

Navigate: Advanced Search

Objective: Important. Advanced Search is not meant to be a historical search. While historical data may be in your advanced searches, it is not a tool to analyze historical data. To analyze historical data in the platform, use [Historical Population Analytics](#) and [Historical Course Analytics](#).

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. Information in the results reflect *current* student data.

Changing the term does not impact the results of the Advanced Search, except in the case of Classification and Category.

The basic search functionality allows you to search by Keywords or User Type. The additional filter drawers allow you to create more nuanced searches.

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.

There are two more options at the bottom of the search page to further restrict your search.

- My Students Only limits the possible results to only your current assigned students. 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 will expand the possible results to both active and inactive students. 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.

How Does Advanced Search Logic Work?

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.

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* identifier in the title.

Filters that allow you to make OR statements include:

- Category
- Tag
- Enrollment Term
- College/School
- Major
- Concentration
- Degree
- Classification
- Post Degree Goal
- Favorite Fields
- Favorite Majors
- Predicted Support Level

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.

You can also create logic statements within a given field. These filters are identified via a plus sign icon, which expands the field when selected.

While *Any* statements allow for the creation of more inclusive searches, selections made in *In All of these* or in *In None of these* fields limit the scope of a search.

Note. While Advanced Search does not display historical data for students in the resulting list, you can create parameters based on historical *conditions*.

The following drawers contain filters that allow you to query based on data defined on a term-by-term basis:

- Enrollment History
- Term Data
- Course Data

Example. *Term: Fall Semester 2020 AND Classification: Sophomore*. This search pulls a list of *current* students who *were* sophomores in Fall 2020. The resulting data on those students will also be reflective of their *current* term information, not information specific to Fall 2020.

Once you have selected the search fields, click Search. 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 action.

- 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.

Filter Drawers 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.

Performance Data

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

Term Data

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

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.

LMS Assignments

Use this group of filters to query students based on assignment data and/or Current Course Score based on your LMS data. Only for partners with the LMS data integration.

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.

Success Indicators

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

For more information about what kinds of queries to run with these sets of filters, refer to the Advanced Search User Guide attached at the end of this article.