

Navigate: Searching for Students: Quick Search and Advanced Search; Saving Lists and Searches

Quick Search

Objective: Quickly find a student profile page in the Navigate platform.

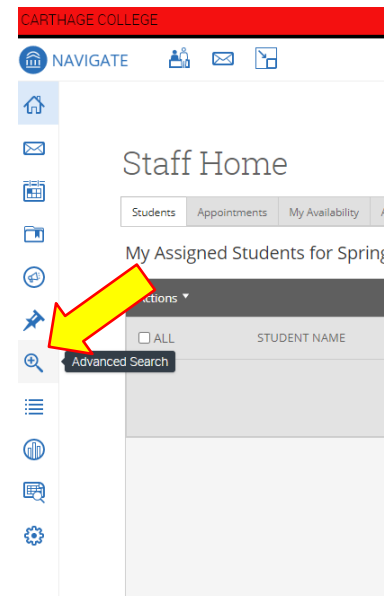
1. Search for a student or user in the Quick Search in the “Quick Search” bar at top of the



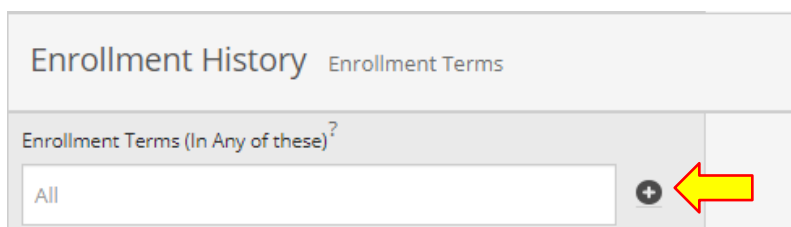
Advanced Search (Searching for students in a specific course, or major, etc.)

Objective: The Advanced Search functionality allows faculty, staff, and administrators to layer a series of filters onto a specific query in order to customize student searches. The ability to use Advanced Search and the filters available to you are determined by your user role permissions.

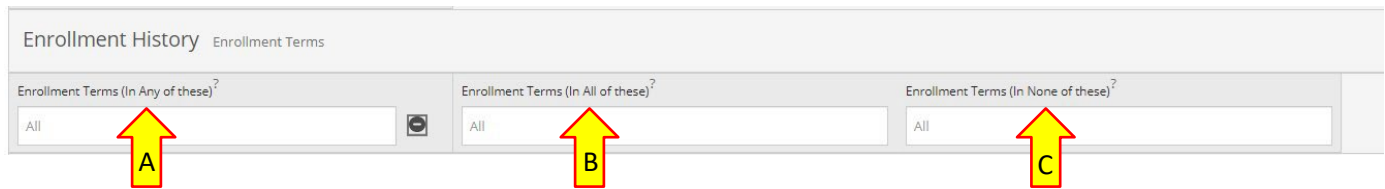
1. Click on the “Advanced Search” in the left-hand menu bar. The icon is a magnifying glass with a plus sign in the middle.
2. When you first click on the Advanced Search icon, Navigate defaults to the Simple Search. With the simple search, you only have the option to search by Keyword. This field will allow you to search a specific Name, E-mail, or Student ID (or a partial character string in those areas – Jon would return anything with that string of characters: Jon, Jonah, Jones, Jonathan).



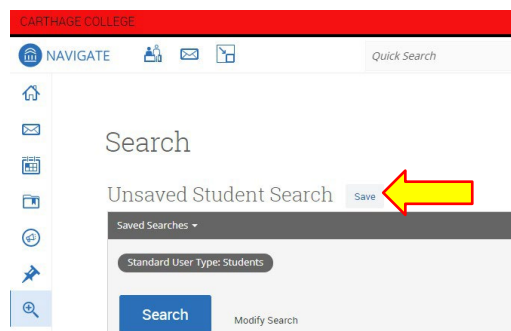
3. For searching for Active Students, select the current term under “Enrollment History”.
4. Use the “Student Information” to search for students by Categories (e.g., Minor, Academic Standing, Off-Campus Student, etc.), Tags (CAAP, First Gen Participant, Pre-professional, etc.), Gender, Race, or a previous saved Watch List.
5. For various search fields, you can expand the options by clicking on the (+) next to the search item. See example with Enrollment Terms: (A) “Enrollment Terms (In Any of these)”



to show (B) “Enrollment Terms (In All of These)” or (C) “Enrollment Terms (In None of these)”.



6. Use Area of Study to search for students in a specific major, degree, college.
7. Use Term Data to search data by specific term (e.g., students enrolled in 12 credits in Spring 2021): credit hours, enrolled with a specified instructor, classification: Freshman, sophomore, junior, senior, etc.)
8. Use Performance Data to search by cumulative credit hours, credit completion %, cumulative GPA.
9. Use Course Data to identify students who are enrolled in a specific course (e.g., EXS-0010). You can also filter down section #, registered/not registered, grades received. Only courses with associated sections for the term will be available for selection within this filter.
10. Use Assigned To section to filter students by staff assignments such as Career Specialist or Faculty Advisor.
11. Use Goals & Interests to identify a cohort of students based on academic interest data reported by students via the My Major feature in Navigate Student.
12. To narrow down the search results to only your students, select “My Students Only”. (In many instances, user permissions may only allow you to see students assigned to you.)
13. Include Inactive option: 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.
14. Select Search.
15. To save your search for future reference, click “Save” and enter the new name for the saved search.

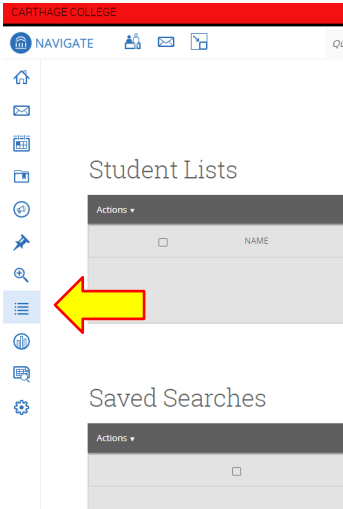


Saved Searches vs. Saved Lists

Saved searches lets users run a pre-configured Advanced Search without having to create the search again. It is **dynamic** and students who do not meet the criteria of the search will not populate when the search is ran. Saved searches allow for consistency of search parameters.

Saved lists are **static** lists of students by student ID. This list will not change and allows for tracking of the same students over a period of time. It is also useful for sending messages or Appointment Campaigns directly from the student list.

16. You can access your new search under “Lists & Searches” on the right-hand menu. The icon looks like a bulleted list.



17. You can also find your Saved Lists and Saved Searches in the My Assigned Students list.

