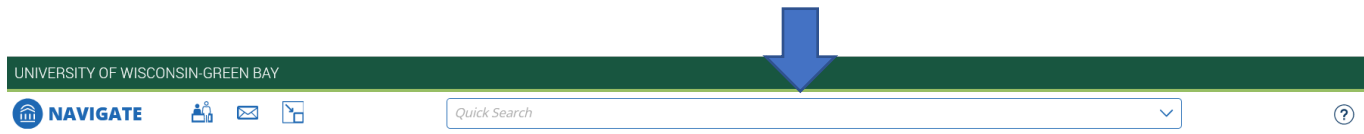# Advanced Search & Quick Search Features

Quick Search

Located on the top-center of your home screen as a search bar. It is used to find a particular student by typing their name, email or student id in the search bar.

Advanced Search

Advanced Search lets you create unique cohorts of students based on the layering of search parameters. The search results are used as the foundation for building appointment campaigns or tracking student progress. Queries pull lists of current students that fit the search parameters you define. Information in the results reflect current student data.

The tool is located on the left Navigation bar of your Navigate home-screen. It is in the form of a magnifying glass icon with a plus sign in the middle

Note: Some of the following drawers or filters within them may not available to you as you build your queries. Talk to your Application Administrator if you have questions.

Getting Oriented

Each filter drawer has a collection of filters. They can be used alone or in conjunction with other filters -both within and across drawers - to build your customized search. Some filter fields need you to enter text; others provide options in a menu.

Filters Drawer Overview

Student Information: Use this group of filters to search for students by personal identifying information, such as name, student ID, category, tag, or transfer status.

Enrollment History: Create logic statements to search for students by their enrollment status in a variety of terms.

Area of Study: Combine elements of this drawer to search for students based on areas of study, including college affiliation, degree, concentration, or major.

Term Data: Select conditions within this group of filters to run a search for students using information associated with a specific term

Performance Data: Search using these filters to segment student groups by GPA, credits earned, and hours attempted.

Course Data: Use this group of filters to query students based on courses, section, and status. Only courses with associated sections for the term will be available for selection within this filter.
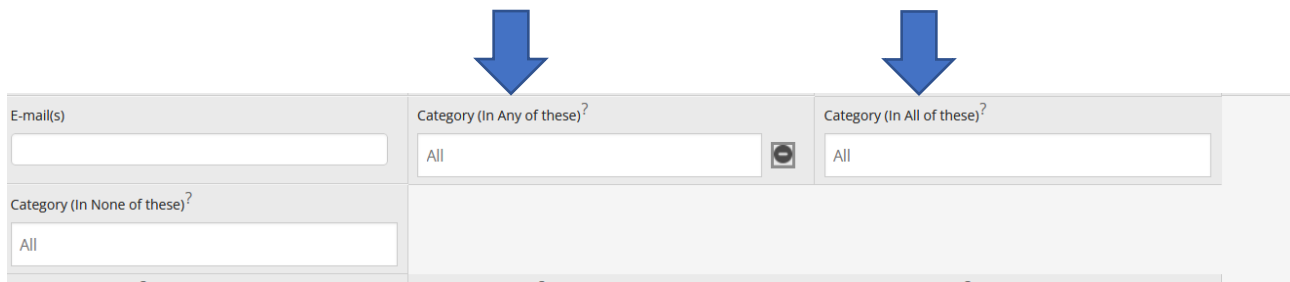
Assigned To: Enter information into fields in this bucket to pull lists of students assigned to specific team members. **Note that users that have the User Type or who have had a relationship in the past WILL NOT appear if they don't currently have that relationship with a student. For example, an advisor who has no students assigned to them will not appear. This is also the drawer that allows users to search for students WITHOUT a certain relationship type, e.g.students without advisors.

Goals & Interests: Make selections in this drawer to identify a cohort of students based on academic interest data reported by students via the My Major feature in Navigate Student.

Polls: Select a question in this drawer to find aggregate data on student responses to surveys as reported from the Navigate Student side of the app/desktop.

Success Indicators: Run a search using these filters to identify students based on predicted support level or success marker completion status.

Advanced Search uses different logic statements to build queries. Most search filters create AND statements. As you build a search, the query identifies students that satisfy all the listed requirements. *(Watch for the use of 'All, 'Any', or 'None' in the verbiage)*

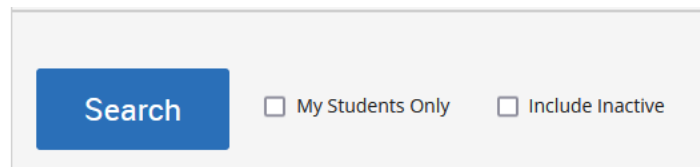

- Example-A search for Major: Biology AND Classification: Junior AND Predicted Support Level: Moderate, pulls a list of Junior biology majors with a Moderate predicted support level.

There are some filters that create OR statements. OR statements let you make multiple selections in a given field to increase the scope of your search. These search fields are indicated by the presence of an 'In Any' of these identifiers in the title.
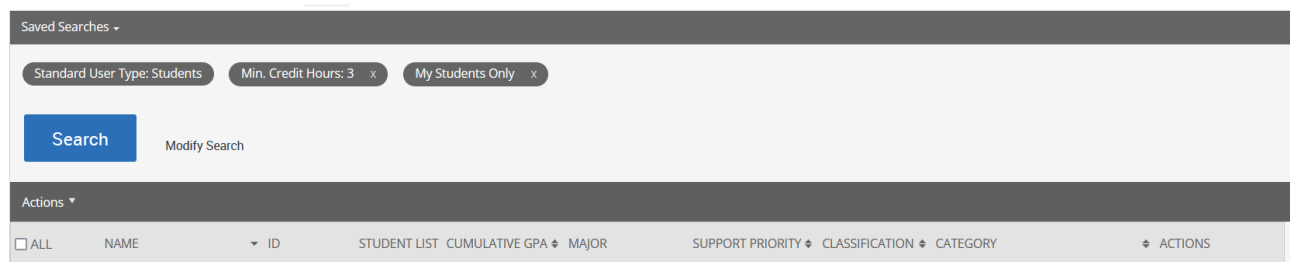
- Example-Major: Biology OR Chemistry AND Classification: Junior OR Sophomore AND Predicted Support Level: Moderate OR Low. This search pulls a list of Junior or Sophomore students that are in either Biology or Chemistry with either Moderate or Low support levels.

Once you have selected the search fields, click Search at the bottom of the screen. The results display the current information for the students that fit the parameters of your search, which are displayed across the top.

From here, you can take 'Actions'

•Perform a task via the Actions menu with one, several, or all the students on this list, such as sending a Message, adding to an Appointment Campaign, or creating a Student List.

•Create a Saved Search by clicking the Save button next to the Unsaved Student Search title. You can also access previous saved searches from this page.

•Modify the search. If you want to add to the original parameters selected, you can select Modify Search to return to the filter drawer view. You can also remove an existing parameter by clicking on the 'X' icon to the right of each selection.