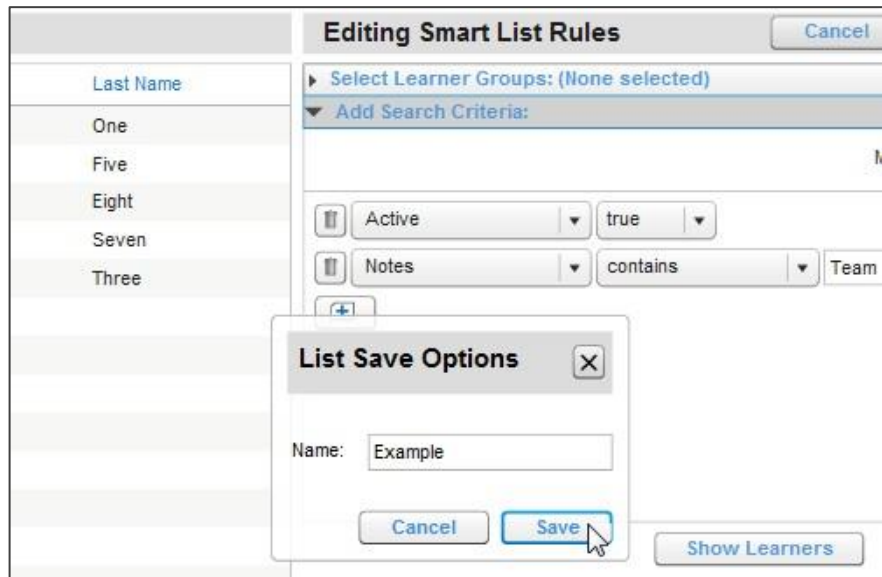
- Click the **Add Search Criteria** button to use multiple search criteria.



6. Click the **Show Learners** button to reveal your results on the left hand side.



7. Name your list and save it by clicking the **Save** button.



- You can find your new Smart List on the Learner Lists page.



List Type	List Name	Learners
Predefined	All Learners I can see	
Predefined	All Learners in Groups I administer	
Smart	Example	5

- You can access and edit, delete, and export this list using the icons on the same line.