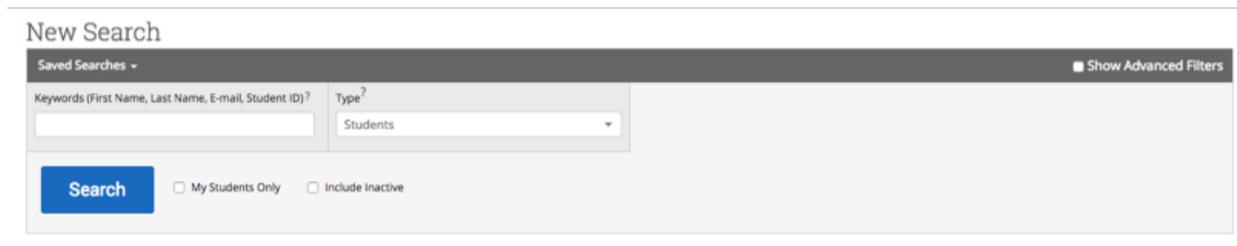


Using the Advanced Search (18.1)

The Advanced Search function within Navigate allows you to search for all students on campus while applying multiple different filters to create unique cohorts of students based on your search parameters.

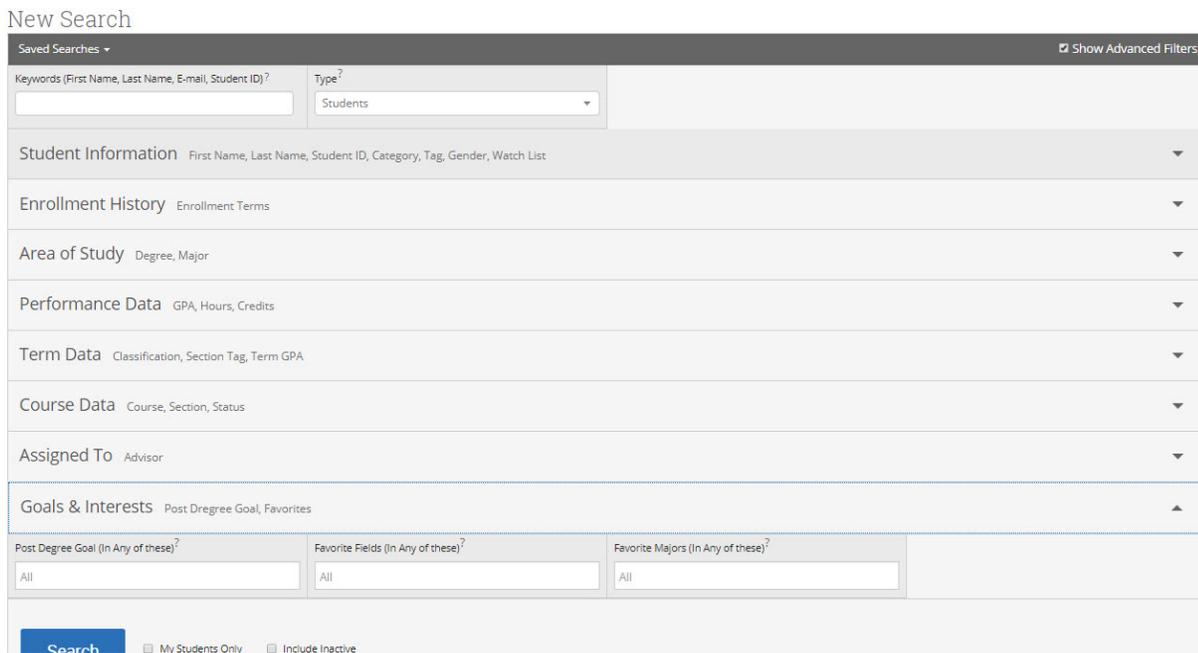
To use Advanced Search, select the "magnifying glass" icon on the left side of your screen.

From here, you may begin to create a search from the fields immediately presented:



The screenshot shows the 'New Search' interface. At the top, there is a 'Saved Searches' dropdown and a 'Show Advanced Filters' button. Below this, there are two input fields: 'Keywords (First Name, Last Name, E-mail, Student ID)?' and 'Type?' with a dropdown menu set to 'Students'. At the bottom, there is a blue 'Search' button and two checkboxes: 'My Students Only' and 'Include Inactive'.

However, selecting the **Show Advanced Filters** button presents you with 8 different drawers to begin searching by:



The screenshot shows the 'New Search' interface with the 'Show Advanced Filters' button checked. The interface is expanded to show eight filter drawers: 'Student Information' (First Name, Last Name, Student ID, Category, Tag, Gender, Watch List), 'Enrollment History' (Enrollment Terms), 'Area of Study' (Degree, Major), 'Performance Data' (GPA, Hours, Credits), 'Term Data' (Classification, Section Tag, Term GPA), 'Course Data' (Course, Section, Status), 'Assigned To' (Advisor), and 'Goals & Interests' (Post Degree Goal, Favorites). Below these drawers, there are three input fields: 'Post Degree Goal (In Any of these)?', 'Favorite Fields (In Any of these)?', and 'Favorite Majors (In Any of these)?', all set to 'All'. At the bottom, there is a blue 'Search' button and two checkboxes: 'My Students Only' and 'Include Inactive'.

You will want to be mindful of which term's data you are searching by. You may change term data through either **Enrollment Term** or by using the **Term Selector** at the top of your page.

toggling different options under each section will alter the list of students you receive when the search is run. Since there are thousands of possible permutations, we will use an example: **All Accounting Majors between a 2.00 - 3.00 GPA**

The screenshot shows the 'New Search' page in the NAVIGATE system. The 'Area of Study' section is expanded, showing filters for College/School, Major (with 'Accounting: Profess Accounting' selected), and Degree. The 'Performance Data' section shows filters for Min. Cumulative GPA (2.00), Max. Cumulative GPA (3.00), Min. Overall GPA (0.00), Max. Overall GPA (5.00), Min. Transfer GPA (0.00), Max. Transfer GPA (5.00), Min. High-School GPA (0.00), and Max. High-School GPA (5.00). The 'Term Data' section shows filters for Min. Credits Earned (0), Max. Credits Earned (999), Min. Hours Attempted (0), Max. Hours Attempted (999), Min. Credit Comp. % (0), and Max. Credit Comp. % (100).

When you've refined your search parameters to reflect the student cohort you wish to find, select **Search** at the bottom of the page. You will receive a list of students that match your parameters:

The screenshot shows the search results page in the NAVIGATE system. The search results table shows one student: Aislyn, Ali, ID 00788436, Cumulative GPA 2.00, Major Accounting: Profess Accounting, Classification Freshman, and Category GE Course Attribute - Computer Literacy Proficiency, GE Course Attribute - Diversity, GE Course Attribute - Humanities List 2-Fine Arts, GE Course Attribute - Math Pre-University, GE Course Attribute - Natural Science, Geography, GE Course Attribute - Soc Sci - with: Sgr: Pays Soc, GE Course Attribute - Soc Sci - History, Off Campus Student. The search results are filtered by 'Standard User' Type: Students, Major: Accounting: Profess Accounting, Min. Cumulative GPA: 2.00, and Max. Cumulative GPA: 3.00.

From here, you may either **Take Action through the Actions menu** with one, several, or all of the students on this list, or you may **Save your Search**. To save a search, next to where it says **Unsaved Student Search**, click on the **Save** button, **name your search**, and then select **Save Search** to save the parameters you already entered for future use.

Additional Filters

- **My Students Only** - Search only students assigned to you. Advisor assignments can be direct, one-to-one assignments or indirect major or category assignments. Tutors most commonly have direct, one-to-one student assignments. Students are assigned to professors based on their course rosters.
- **Include Inactive** - By default, the search results only display users who are active in the currently selected term. Checking this box includes students from past terms as well.