

Advanced Search



- 1 Navigate to <https://csus.campus.eab.com/home>

i **What: Advanced Search** is a search function in Navigate that lets you create unique cohorts of students based on the layering of various search parameters.

Where: To access the Advanced Search filters, navigate to the **Advanced Search** magnifying glass icon on the left side tool bar.

Who: 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.

Conditions: The ability to use Advanced Search and the filters available to you are determined in your user role configurations; these permissions include the ability to view the Search Page, to perform a search with filters beyond keyword, and to view different types of information in the results or use these values as search parameters (ex: GPA values, predicted support levels, gender, or ethnicity). The Advanced Search feature is part of the **Strategic Care** module.

i Feature Overview

Important. Advanced Search is not meant to be a historical search.

Advanced Search lets you create unique cohorts of students based on the layering of search parameters. The search results are used as the foundation for building appointment campaigns or tracking student progress. Queries pull lists of current students that fit the search parameters. Information in the results reflect *current* student data.

Changing the term does not impact the results of the Advanced Search, except in the case of Classification and Category.

The basic search functionality allows you to search by Keywords or User Type. The additional filter drawers allow you to create more nuanced searches.

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The screenshot shows a web interface for 'Assigned Students'. At the top, there are three filters: 'List Type' set to 'Assigned Students', 'Term' set to 'Fall 2023 (Default Term)', and 'Relationship Type' set to 'All Relationship Ty'. Below these is a table with a dark header row labeled 'Actions'. The table has columns for 'NAME', 'ID', 'STUDENT LIST', 'CUMULATIVE GPA', 'CATEGORY', and 'AT RISK?'. The table body is empty, and the text 'No match' is visible on the right side. A tooltip with the text 'Advanced Search' is positioned over the magnifying glass icon in the left sidebar. At the bottom of the table area, there are two buttons: 'Previous' and 'Next'.

3 Filter Drawers Overview

Student Information Use this group of filters to search for students by personal identifying information, such as name, student ID, category, tag, or transfer status.

Enrollment History Create logic statements to search for students by their enrollment status in a variety of terms.

Area of Study Combine elements of this drawer to search for students based on areas of study, including college affiliation, degree, concentration, or major.

Performance Data Search using these filters to segment student groups by GPA, credits earned, and hours attempted.

Term Data Select conditions within this group of filters to run a search for students using information associated with a specific term.

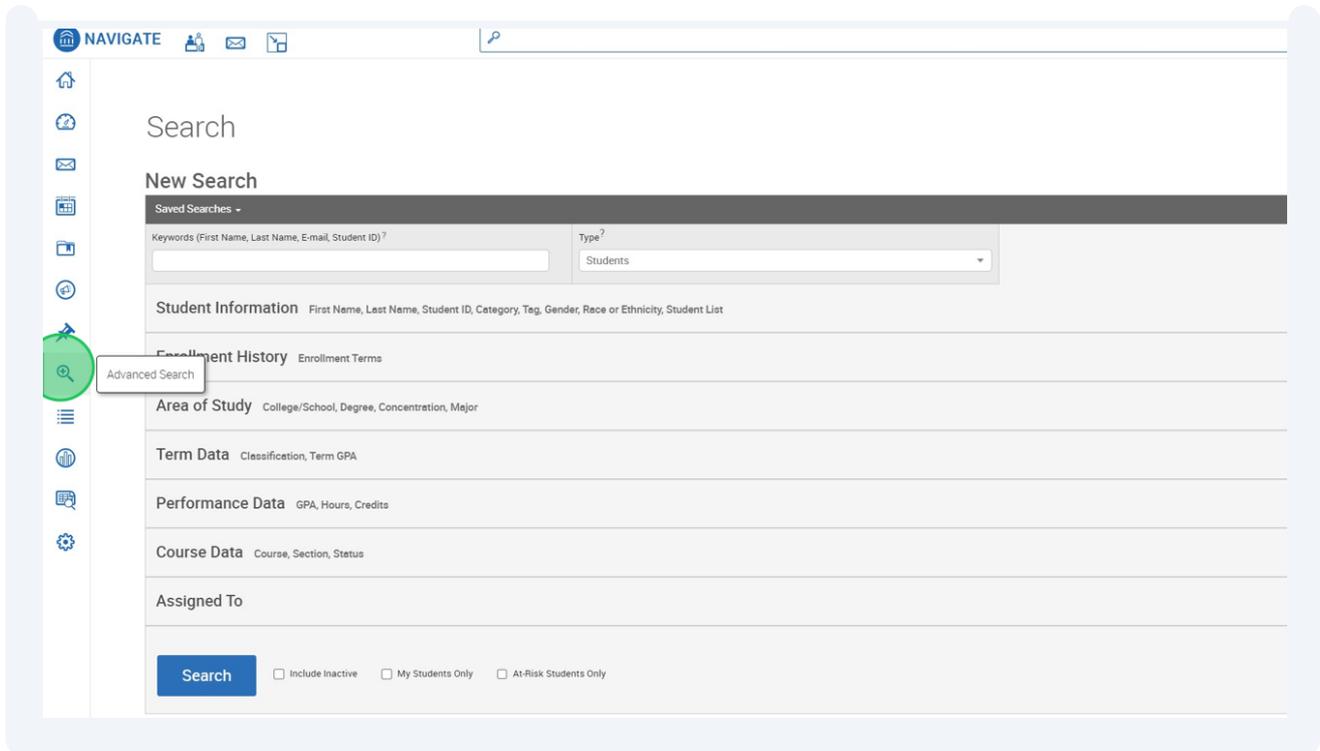
Course Data Use this group of filters to query students based on courses, section, and status. Only courses with associated sections for the term will be available for selection within this filter.

Assigned To Enter information into fields in this bucket to pull lists of students assigned to specific team members. Note that users that have the User Type or who have had a relationship in the past WILL NOT appear if they don't currently have that relationship with a student. For example, an advisor who has no students assigned to them will not appear. This is also the drawer that allows users to search for students WITHOUT a certain relationship type, e.g. students without advisors.

Goals & Interests Make selections in this drawer to identify a cohort of students based on academic interest data reported by students via the **My Major** feature in Navigate Student.

Surveys Select a question in this drawer to find aggregate data on student responses to **Quick Polls** as reported in Navigate Student. Note this does not include Survey Builder surveys.

Success Indicators Run a search using these filters to identify students based on predicted support level or success marker completion status.



Once you have selected the search fields, click **Search**. The results display the current information for the students that fit the parameters of your search, which are displayed across the top.

From here, you can take action.

- **Perform a task via the Actions menu** with one, several, or all the students on this list, such as sending a **Message**, adding to an **Appointment Campaign**, or creating a **Student List**.
- **Create a Saved Search by clicking the Save** button next to the Unsaved Student Search title. You can also access previous saved searches from this page.
- **Modify the search.** If you want to add to the original parameters selected, you can select **Modify Search** to return to the filter drawer view. You can also remove an existing parameter by clicking on the **X** icon to the right of each selection.