

Description of Advanced Search Function:

The advanced search function lets you get a list of students by selecting filters to reach the desired population. You have the option do perform many actions on the students' profiles and export the list into an Excel file.

NOTE: There are some differences in what users can access in Advanced Search based on assigned role permissions (i.e. Advisor, Professor, Administrator/Chair).

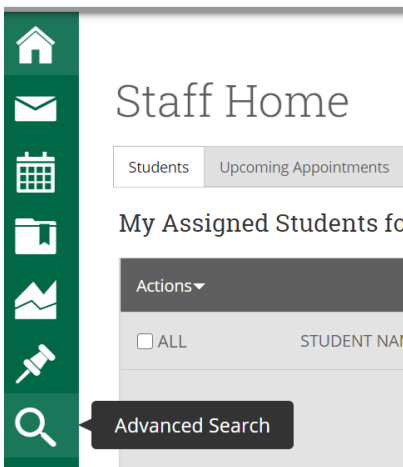
Potential Uses of the Advanced Search Function:

Navigate users found value in the advanced search function by using it to find:

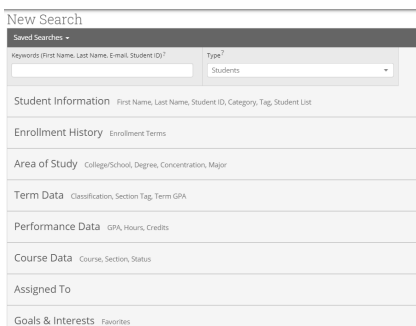
- All students within a college/school
- All students in particular major
- Students in a specific course by term
- Students with more than 120 earned credits
- Student assigned to an advisor
- Students who have not registered for a future term
- Students within a particular category, i.e. At-Home or Leave of Absence
- Students in a particular class year (i.e. sophomores to promote internships or research opportunities)

How to Use the Advanced Search Function:

1. Start by signing into Navigate (<https://uvm.campus.eab.com>). Then, click to the Advanced Search tab on the Staff Home.



2. Select the filters, grouped by category, i.e. Term Data, that will allow you to access the correct list of students. The words after the tab title show the filter options under that tab.



After selecting the desired tabs, go to the filters you want to change and add the demographic data you want.

Enrollment History Enrollment Terms

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

College/School (in Any of These)?

- College of Agric & Life Sci
- College of Arts & Sciences
- College of Education & Soc Svc
- College of Engr & Math Sci
- College of Nursing & Health Sc
- Continuing Education
- Graduate College
- Greensboro School of Business
- All

Degree (in Any of These)?

All

Term Data Classification, Section Tag, Term GPA

3. You can choose to include only your advisees and/or inactive students (not active for current term) before orchestrating the search. When done inputting all your search criteria, click on the blue "Search" box found on the screen's bottom.

Search My Students Only Include Inactive

4. After Navigate completes the search, you can see the filters you selected at the top of the page. If you want to change your selections, you can click on the "Modify Search" button.

If this is a search that you will frequently do, you can click on the "Save" button to save the search for future use. (A "Saved Search" generates a list of the students that meet your search parameters at this time, it does not save the list of students themselves. To create a static list of students to monitor, you want to make a "Student List.")

Unsaved Student Search Save

Saved Searches ▾

Standard User Type: Students College/School: College of Agric & Life Sci x

Search Modify Search

5. You can view the list of students below the selected search criteria. With the students that appear, you can perform actions on them - like sending a message, adding a summary report (based on an advising conversation), or exporting the results. Before picking your action, you must select the students you want the action to apply. You can either check the box next to "ALL" or check individual students.

Actions ▾

- Send Message
- Create Appointment Summary
- Appointment Campaign
- Schedule Appointment
- Tag
- Note
- Mass Print
- Issue Alert
- Charity
- Add to Student List
- Export Results
- Show/Hide Columns

Actions ▾

ALL

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