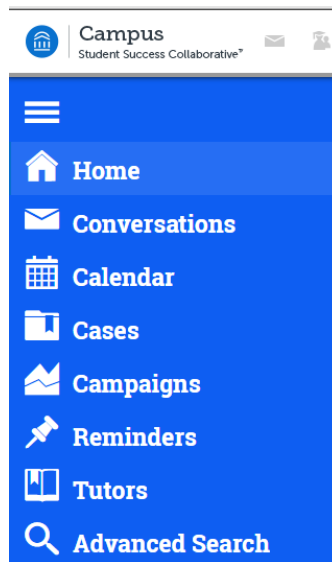


Using the Advanced Search

Advanced Search

The Advanced Search function within SSC Campus allows you to search for all students on campus while applying multiple different filters to create unique cohorts of students based on your search parameters.

To use Advanced Search, select the "magnifying glass" icon under your Navigation bar, on the left side of your screen (bottom of the image):



From here, you may begin to create a search from the four fields immediately presented:



Search

New Search

Saved Searches ▾		Show Advanced Filters	
Keywords (First Name, Last Name, E-mail, Student ID)	Type [?]	Enrollment Status [?]	Enrollment Term
<input type="text"/>	Students ▾	Enrolled ▾	Fall Semester 2016 ▾
<input type="button" value="Search"/>	<input type="checkbox"/> My Students Only	<input type="checkbox"/> Include Inactive	

However, selecting the **Show Advanced Filters** button above "Enrollment term" presents you with 7 different fields to begin searching by:

New Search

Saved Searches ▾ ☑ Show Advanced Filters

Keywords (First Name, Last Name, E-mail, Student ID) <input type="text"/>	Type [?] Students ▾	Enrollment Status [?] Enrolled ▾	Enrollment Term Fall Semester 2016 ▾
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Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List ▾

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

Performance Data GPA, Hours, Credits ▾

Fall Semester 2016 Data Classification, Section Tag, Term GPA ▾

Course Data Course, Section, Status ▾

Assigned To Advisor, Tutor, Coach ▾

Success Indicators Predicted Risk Level, Success Markers ▾

My Students Only Include Inactive

You will want to be mindful of which term's data you are searching by. You may change term data through either **Enrollment Term** or by using the **Term Selector** at the top of your page.

Toggling different options under each section will alter the list of students you receive when the search is run. Since there are thousands of possible permutations, we will use an example: **All Accounting Majors between a 2.00 - 3.00 GPA:**

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

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="Accounting"/> +		

Performance Data GPA, Hours, Credits ▲

Min. Cumulative GPA [?] <input type="text" value="2.00"/>	Max. Cumulative GPA [?] <input type="text" value="3.00"/>				
Min. Credits Earned [?] <input type="text" value="0"/>	Max. Credits Earned [?] <input type="text" value="999"/>	Min. Hours Attempted [?] <input type="text" value="0"/>	Max. Hours Attempted [?] <input type="text" value="999"/>	Min. Credit Comp. % [?] <input type="text" value="0"/>	Max. Credit Comp. % [?] <input type="text" value="100"/>

Fall Semester 2016 Data Classification, Section Tag, Term GPA ▾

Course Data Course, Section, Status ▾

When you've refined your search parameters to reflect the student cohort you wish to find, select **Search** at the bottom of the page. You will receive a list of students that match your parameters:

Unsaved Student Search

Saved Searches ▾

Standard User Type: student Enrolled in Summer Semester 2016 Majoring In: Accounting x Min. Cumulative GPA: 2.00 x Max. Cumulative GPA: 3.00 x

 [Modify Search](#)

Actions ▾

<input type="checkbox"/> ALL	NAME	ID	WATCH LIST	CUM. GPA	MAJOR	PREDICTED RISK LEVEL	CLASSIFICATION	CATEGORY	ACTIONS
<input type="checkbox"/>	1 Adkerson, Botolf	928257345		2.24		High			Edit - Impersonate
<input type="checkbox"/>	2 Campese, Dionte	925566513		2.66		High			Edit - Impersonate
<input type="checkbox"/>	3 Chukes, Hova	900908870		2.79		Moderate			Edit - Impersonate
<input type="checkbox"/>	4 Donnelly, Nasya	386934586		2.19		Moderate			Edit - Impersonate
<input type="checkbox"/>	5 Gaub, Masen	143664958		3.00		High			Edit - Impersonate
<input type="checkbox"/>	6 Gravert, Britta	781462912		2.72		Moderate			Edit - Impersonate
<input type="checkbox"/>	7 Gulla, Tailynn	059108841		2.66		Low			Edit - Impersonate

[Previous](#) [Next](#)

From here, you may either **Take Action through the Actions menu** with one, several, or all of the students on this list, or you may **Save your Search**. To save a search, next to where it says **Unsaved Student Search**, click on the **Save** button, **name your search**, and then select **Save Search** to save the parameters you already entered for future use.

Additional Filters

- **My Students Only** - Search only students assigned to you. Advisor assignments can be direct, one-to-one assignments or indirect major or category assignments. Tutors most commonly have direct, one-to-one student assignments. Students are assigned to professors based on their course rosters.
- **Include Inactive** - By default, the search results only display users who are active in the currently selected term. Checking this box includes students from past terms as well.