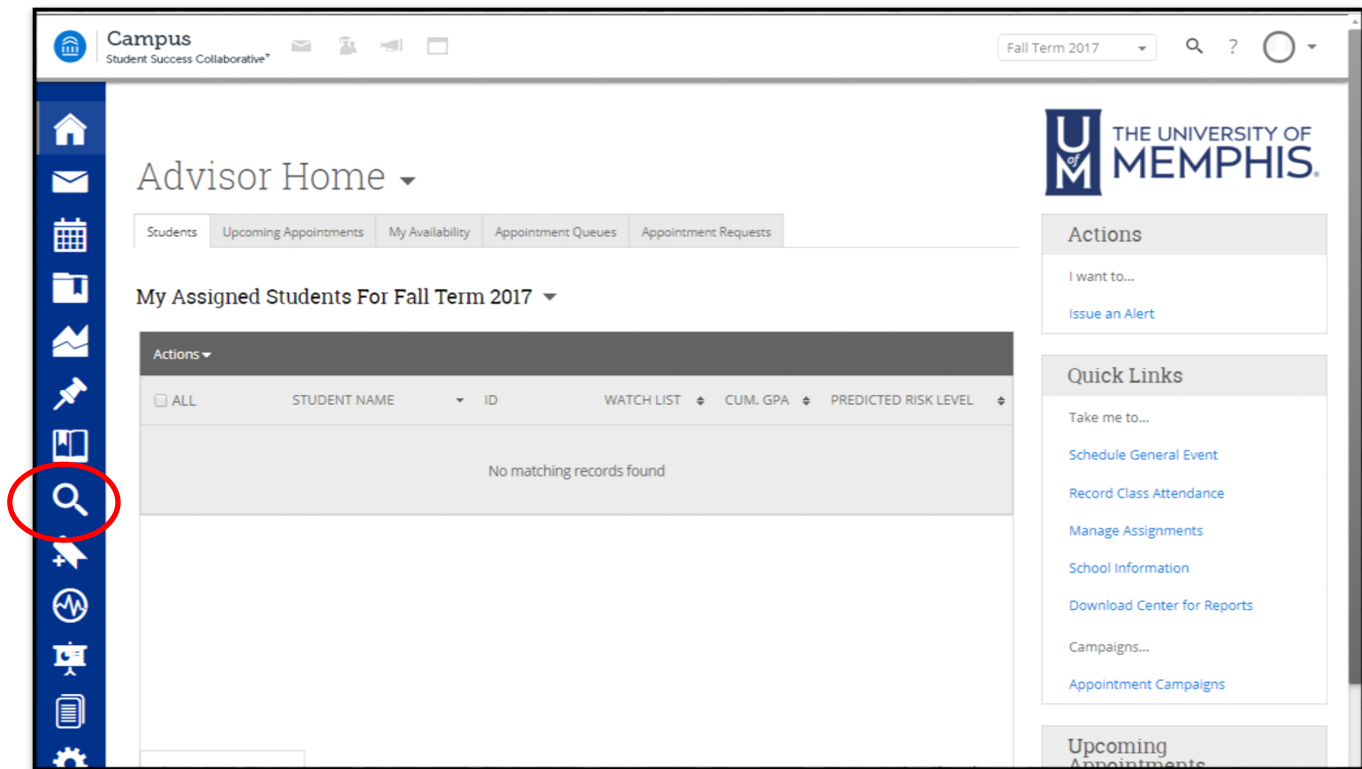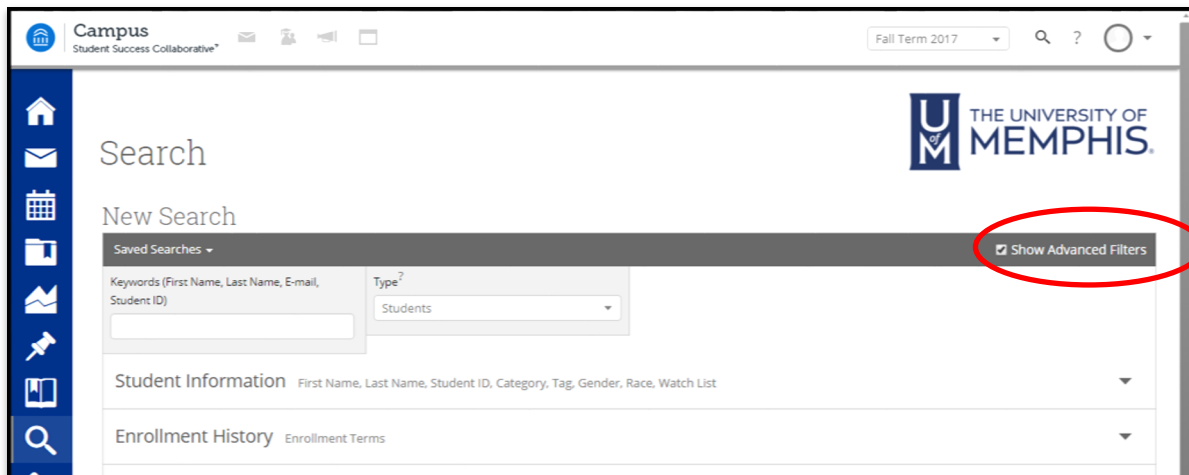# Advanced Search

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.
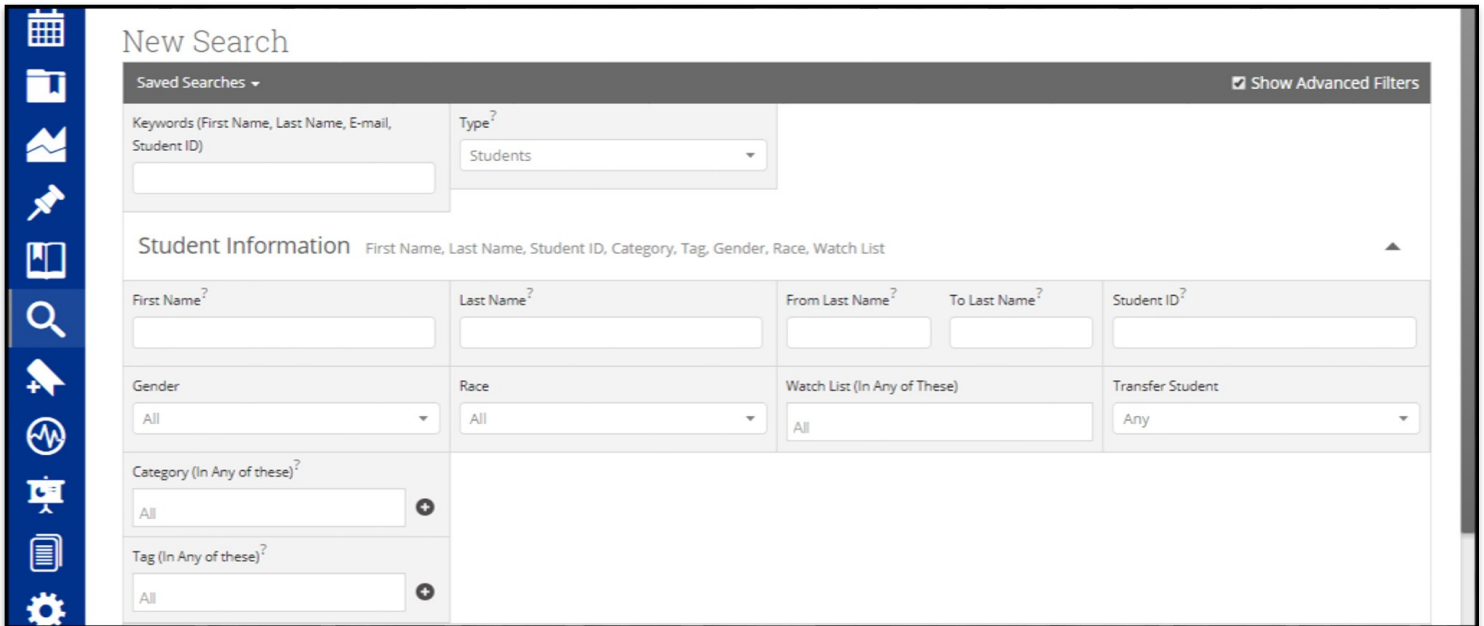

Below you'll see the search results when I entered "2017 Cohort" as the only search criteria. You can save a search (1), quickly scan the number of results (2), modify the search to add/remove criteria (3), and the "action" button (4) will allow you to do a variety of things with your search results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

The 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.
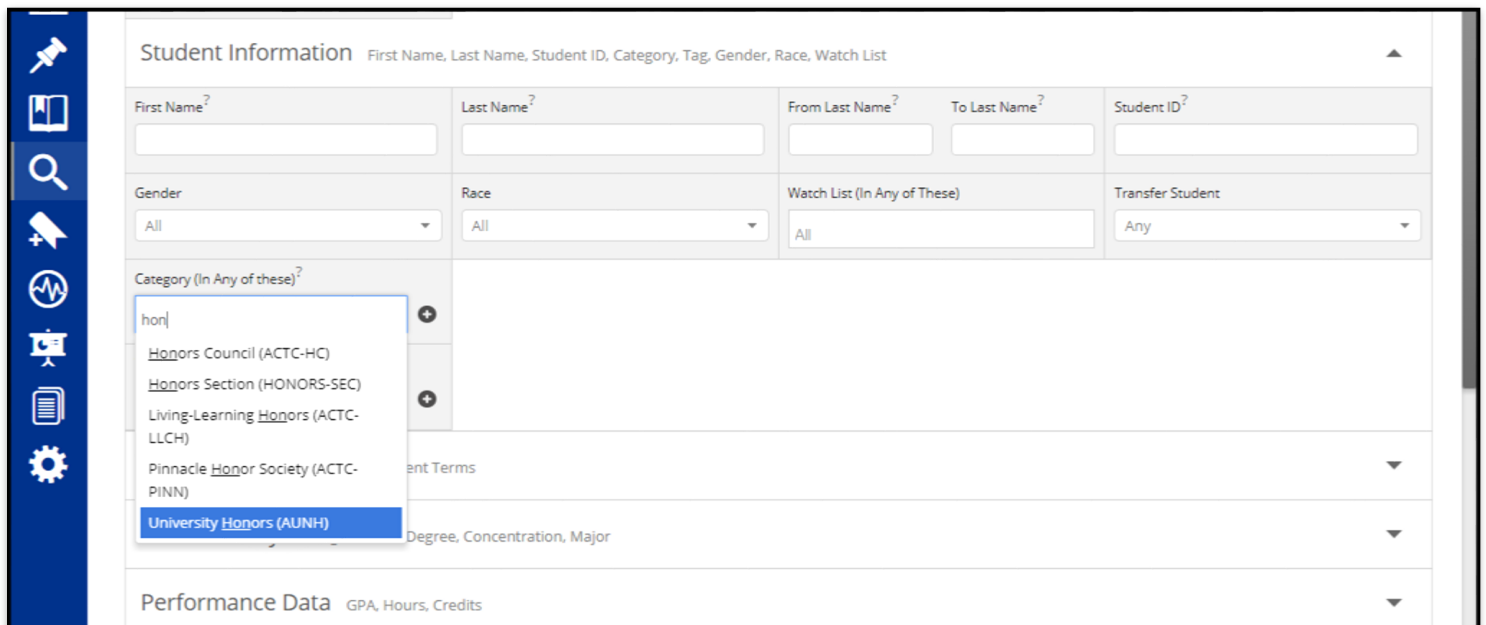

To enter a Category, begin typing and the system will start to generate matching results. You can see below I added "hon" and it generated a list of any category with that letter combination. Click the option you want to include and it will populate in the field. You can choose multiple categories if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

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).

"Enrollment History" allows you to include enrollment terms in your search. Clicking the plus sign will allow you to expand to "any", "all", and "none" just like with categories/tags.

The third drawer, "Area of Study," allows you search by College, Concentration, Degree, and Major. Major expands to include any, all, or none.

"Performance Data" will allow you to search based on GPA, hours, HS GPA, hours attempted, and hours completed.

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

"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.