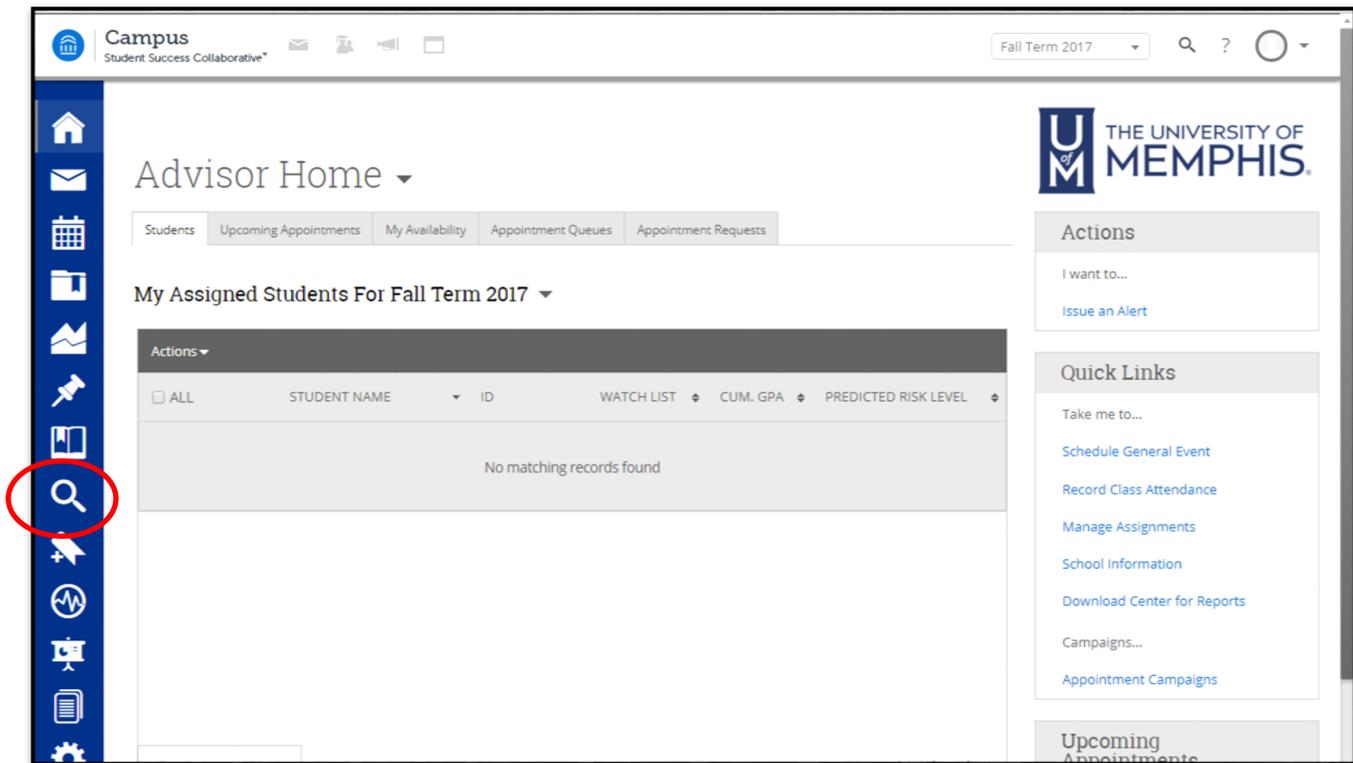


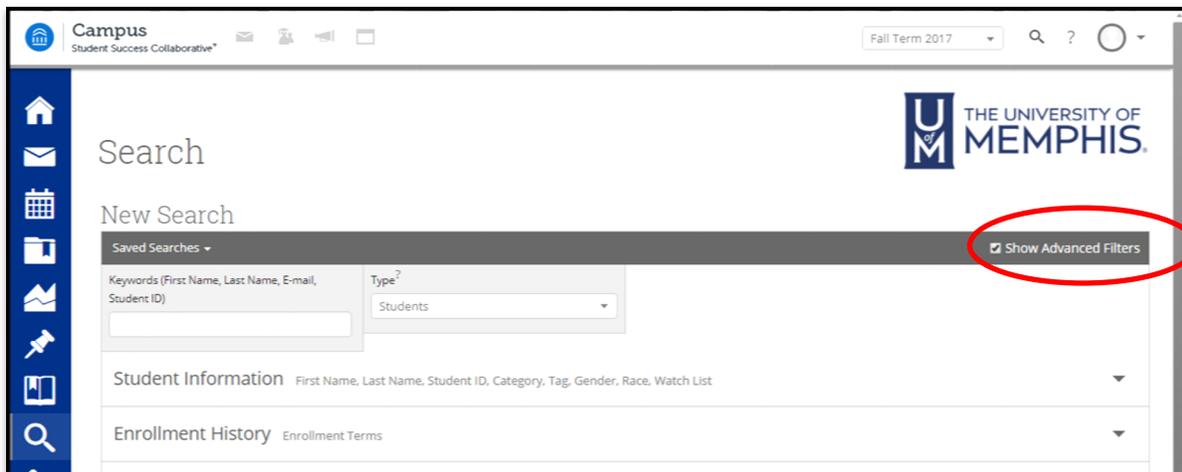
## Advanced Search

The advanced search allows you to search for students based on a variety of criteria—for example, Juniors in a specific major who have above a 3.0 GPA, honors students enrolled in a certain class, or Fall 2016 cohort students who are undeclared.

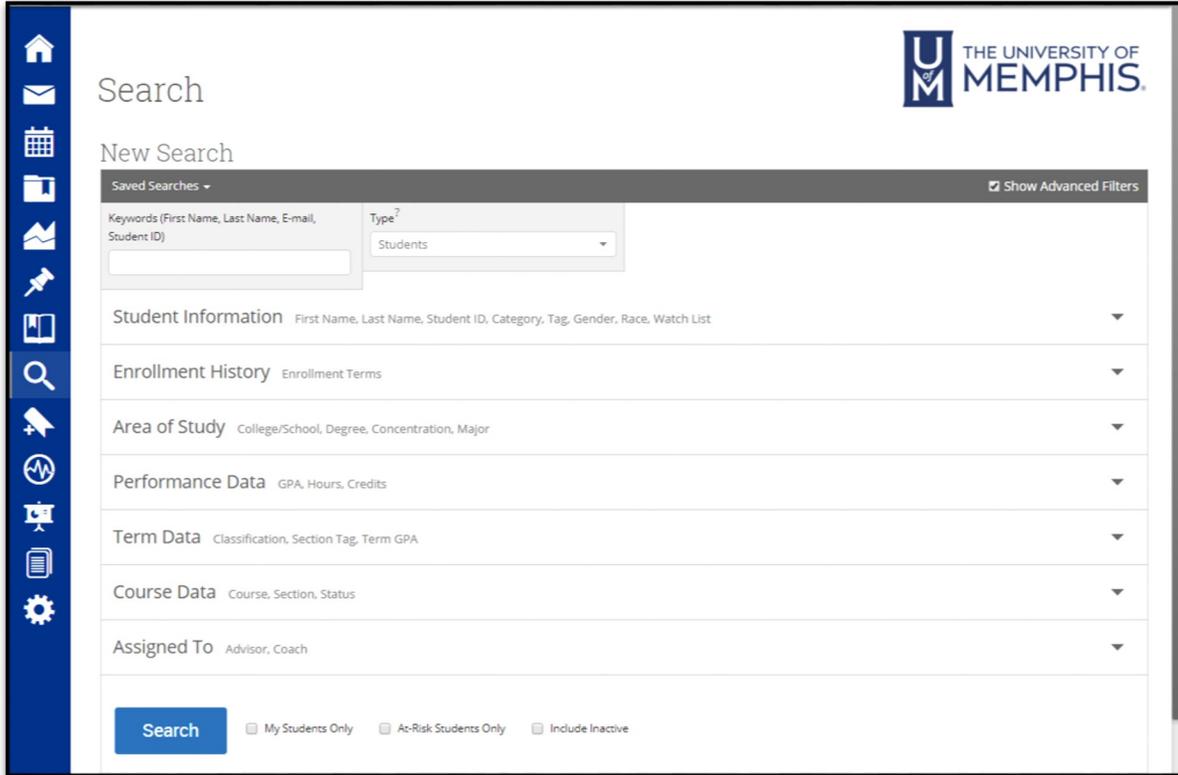
To access the advanced search, click on the magnifying glass on the left menu.



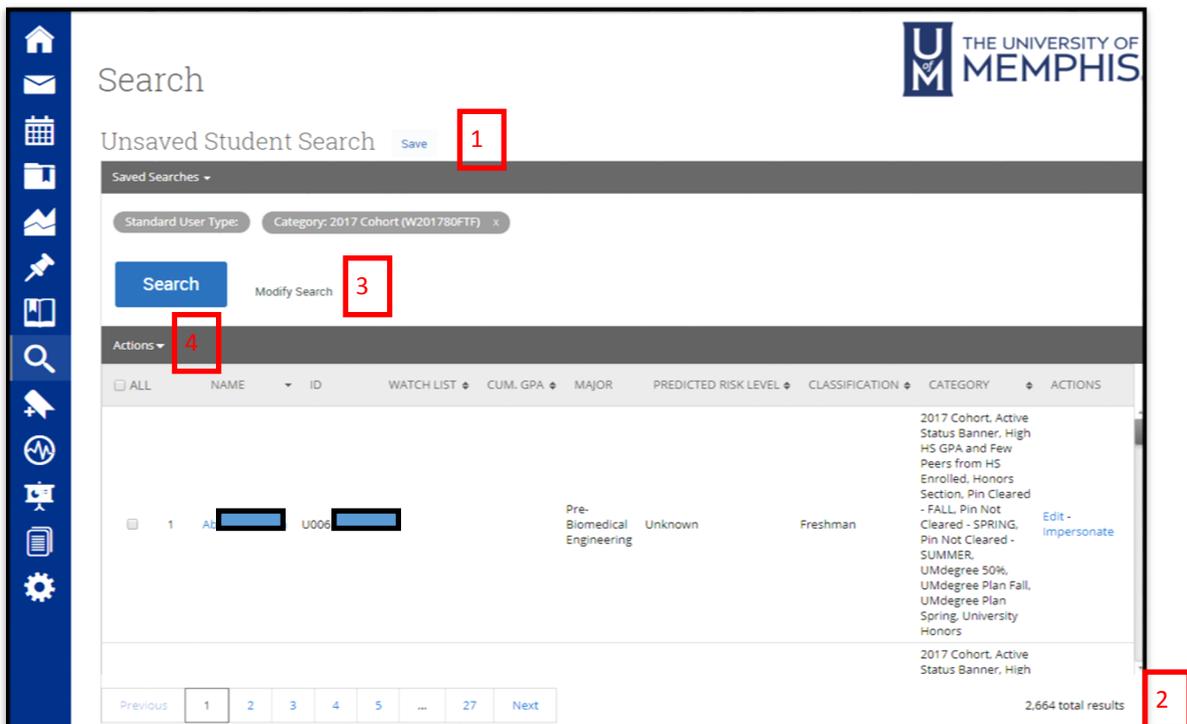
Click on the “show advanced filters” box on the top right and the search fields will expand from just “Keyword” and “Type” to many other options.



Each “drawer” you see below (Student Type, Enrollment History, Area of Study, etc) expands to include multiple search fields. When you’ve plugged in all the search criteria, hit submit and it will generate a list of students that meet your search criteria. Note: “My Students Only” is a function of students assigned to advisors in Banner.



Below you’ll see the search results when I entered “2017 Cohort” as the only search criteria. You can save a search (1), quickly scan the number of results (2), modify the search to add/remove criteria (3), and the “action” button (4) will allow you to do a variety of things with your search results including text, email, export to excel.



The first drawer “Student Information” gives you the ability to search on demographic information (gender, race, etc) but the biggest value may be in the “Category” and “Tag” fields. Categories are information pulled from Banner (honors designation, cohort, RSO membership, academic standing, and so on). Tags are user created labels—for example, fully online students are tagged as “Global F17”, students who are enrolled in a learning community are tagged as “TLC F17” and so on.

The screenshot shows the 'New Search' interface. At the top, there is a 'Saved Searches' dropdown and a 'Show Advanced Filters' checkbox. Below this is a search bar for 'Keywords (First Name, Last Name, E-mail, Student ID)' and a 'Type?' dropdown menu set to 'Students'. The main section is titled 'Student Information' and includes the following filters:

- First Name? (text input)
- Last Name? (text input)
- From Last Name? (text input)
- To Last Name? (text input)
- Student ID? (text input)
- Gender (dropdown menu, set to 'All')
- Race (dropdown menu, set to 'All')
- Watch List (In Any of These) (text input, set to 'All')
- Transfer Student (dropdown menu, set to 'Any')
- Category (In Any of these)? (text input, set to 'All', with a plus icon for adding more)
- Tag (In Any of these)? (text input, set to 'All', with a plus icon for adding more)

To enter a Category, begin typing and the system will start to generate matching results. You can see below I added “hon” and it generated a list of any category with that letter combination. Click the option you want to include and it will populate in the field. You can choose multiple categories if needed.

This screenshot shows the 'Student Information' section with the 'Category (In Any of these)?' dropdown menu open. The search term 'hon' has been entered, and the following options are displayed:

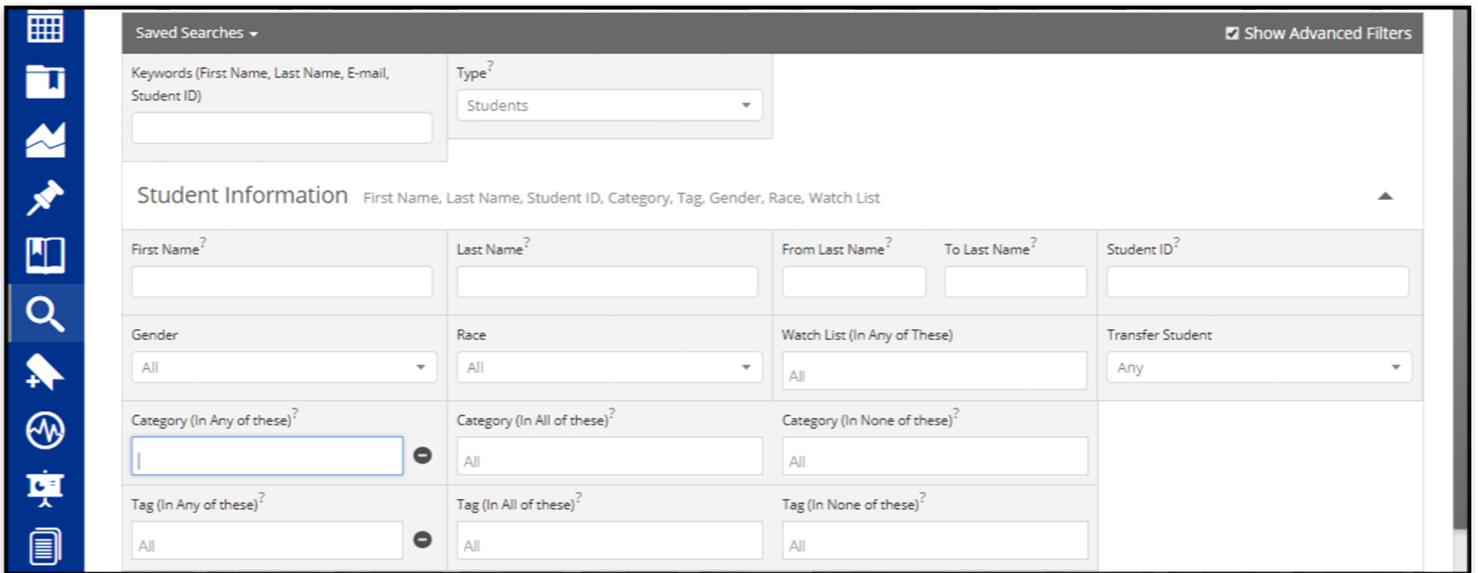
- Honors Council (ACTC-HC)
- Honors Section (HONORS-SEC)
- Living-Learning Honors (ACTC-LLCH)
- Pinnacle Honor Society (ACTC-PINN)
- University Honors (AUNH)

The 'University Honors (AUNH)' option is currently selected and highlighted in blue. Below the dropdown, there are additional filters for 'Student Terms' and 'Degree, Concentration, Major'. At the bottom, there is a 'Performance Data' section with sub-filters for 'GPA, Hours, Credits'.



If you click on the plus sign next to Category or Tag (see above), it expands to include “all”, “some” or “none” as criteria (see below).

The first box (“In Any of These”) allows you to enter multiple categories (or tags) and the search will include any student who matched any of that criteria. The second option (“In All of These”) will include only students who meet all the criteria entered (for example, “honors” and “2017 Cohort in the “Any” box will turn up results for students who match either of those factors. “Honors” and “2017 Cohort” in the “All” box will turn up only 2017 Cohort students who are also Honors. The last option (“In None of These”) excludes students from a search result (“2017 Cohort” in the “Any” box and “Honors” was in the “None” box, would include only students in the 2017 Cohort who are NOT in honors).



“Enrollment History” allows you to include enrollment terms in your search. Clicking the plus sign will allow you to expand to “any”, “all”, and “none” just like with categories/tags.

The screenshot shows a search interface with a vertical toolbar on the left containing icons for home, search, and other functions. The main content area has three expandable sections:
 

- Student Information**: First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List
- Enrollment History**: Enrollment Terms. This section is expanded to show a search box labeled "Enrollment Terms (In Any of these)?" with a dropdown menu currently set to "All" and a plus sign icon to the right.
- Area of Study**: College/School, Degree, Concentration, Major

The third drawer, “Area of Study,” allows you search by College, Concentration, Degree, and Major. Major expands to include any, all, or none.

The screenshot shows the search interface with the "Area of Study" section expanded. It contains several search filters:
 

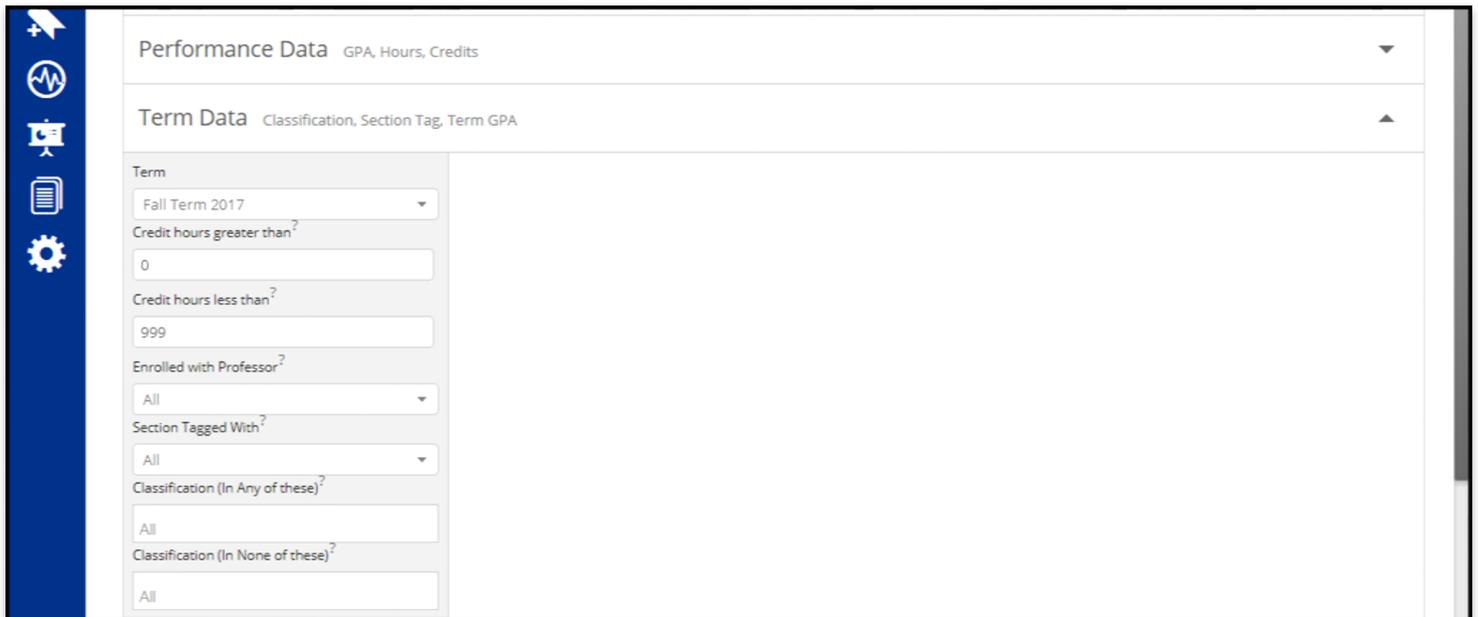
- College/School (In Any of These)²**: A search box with "All" selected.
- Concentration (In Any of These)²**: A search box with "All" selected.
- Degree (In Any of These)²**: A search box with "All" selected.
- Major (In Any of these)²**: A search box with "All" selected and a plus sign icon to the right.

“Performance Data” will allow you to search based on GPA, hours, HS GPA, hours attempted, and hours completed.

The screenshot shows the search interface with the "Performance Data" section expanded. It contains a grid of search filters:
 

Min. Cumulative GPA <sup>2</sup>	Max. Cumulative GPA <sup>2</sup>	Min. Institution GPA <sup>2</sup>	Max. Institution GPA <sup>2</sup>	Min. Transfer GPA <sup>2</sup>	Max. Transfer GPA <sup>2</sup>	Min. High-School GPA <sup>2</sup>	Max. High-School GPA <sup>2</sup>
0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00
Min. Credits Earned <sup>2</sup>	Max. Credits Earned <sup>2</sup>	Min. Hours Attempted <sup>2</sup>	Max. Hours Attempted <sup>2</sup>	Min. Credit Comp. % <sup>2</sup>	Max. Credit Comp. % <sup>2</sup>		
0	999	0	999	0	100		

“Term Data” allows you to search for term specific information. You can search different terms but it defaults to the current term.



“Course Data” allows you to search for students in specific courses—you can drill down to specific sections, grade received, etc. If you add multiple courses, it will search for students who meet all that criteria. So adding “ENGL 1010” to my search below would find students who are enrolled in both ACAD and ENGL 1010.

