



Campus
Student Success Collaborative™

Advanced Search

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FINAL

REVISION CONTROL

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Introduction

The purpose of this process guide is understanding and using the Advanced Search.

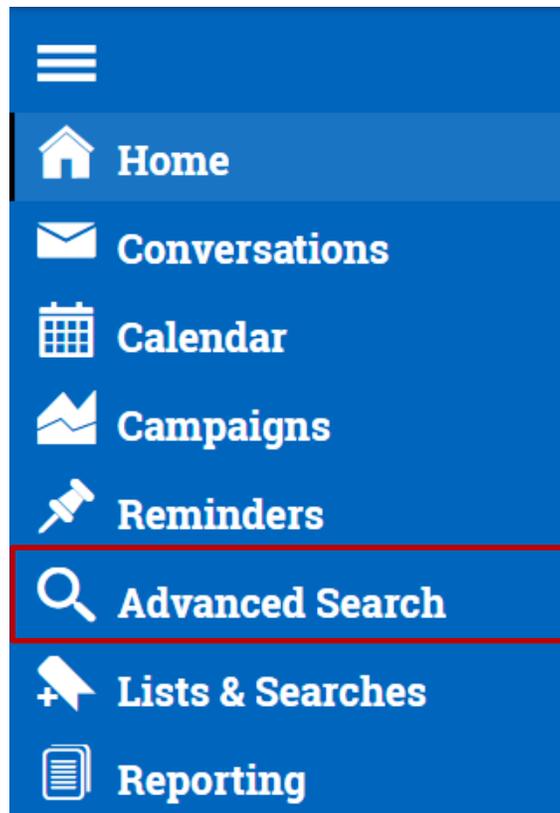
The Advanced Search allows for users to search for a specific group of students. The Advanced Search can be as general or as specific as the user creates through the various parameters that can be chosen.

Related Documentation

None

1.0 Advanced Search

1. From the navigation bar, select **Advanced Search**.



2. To perform a quick search, enter the Coyote ID number or name of a student.

Search

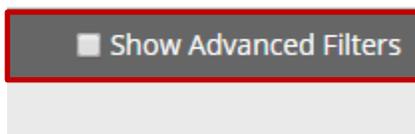
SAN BERNARDINO

New Search

Saved Searches ▾		Show Advanced Filters	
Keywords (First Name, Last Name, E-mail, Student ID)	Type?	Enrollment Status?	Enrollment Term
<input type="text"/>	Students	Enrolled	Spring 2016
<input type="button" value="Search"/> <input type="checkbox"/> My Students Only <input type="checkbox"/> At-Risk Students Only <input type="checkbox"/> Include Inactive			

3. Select **Search**.

4. To perform an Advanced Search, select **Show Advanced Filters**.



5. Select the parameters for your search.

New Search

Saved Searches ▾				☑ Show Advanced Filters
Keywords (First Name, Last Name, E-mail, Student ID)	Type [?]	Enrollment Status [?]	Enrollment Term	
<input type="text"/>	Students ▾	Enrolled ▾	Spring 2016 ▾	
Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List ▾				
Area of Study College/School, Degree, Concentration, Major ▾				
Performance Data GPA, Hours, Credits ▾				
Spring 2016 Data Classification, Section Tag, Term GPA ▾				
Course Data Course, Section, Status ▾				
Assigned To Advisor, Tutor, Coach ▾				
Success Indicators Predicted Risk Level, Success Markers ▾				
<input type="button" value="Search"/> <input type="checkbox"/> My Students Only <input type="checkbox"/> At-Risk Students Only <input type="checkbox"/> Include Inactive				

Student Information

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List ▲

First Name [?]	Last Name [?]	From Last Name [?]	To Last Name [?]	Student ID [?]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Race	Watch List (In Any of These)		Transfer Student
All ▾	All ▾	All <input type="text"/>		Any ▾
Category (In Any of these) [?]				
All <input type="text"/> +				
Tag (In Any of these) [?]				
All <input type="text"/> +				

Area of Study

Area of Study College/School, Degree, Concentration, Major

College/School (In Any of These)? All	Concentration (In Any of These)? All	Degree (In Any of These)? All
Major (In Any of these)? All		

Performance Data

Performance Data GPA, Hours, Credits

Min. Cumulative GPA? 0.00	Max. Cumulative GPA? 5.00	Min. Institution GPA? 0.00	Max. Institution GPA? 5.00	Min. High-School GPA? 0.00	Max. High-School GPA? 5.00
Min. Credits Earned? 0	Max. Credits Earned? 999	Min. Hours Attempted? 0	Max. Hours Attempted? 999	Min. Credit Comp. %? 0	Max. Credit Comp. %? 100

Term Data

Spring 2016 Data Classification, Section Tag, Term GPA

Enrolled with Professor? All	Section Tagged With? All
Classification (In Any of these)? All	

Course Data

Course Data Course, Section, Status

Course? All	Add More Courses
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Assigned To

Assigned To Advisor, Tutor, Coach

Assigned to Advisor? All	Assigned to Tutor? All	Assigned to Coach? All
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Success Indicators

Success Indicators Predicted Risk Level, Success Markers

Predicted Risk Level (In Any of these)? All	Success Marker (In All of these)? All	Min. # of Missed Success Markers? 0	Max. # of Missed Success Markers? 999
--	--	--	--

6. Once parameters have been chosen, select **Search**.

My Students Only
 At-Risk Students Only
 Include Inactive

7. To save search parameters, select **Save**.

Search

Unsaved Student Search

Saved Searches ▾

8. Type the name of the Saved Search. Select **Save Search**.

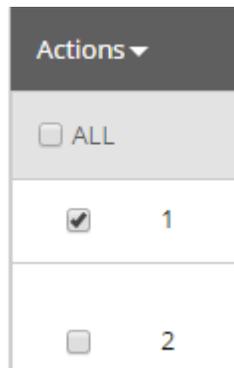
SAVE SEARCH ×

Name

cancel

**Note: Saved Searches save the parameters used in a search, not the students. The list created is a dynamic list.*

9. Select the students you want to perform an action on or select **All**.



The screenshot shows a dropdown menu titled "Actions" with a downward arrow. Below the title, there is a section with a checkbox and the text "ALL". Below that, there are two rows, each with a checkbox and a number. The first row has a checked checkbox and the number "1". The second row has an unchecked checkbox and the number "2".

Actions	
<input type="checkbox"/>	ALL
<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	2

10. Select the Action to perform.



The screenshot shows a dropdown menu titled "Actions" with a downward arrow. Below the title, there is a list of actions: Send Message, Advising Report, Appointment Campaign, Schedule Tutoring Appointment, Schedule Advising Appointment, Schedule General Appointment, Tag, Note, Mass Print, Charity, Watch, and Export Results.

Actions
Send Message
Advising Report
Appointment Campaign
Schedule Tutoring Appointment
Schedule Advising Appointment
Schedule General Appointment
Tag
Note
Mass Print
Charity
Watch
Export Results