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.
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).

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.
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.*

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.