

Advanced Searches and Watchlists in Stars 2.0

Advanced Search

1. From the **Student tab**, click into the **Advanced Search**

Here you will see your default filters which will start your search with **undergraduate, matriculated students** who have been **active in the last 3 terms**. You can edit the Level in step 2.

Advanced Search

Search students by curriculum, demographics, courses, performance and staff assignment.
To search by student identifier (name, access id, banner id, pidm) use [Student Search...](#)

Untitled Search

Level: Undergraduate Student Status: Active ✕ Enrollment Status: Registered ✕

New Edit Search Save

2. From here you can select **Edit** to refine your search

There are five main tabs that can be used to refine your search. Each one allows you to add unique filters to your search.

- a. **Curriculum** – Allows you to filter by level, college and program and major.
- b. **Demographics** – Allow you to add a variety of additional filters depending on your needs. These can include student classifications, categories, and cohorts. **This is also where you will add the specific enrollment term.** You will want to specify either a specific term of enrollment, or a relative term. This is done by selecting the Relative or Fixed Term button at the top. The Term Enrollment parameter will also allow you to choose a “Not Enrolled In” term.

Relative Term Fixed Term

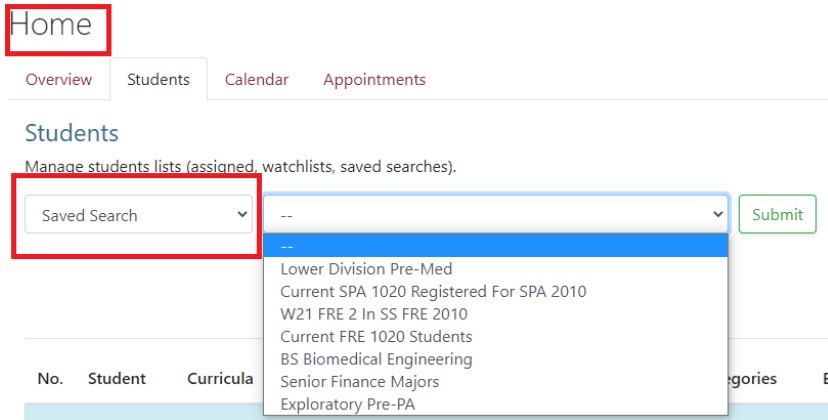
* Applies to term based parameters such as 'Term Enrollment'

- c. **Courses** – The courses filter allows you to find students registered in a specific course in a specific term. Adding a second course will pull students in one **or** the other (not those registered in both)
- d. **Performance** – This area allows you to filter on term GPA and Credit hours.
- e. **Assignments** – Filters in this area include a student’s assigned advisor, coach, or instructor. (Tip: advisors in departments with multiple advisors may use this to pull their students only. Advisors who advise in multiple programs may use this to pull all their students without having to add multiple majors/programs as search filters).

As each filter is selected it is added to the search filters at the top. (Tip: add as few filters as necessary to get to the population you are looking for. Ex: If you want all UG business students, select the college filter only and leave the majors as “All”).

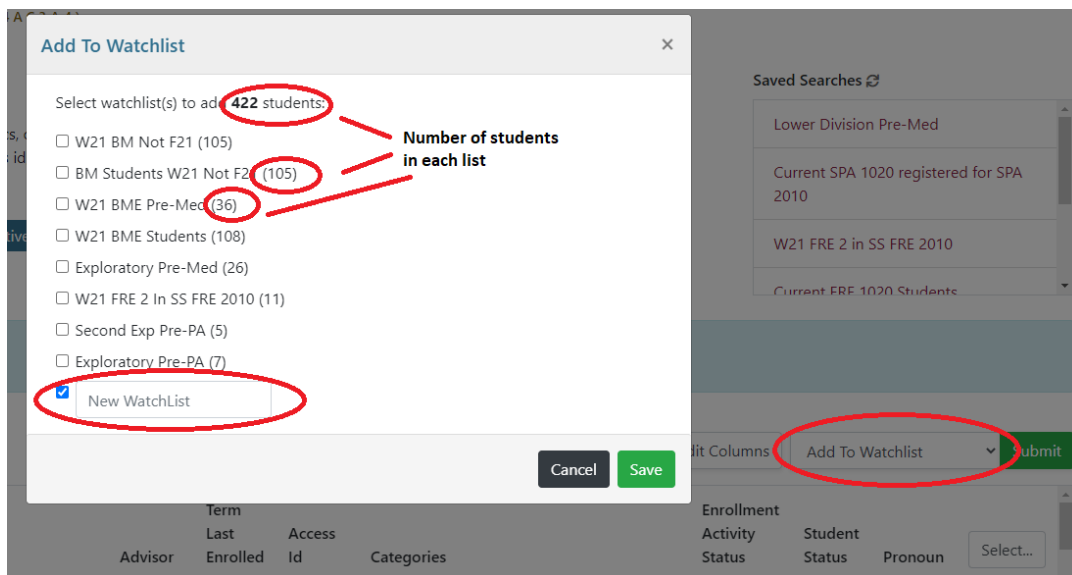
3. When the last filter is added, select “Search” to run the report. Review your results. Adjust filters and re-run if necessary.

4. Click the **Save** button to name and save the search filters. The search will then appear in the Saved Searches list on the right. (Tip: using the “relative term” function will allow you to reuse the same saved search over and over without editing the term.)
5. Saved Searches are available to run and manage in the **Students** tab in your **Home** page (see below). They also appear in the Saved Searches list in the upper right corner of the Advanced Search page.



Creating a Watchlist

1. **Watchlists** can be created through an advanced search list or by adding individual students one at a time.
2. **Saving a list:** Using the Advanced Search tool, find the list of students you wish to save. (See Advanced Search instructions above). When you have the list of student records, select all results and then use the Select Action menu to “Add to Watchlist” (new or existing). Click Save



3. **Adding Individual Students:** From an individual student's profile, click on the "Add to Watchlist" button in the header and select the watchlist (new or existing). Click Save

STAFF: STUDENT PROFILE

[Change Student](#)

BS in Business Administration: Marketing (Marketing Management)

Type: Continuing Student Level: UG Class: Junior Term Effective: 202001 Catalog Term: 201909 Status: AS

Last Term Enrolled: 202106 Probation: N Housing: N FERPA: N Confidential: N Categories: Falling GPA, Ne

[Send Email](#)

[Schedule Appointment](#)

[Add To Campaign](#)

[Add To Watchlist](#)

Enable StickyTop

4. Saved Watchlists are available to run and manage in the **Students** tab in your **Home** page (see below).

Home

[Overview](#)

[Students](#)

[Calendar](#)

[Appointments](#)

Students

Manage students lists (assigned, watchlists, saved searches).

Watchlist

-
- W21 BM Not F21
- BM Students W21 Not F21
- W21 BME Pre-med
- W21 BME Students
- Exploratory Pre-Med
- W21 FRE 2 In SS FRE 2010
- Second Exp Pre-PA
- Exploratory Pre-PA

No.	Student	Curricula	Categories	Enrc
				Submit a list...