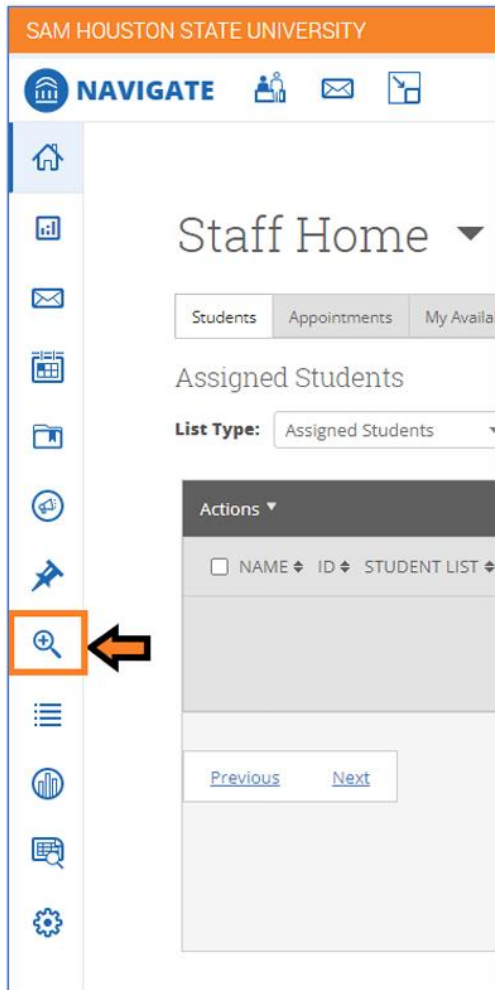



## Advanced Search



The **Advanced Search** feature is a function in Campus Connect that allows users to create unique sets of students based on specific search parameters.

Students do not have the ability to perform Advanced Searches. If you are a user with multiple roles, be sure to toggle to Staff or Professor Homepage to view the full left-hand menu with the Advanced Search option.

Users can access the Advanced Search feature by navigating to the  icon on the left-hand menu.

## Advanced Search: Filters

Users can refine their search by selecting filters from the expandable “drawers.”

Use the gray text to determine what filters are contained in each drawer.

Click the dropdown arrow on the right to expand each drawer and set filters.

The screenshot shows the SAM Houston State University Search interface. At the top, there is a header with the university name and a 'NAVIGATE' button. Below this is a 'Quick Search' bar. The main section is titled 'Search' and 'New Search'. It features a 'Saved Searches' dropdown, a 'Keywords' input field, and a 'Type' dropdown menu. Below these are several expandable drawers, each with a title and a list of filters in gray text. The drawers are: 'Student Information' (First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List), 'Enrollment History' (Enrollment Terms), 'Area of Study' (College/School, Degree, Concentration, Major), 'Term Data' (Classification, Section Tag, Term GPA), 'Performance Data' (GPA, Hours, Credits), 'Course Data' (Course, Section, Status), and 'Success Indicators' (Predicted Support Level, Success Markers). At the bottom, there is a 'Search' button and two checkboxes: 'Include Inactive' and 'My Students Only'. Two orange callout boxes with arrows point to the drawers. The first box points to the 'Area of Study' drawer and contains the text: 'Click on any of the dropdown arrows to expand the drawer and select filters.' The second box points to the 'Performance Data' drawer and contains the text: 'Use the gray text to determine what filters are contained in each drawer.'

SAM HOUSTON STATE UNIVERSITY

NAVIGATE

Quick Search

Search

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 or Ethnicity, Student List

Enrollment History Enrollment Terms

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

Term Data Classification, Section Tag, Term GPA

Performance Data GPA, Hours, Credits

Course Data Course, Section, Status

Success Indicators Predicted Support Level, Success Markers






Search













☐ Include Inactive ☐ My Students Only

Click on any of the dropdown arrows to expand the drawer and select filters.

Use the gray text to determine what filters are contained in each drawer.

SAM HOUSTON STATE UNIVERSITY

NAVIGATE    Quick Search  


           





# Search


## New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID) <sup>?</sup>  Type <sup>?</sup>

Student Information <sup>?</sup> First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List 

First Name <sup>?</sup> <input type="text"/>	Last Name <sup>?</sup> <input type="text"/>	From Last Name <sup>?</sup> <input type="text"/>	To Last Name <sup>?</sup> <input type="text"/>	Student ID <sup>?</sup> <input type="text"/>
Gender <input type="text" value="Female"/> 	Race or Ethnicity <input type="text" value="Hispanic"/> 	Student List (In Any of These) <input type="text" value="All"/>		Transfer Student <input type="text" value="Any"/>
E-mail(s) <input type="text"/>	Category (In Any of these) <sup>?</sup> <input type="text" value="x First Generation (FIRSTGEN)"/> 			
Tag (In Any of these) <sup>?</sup> <input type="text" value="All"/> 				

Enrollment History <sup>?</sup> Enrollment Terms 

Select the appropriate filters by filling in the corresponding fields (pictured: gender, race or ethnicity, and category).

The unique student set will meet the criteria set by the filters (ex. female, Hispanic students who are also First-Generation students).

Search

Once all filters are selected, click the Search button.




## Advanced Search: Results

Results will be displayed in alphabetical order by last name with 100 results per page.

Total number of results will be displayed in the bottom right-hand corner.

SAM HOUSTON STATE UNIVERSITY

NAVIGATE



Quick Search

?

Search

Unsaved Student Search Save

Gender: Female

Race or Ethnicity: Hispanic

Category: First Generation (FIRSTGEN)

Search

Modify Search

Actions

<input type="checkbox"/>	NAME	FIRST NAME	LAST NAME	STUDENT ID	MAJOR	PREDICTED SUPPORT LEVEL	CLASSIFICATION	CATEGORY	COLLEGE	DEGREE	ENROLLED	EMAIL	GENDER	RACE OR ETHNICITY
1. <input type="checkbox"/>	<a href="#">Yanaila</a>						Junior	Catalog: 2021-2022,First Generation,Minor: Human Services,Pell Eligibility,Resignations/Withdrawals: Summer 2022	Humanities and Social Sciences	Bachelor of Science	Yes		FEMALE	Hispanic
2. <input type="checkbox"/>	<a href="#">Priscilla</a>						Freshman	Attribute: Acad Recovery Susp.,Catalog: 2020-2021,First Generation,Minor: Entrepreneurship,Suspended	Business Administration	Bachelor of Business Admin	Yes		FEMALE	Hispanic
3. <input type="checkbox"/>	<a href="#">Dulce</a>							Catalog: 2022-2023,First Generation,Hold: Advisement (Fall Term),Hold: Advisement - See Advisor,Hold: Pre-Registration Notices,Hold: TSI Required			No		FEMALE	Hispanic
								Catalog: 2020-2021,First						

Previous

1

2

3

4

5

...

58

Next

5705 total results

Search

Unsaved Student Search [Save](#)

Gender: Female x Race or Ethnicity: Hispanic x Category: First Generation (FIRSTGEN) x

[Search](#) [Modify Search](#)

Actions ▾

100 items on this page are selected. [Select all 5705 items.](#)

☒ NAME • FIRST NAME • LAST NAME • STUDENT ID • MAJOR • PREDICTED SUPPORT LEVEL • CLASSIFICATION • CATEGORY • COLLEGE

Click the checkbox to the left of the NAME field to select students.

*Note: Only the first 100 results are selected when checking the box. To select all items, click the [blue text](#) to select all.*

Actions ▲

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

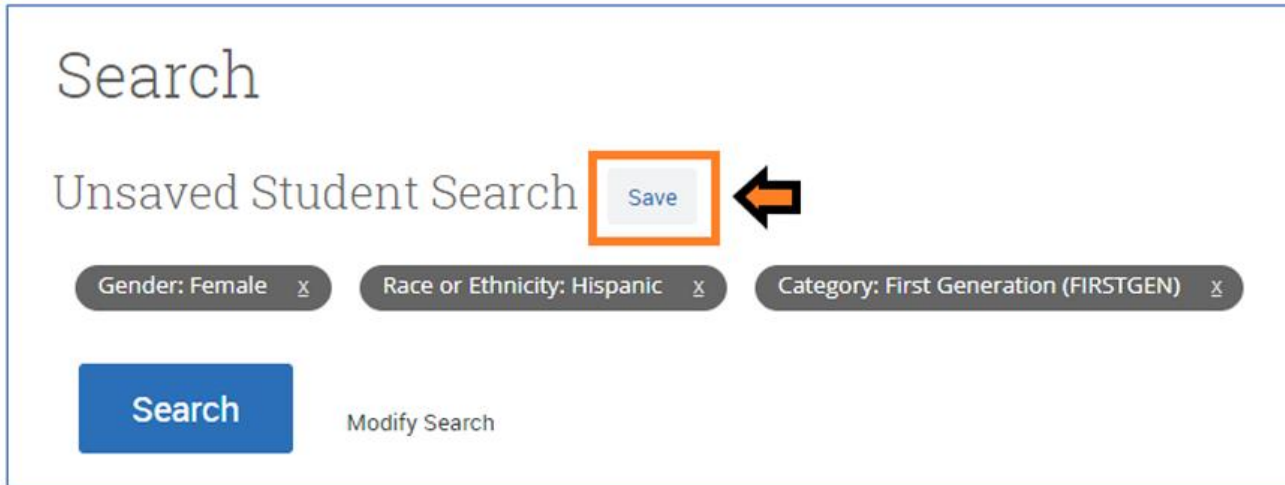
[Previous](#) 1 2 3 4

With students selected, the Actions menu will allow you to export results to Excel, message students en masse, or create a Student List from the results.

## Advanced Search: Saved Searches

Users can save searches to run later with pre-configured filters or save the results as a Student List.

*Note: **Student Lists are static** and will not change even if student's information changes. **Saved Searches are dynamic** and change as students fall in and out of the search criteria.*



The screenshot displays a search interface with the following elements:

- Search** (large heading)
- Unsaved Student Search** (text label)
- Save** (button, highlighted with an orange box and an arrow pointing to it)
- Gender: Female** (filter tag with a close icon)
- Race or Ethnicity: Hispanic** (filter tag with a close icon)
- Category: First Generation (FIRSTGEN)** (filter tag with a close icon)
- Search** (blue button)
- Modify Search** (text link)