EAB | Student Success Collaborative

Advanced Search User Guide

How to Build Commonly Used Queries to Identify Specific Student Groups

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In this user guide, we have compiled a selection of frequently used searches and included instructions as to how to create these searches, situations where these searches can be helpful, important information about the parameters of the searches, and the expected results returned. If you have questions regarding a specific query not included in this guide, please reach out to your Dedicated Consultant for support.
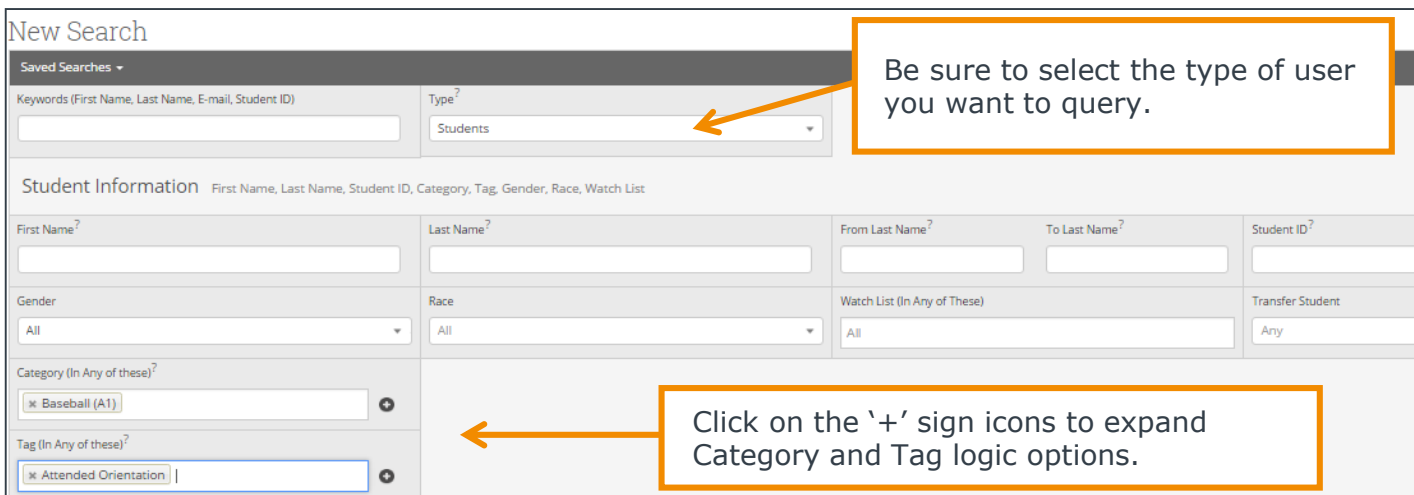
Student Information

Use this group of filters to search for students by personal identifying information, such as name, ID, gender, race, category, or tag.

Objective: Find students that are in a specific category or are associated with a specific tag

💡 Advisors might use this search to identify students that are associated with a specific group on campus that have completed specific milestones.
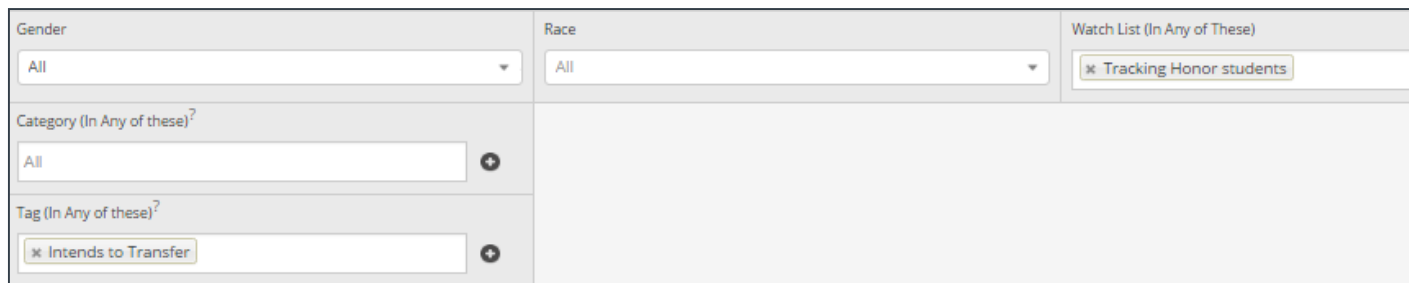
Example: Students in the baseball category who attended orientation

Objective: Find students on a specific watch list.

💡 An advisor might use this search to determine which students on his or her watch list may be in a given category, have a GPA, or is nearing the graduation credit threshold.

Example: Students on the 'Tracking Honor students' watch list who intend to transfer

Enrollment History

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

Objective: Find students enrolled in the current semester

New Search

Saved Searches ▾

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

Enrollment History   Enrollment Terms

Enrollment Terms (In Any of these) ?

x Spring Semester 2017   ⊕

> Click on the '+' sign icon to expand Enrollment Term logic options.

Objective: Find students that were enrolled in a past semester but are not enrolled in the current semester

💡 Advisors might use this search to identify students that were previously enrolled in taking courses but have not returned to school for the current semester. These students might benefit from a second-look to determine why they did not persist.

Example: Students that were enrolled in Fall Semester 2016 but are not enrolled in Spring Semester 2017

Enrollment History   Enrollment Terms

Enrollment Terms (In Any of these) ?

All ⊖

Enrollment Terms (In All of these) ?

x Fall Semester 2016

Enrollment Terms (In None of these) ?

x Spring Semester 2017

> Enter information in this field to find students that are/were enrolled in the selected terms.

> Enter information in this field to find students that are/were NOT enrolled in the selected terms.

Area of Study

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

Objective: Find students that are enrolled in a specific major or group of majors.

Faculty might use this search to see students that are currently enrolled in majors within the department they oversee. To compare the number of students currently enrolled in a given major to the number enrolled in past terms, add additional Enrollment History fields.

Enrollment History Enrollment Terms

Enrollment Terms (In Any of these)?

x Spring Semester 2017

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

College/School (In Any of These)?

Concentration (In Any of These)?

All

Degree (In Any of These)?

All

Major (In Any of these)?

x Biological Science

Click on the '+' sign icon to expand major logic options.

Major (In Any of these)?

x Biological Science

Major (In All of these)?

All

Major (In None of these)?

All

Further refine your search by selecting college, concentration, or degree type.

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

College/School (In Any of These)?

All

Concentration (In Any of These)?

Microbiology

Molecular Genetics

Neurobiology & Behavior Neuro

Not Applicable

Physiology

Major (In Any of these)?

x Biological Science

Performance Data GPA, Hours, Credits

Performance Data

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

Objective: Find students that have a GPA within specific range

Advisors might use this search to identify students in the 'murky middle' so that they can run targeted advising campaigns.

Further refine your search by layering on high school GPA filters.

Performance Data GPA, Hours, Credits

Min. Cumulative GPA	Max. Cumulative GPA	Min. High-School GPA	Max. High-School GPA		
2.00	2.50	0.00	5.00		
Min. Credits Earned	Max. Credits Earned	Min. Hours Attempted	Max. Hours Attempted	Min. Credit Comp. %	Max. Credit Comp. %
0	999	0	999	0	100

Objective: Find students that have earned credits within specific range

Advisors might use this search to identify students who are nearing graduation to remind them about any graduation-related applications.

Performance Data GPA, Hours, Credits

Min. Cumulative GPA	Max. Cumulative GPA	Min. High-School GPA	Max. High-School GPA		
0.00	5.00	0.00	5.00		
Min. Credits Earned	Max. Credits Earned	Min. Hours Attempted	Max. Hours Attempted	Min. Credit Comp. %	Max. Credit Comp. %
90	105	0	999	0	100

You can also search by credit completion percentage.

Term Data

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

Objective: Find students that were enrolled in a course with a specific professor in the previous term.

Faculty might use this search to identify students who took one of their courses in a past term.

Term Data Classification, Section Tag, Term GPA

Term

Fall Semester 2016 ▼

Min. Term GPA?

0.00

Max. Term GPA?

5.00

Enrolled with Professor?

Kilpatrick, Steven   × ▼

Section Tagged With?

All ▼

Classification (In Any of these)?

All

Classification (In None of these)?

All

Further refine your search by filtering by student classification, term GPA., or course section.

⚠ It is important to remember that any additional filters you select within the Term Data bucket are associated with the term you have selected. In this instance, we are searching for students who were enrolled in a *past* course with Professor Kilpatrick in Fall Semester 2016. The students who return in the results will fit the parameters of this search, but their *current* data will display.

Course Data

Utilize this group of filters to query students based on courses, section, and status.

Objective: Find students that registered for a specific course in a previous or current semester.

Advisors might use this search to identify students who have not yet registered for an important required course for a given major.

Click on the '+' sign icon to add additional courses to your query.

Use the midterm or final grade received filters to find students who received poor grades in important courses that have challenging sequential courses.

Advisors might add additional filters to identify students who are registered for a specific course in an upcoming semester, but withdrew from a prerequisite course in a previous term.

Assigned To

Enter information into fields in this bucket to pull lists of students assigned to specific advisors, tutors, or coaches.

Objective: Find students that are assigned to an advisor.

💡 Advisors might use this search to identify students who have been assigned to them for a given semester.

You have the option to select multiple advisors to expand the search.

Success Indicators

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

Objective: Find students that are have an upcoming success marker and a specific risk level.

💡 Advisors might use this search to identify students who have important key courses coming up and might need additional support.