Creating Advanced Searches & Saving Them

The Advanced Search function allows you to search for all current students while applying different filters to create cohorts of students based on your search parameters.

A. Login to the platform, and from the advisor homepage, click on the “Advanced Search” icon in the purple menu to the left.

B. Next, choose the filters you would like to use. Clicking each header will dropdown specific filter options.

   a. At the bottom of the page, you can choose to include only your assigned students by choosing “My Students Only” or you can choose to view inactive students by choosing “Include Inactive.”

C. After selecting all the desired parameters, click the blue Search button to see the results. You can save this search by following the steps on the next page.
Note that you will want to be mindful of the term you are using in your search for data. You may change term data through either Enrollment History or Term Data.

Saving the Search
If this is a search you perform frequently, you can save the search filters. Every time you click on a saved search, you will receive updated data based on current records. To save a search, click Save at the top of this window and type in a name for the search in the pop-up box.

You can view saved searches on the List & Search page by clicking on the icon that looks like a plus sign with a bookmark on the purple menu bar on the left.