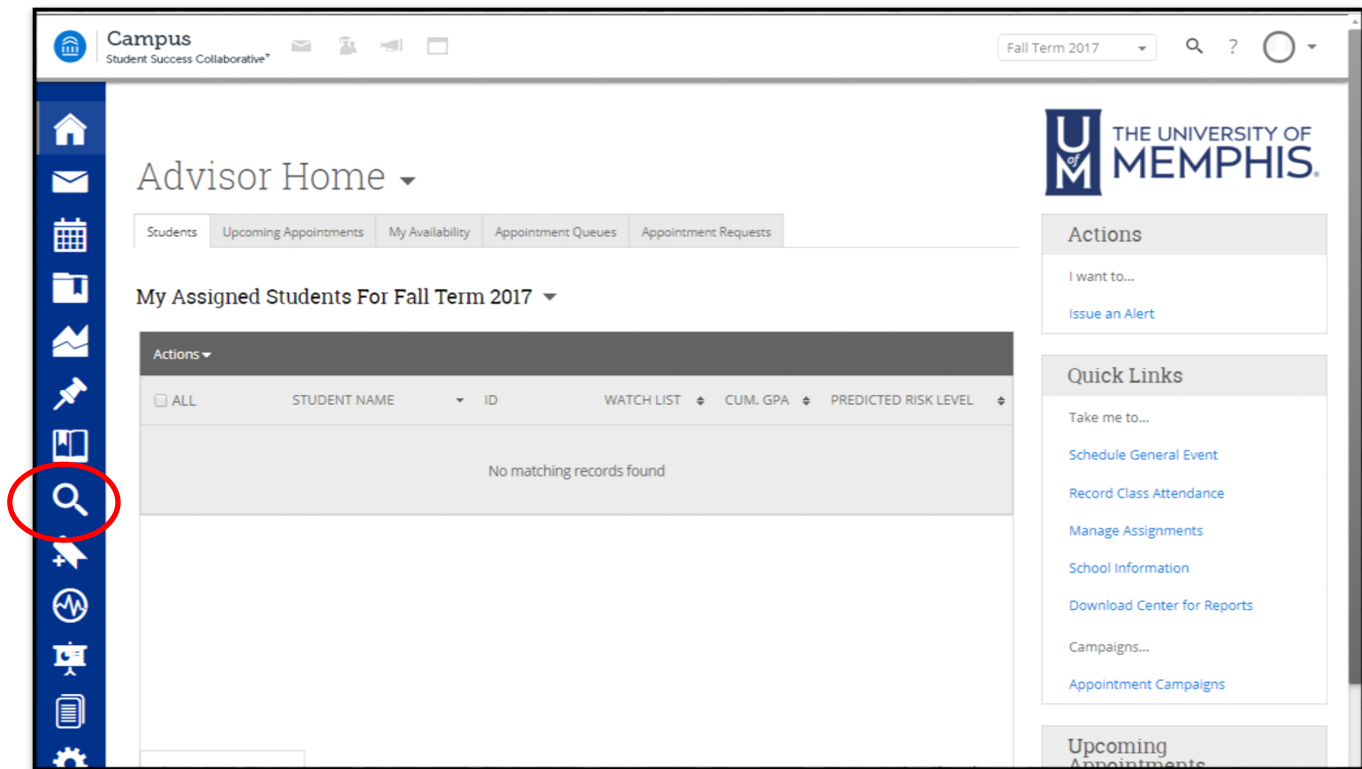


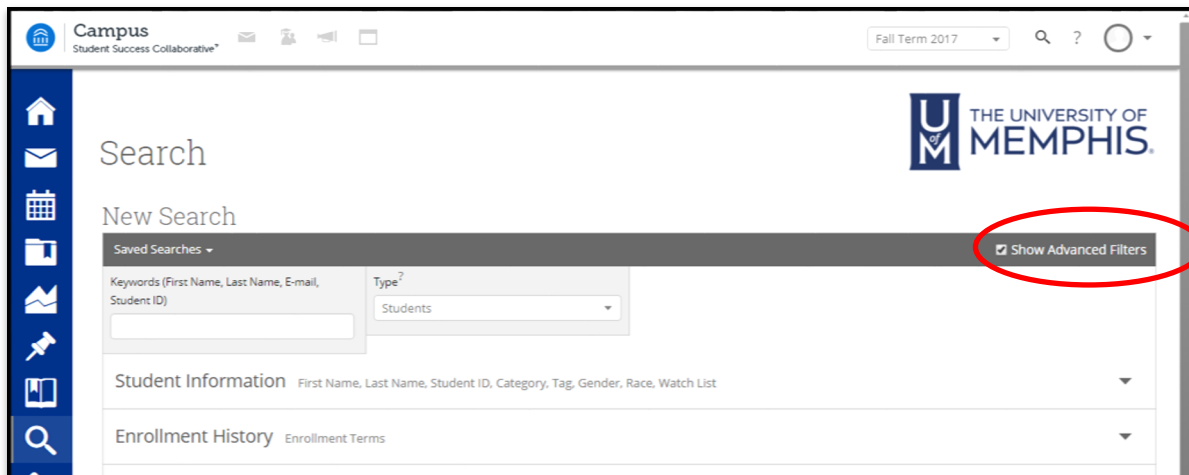
## Advanced Search

The advanced search allows you to search for students based on a variety of criteria—for example, Juniors in a specific major who have above a 3.0 GPA, honors students enrolled in a certain class, or Fall 2016 cohort students who are undeclared.

To access the advanced search, click on the magnifying glass on the left menu.



Click on the “show advanced filters” box on the top right and the search fields will expand from just “Keyword” and “Type” to many other options.



Each “drawer” you see below (Student Type, Enrollment History, Area of Study, etc) expands to include multiple search fields. When you’ve plugged in all the search criteria, hit submit and it will generate a list of students that meet your search criteria. Note: “My Students Only” is a function of students assigned to advisors in Banner.

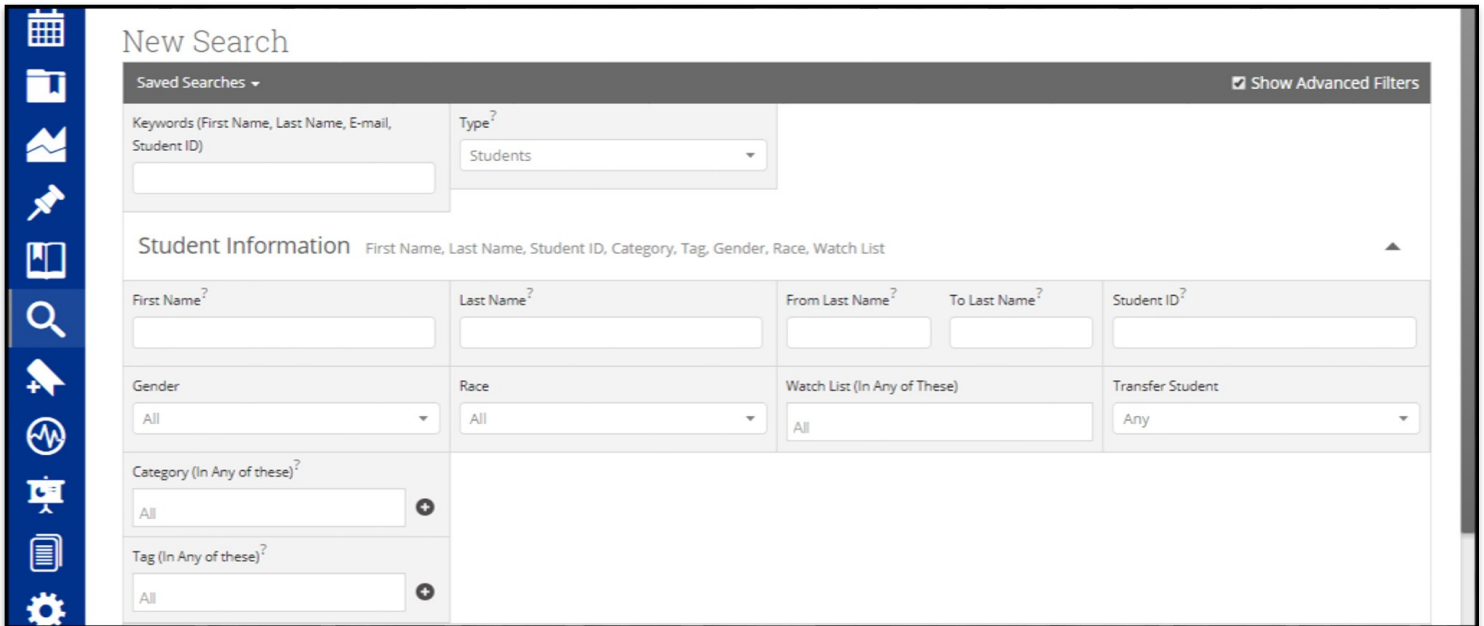
The screenshot shows the 'Search' page of The University of Memphis Banner system. On the left is a vertical navigation bar with icons for home, mail, calendar, documents, and settings. The main content area is titled 'Search' and 'New Search'. It features a 'Saved Searches' dropdown and a 'Show Advanced Filters' checkbox. Below these are several filter categories, each with a dropdown arrow: 'Keywords (First Name, Last Name, E-mail, Student ID)', 'Type?' (set to 'Students'), 'Student Information' (First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List), 'Enrollment History' (Enrollment Terms), 'Area of Study' (College/School, Degree, Concentration, Major), 'Performance Data' (GPA, Hours, Credits), 'Term Data' (Classification, Section Tag, Term GPA), 'Course Data' (Course, Section, Status), and 'Assigned To' (Advisor, Coach). At the bottom, there is a blue 'Search' button and three checkboxes: 'My Students Only', 'At-Risk Students Only', and 'Include Inactive'.

Below you’ll see the search results when I entered “2017 Cohort” as the only search criteria. You can save a search (1), quickly scan the number of results (2), modify the search to add/remove criteria (3), and the “action” button (4) will allow you to do a variety of things with your search results including text, email, export to excel.

The screenshot shows the search results page for '2017 Cohort'. The page has a header with 'Search' and 'Unsaved Student Search' with a 'Save' button (labeled 1). Below the header is a 'Saved Searches' section with a dropdown menu. The main search area includes a 'Standard User Type' dropdown, a 'Category' dropdown set to '2017 Cohort (W201780FTF)', a blue 'Search' button, and a 'Modify Search' link (labeled 3). Below the search area is an 'Actions' dropdown menu (labeled 4). The results are displayed in a table with columns: ALL, NAME, ID, WATCH LIST, CUM. GPA, MAJOR, PREDICTED RISK LEVEL, CLASSIFICATION, CATEGORY, and ACTIONS. The table shows one result for a student named 'Ab [redacted]' with ID 'U006 [redacted]', majoring in 'Pre-Biomedical Engineering', classified as 'Freshman'. The 'ACTIONS' column for this student includes links for 'Edit' and 'Impersonate'. At the bottom of the table, there is a pagination bar with 'Previous', '1', '2', '3', '4', '5', '...', '27', and 'Next'. The total number of results is '2,664 total results' (labeled 2).

ALL	NAME	ID	WATCH LIST	CUM. GPA	MAJOR	PREDICTED RISK LEVEL	CLASSIFICATION	CATEGORY	ACTIONS
<input type="checkbox"/>	1	Ab [redacted]	U006 [redacted]		Pre-Biomedical Engineering	Unknown	Freshman	2017 Cohort, Active Status Banner, High HS GPA and Few Peers from HS Enrolled, Honors Section, Pin Cleared - FALL, Pin Not Cleared - SPRING, Pin Not Cleared - SUMMER, UMdegree 50%, UMdegree Plan Fall, UMdegree Plan Spring, University Honors	<a href="#">Edit</a> <a href="#">Impersonate</a>

The first drawer “Student Information” gives you the ability to search on demographic information (gender, race, etc) but the biggest value may be in the “Category” and “Tag” fields. Categories are information pulled from Banner (honors designation, cohort, RSO membership, academic standing, and so on). Tags are user created labels—for example, fully online students are tagged as “Global F17”, students who are enrolled in a learning community are tagged as “TLC F17” and so on.



**New Search**

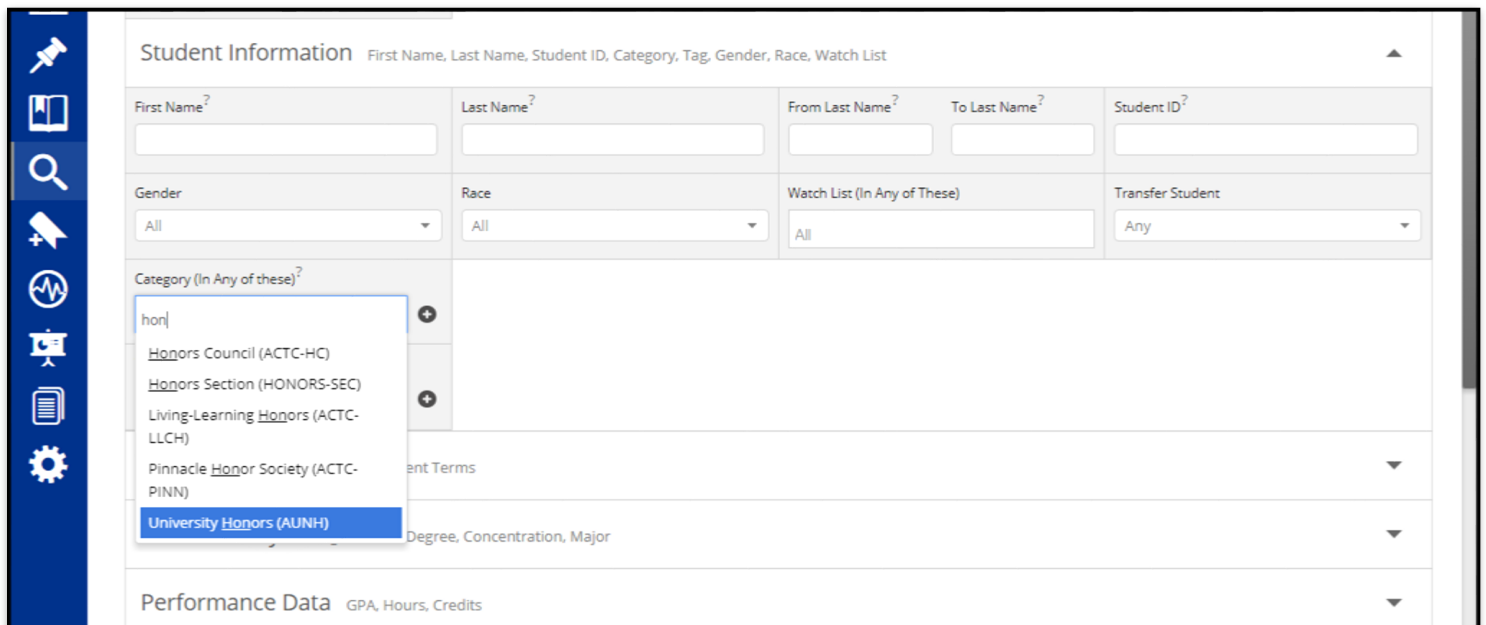
Saved Searches ▾ Show Advanced Filters

Keywords (First Name, Last Name, E-mail, Student ID)  Type? Students ▾

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

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

To enter a Category, begin typing and the system will start to generate matching results. You can see below I added “hon” and it generated a list of any category with that letter combination. Click the option you want to include and it will populate in the field. You can choose multiple categories if needed.



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

First Name? <input type="text"/>	Last Name? <input type="text"/>	From Last Name? <input type="text"/>	To Last Name? <input type="text"/>	Student ID? <input type="text"/>
Gender <span>All ▾</span>	Race <span>All ▾</span>	Watch List (In Any of These) <span>All <input type="text"/></span>		Transfer Student <span>Any ▾</span>
Category (In Any of these)? <span>hon </span> +				
<ul style="list-style-type: none"> <li>Honors Council (ACTC-HC)</li> <li>Honors Section (HONORS-SEC)</li> <li>Living-Learning Honors (ACTC-LLCH)</li> <li>Pinnacle Honor Society (ACTC-PINN)</li> <li><b>University Honors (AUNH)</b></li> </ul>				
Degree, Concentration, Major ▾				
Performance Data GPA, Hours, Credits ▾				

Category (In Any of these)?

All

Tag (In Any of these)?

All

If you click on the plus sign next to Category or Tag (see above), it expands to include “all”, “some” or “none” as criteria (see below).

The first box (“In Any of These”) allows you to enter multiple categories (or tags) and the search will include any student who matched any of that criteria. The second option (“In All of These”) will include only students who meet all the criteria entered (for example, “honors” and “2017 Cohort” in the “Any” box will turn up results for students who match either of those factors. “Honors” and “2017 Cohort” in the “All” box will turn up only 2017 Cohort students who are also Honors. The last option (“In None of These”) excludes students from a search result (“2017 Cohort” in the “Any” box and “Honors” was in the “None” box, would include only students in the 2017 Cohort who are NOT in honors).







Saved Searches ▾ Show Advanced Filters

Keywords (First Name, Last Name, E-mail, Student ID)

Type? Students

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?
Gender	Race	Watch List (In Any of These)	Transfer Student	
All	All	All	Any	
Category (In Any of these)?	Category (In All of these)?	Category (In None of these)?		
	All	All		
Tag (In Any of these)?	Tag (In All of these)?	Tag (In None of these)?		
All	All	All		



Student Information

Enrollment History

Enrollment Terms (In Any of these)?

Area of Study

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

Enrollment Terms

All

College/School, Degree, Concentration, Major

**Enrollment History** Enrollment Terms ▼

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

College/School (In Any of These)? <input type="text" value="All"/>	Concentration (In Any of These)? <input type="text" value="All"/>	Degree (In Any of These)? <input type="text" value="All"/>
Major (In Any of these)? <input type="text" value="All"/> +		

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

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**Performance Data** GPA, Hours, Credits ▲

Min. Cumulative GPA <sup>?</sup>	Max. Cumulative GPA <sup>?</sup>	Min. Institution GPA <sup>?</sup>	Max. Institution GPA <sup>?</sup>	Min. Transfer GPA <sup>?</sup>	Max. Transfer GPA <sup>?</sup>	Min. High-School GPA <sup>?</sup>	Max. High-School GPA <sup>?</sup>
<input type="text" value="0.00"/>	<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>
Min. Credits Earned <sup>?</sup>	Max. Credits Earned <sup>?</sup>	Min. Hours Attempted <sup>?</sup>	Max. Hours Attempted <sup>?</sup>	Min. Credit Comp. % <sup>?</sup>	Max. Credit Comp. % <sup>?</sup>		
<input type="text" value="0"/>	<input type="text" value="999"/>	<input type="text" value="0"/>	<input type="text" value="999"/>	<input type="text" value="0"/>	<input type="text" value="100"/>		

“Term Data” allows you to search for term specific information. You can search different terms but it defaults to the current term.

The screenshot shows the 'Term Data' search interface. On the left is a blue sidebar with icons for a home, a line graph, a presentation, a document, and a gear. The main content area has a header 'Performance Data GPA, Hours, Credits' with a downward arrow, and 'Term Data Classification, Section Tag, Term GPA' with an upward arrow. Below the header is a search filter panel with the following fields: 'Term' (dropdown menu showing 'Fall Term 2017'), 'Credit hours greater than?' (text input with '0'), 'Credit hours less than?' (text input with '999'), 'Enrolled with Professor?' (dropdown menu showing 'All'), 'Section Tagged With?' (dropdown menu showing 'All'), 'Classification (In Any of these)?' (text input with 'All'), and 'Classification (In None of these)?' (text input with 'All').

“Course Data” allows you to search for students in specific courses—you can drill down to specific sections, grade received, etc. If you add multiple courses, it will search for students who meet all that criteria. So adding “ENGL 1010” to my search below would find students who are enrolled in both ACAD and ENGL 1010.

The screenshot shows the 'Course Data' search interface. On the left is a blue sidebar with icons for a home, a line graph, a presentation, a document, and a gear. The main content area has a header 'Term Data Classification, Section Tag, Term GPA' with a downward arrow, and 'Course Data Course, Section, Status' with an upward arrow. Below the header is a search filter panel with the following fields: 'From Term' (dropdown menu showing 'Fall Term 2017'), 'To Term' (dropdown menu showing 'Fall Term 2017'), 'Add More Courses' (button with a plus icon), 'Course?' (text input with 'ACAD-1100 Academic Strategies' and a close button), 'Section?' (dropdown menu showing 'All'), and 'Status' (dropdown menu showing 'Registered' with a list of options: 'Registered', 'Midterm Grade Received', 'Final Grade Received', and 'Not Registered'). At the bottom, there are checkboxes for 'My Students Only', 'At-Risk Students Only', and 'Include Inactive'.