


# Navigate360: Run Advanced Searches

*The Advanced Search allows users to generate lists of students based on the search parameters applied and take actions from a search*

## 1. Run a Desired Advanced Search

- Click the [Advanced Search](#)  icon from the left navigation
- Apply the desired filters for the search. The filter drawers include:
  - **Keywords** – Copy and paste a name, student email, or list of E#s
    - *Type?* is [Students](#)
  - **Student Information** – Use this group of filters to search for students by personal identifying information such as [Name](#), [Student ID](#), an uploaded [Student List](#), [Category](#), or [Tag](#)
    - **NOTE:** Click the **+** beside [Category \(In Any of These\)?](#) and [Tag \(In Any of These\)?](#) to expand the filter selection
      - [Category \(In Any of These\)?](#) create [OR Statements](#), allowing users to make multiple selections in a given field to increase the scope of the search
      - [Category \(In All of These\)?](#) create [AND Statements](#), identifying students that satisfy all the listed filters (**EX:** Listing the [Category](#) filters [TRIO Student Support Services \(ATTR-TSSS\)](#) and [Other Veteran Dependent \(VETN-3\)](#) will search for a list of students who are in [TRIO and Veteran dependent](#))
      - [Category \(In None of These\)?](#) *exclude* filters from a search, limiting the scope of the search
      - [Tag \(In Any of These\)?](#) create [OR Statements](#), allowing users to make multiple selections in a given field to increase the scope of the search
      - [Tag \(In All of These\)?](#) create [AND Statements](#), identifying students that satisfy all the listed filters
      - [Tag \(In None of These\)?](#) *exclude* filters from a search, limiting the scope of the search
  - **Enrollment History** – Create logic statements to search for students by enrollment status
    - **NOTE:** Click the **+** beside [Enrollment Terms \(In Any of These\)?](#) to expand the filter selection
      - [Enrollment Terms \(In Any of These\)?](#) create [OR Statements](#), allowing users to make multiple selections in a given field to increase the scope of the search
      - [Enrollment Terms \(In All of These\)?](#) create [AND Statements](#), identifying students that satisfy all the listed filters (**EX:** Listing the [Category](#) filters [Spring 2025](#) and [Fall 2025](#) will search for a list of students who enrolled in both terms)
      - [Enrollment Terms \(In None of These\)?](#) *exclude* filters from a search, limiting the scope of the search
  - **Area of Study** – Search for students based on areas of study, including [College/School](#), [Degree](#), [Concentration](#), or [Major](#)
    - [College/School \(In Any of These\)?](#) create [OR Statements](#), allowing users to make multiple selections in a given field to increase the scope of the search
    - [Major \(In Any of These\)?](#) create [OR Statements](#), allowing users to make multiple selections in a given field to increase the scope of the search
    - [Major \(In All of These\)?](#) create [AND Statements](#), identifying students that satisfy all the listed filters

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- Major (In None of These)? *exclude* filters from a search, limiting the scope of the search
- Concentration (In Any of These)? create *OR Statements*, allowing users to make multiple selections in a given field to increase the scope of the search
- Degree (In Any of These)? create *OR Statements*, allowing users to make multiple selections in a given field to increase the scope of the search
- **Term Data** – Select filters to run a search for students using information associated with a specific term
  - *Term?*
  - *Min. Credit Hours?*
  - *Max. Credit Hours?*
  - *Min. Term GPA?*
  - *Max. Term GPA?*
  - *Enrolled with Professor?*
  - *Classification (In Any of These)?* create *OR Statements*, allowing users to make multiple selections in a given field to increase the scope of the search
  - *Classification (In None of These)?* *exclude* filters from a search, limiting the scope of the search
- **Performance Data** – Select filters to segment student groups by GPA, credits earned, and hours attempted
  - *Min. Cumulative GPA?*
  - *Max. Cumulative GPA?*
  - *Min. Transfer GPA?*
  - *Max. Transfer GPA?*
  - *Min. High-School GPA?*
  - *Max. High-School GPA?*
  - *Min. Credits Earned?*
  - *Max. Credits Earned?*
  - *Min. Hours Attempted?*
  - *Max. Hours Attempted?*
  - *Min. Credit Comp. %*
  - *Max. Credit Comp. %*
- **Course Data** – Filter students enrolled in a given term for a particular course
  - **NOTE:** While there is the option to + *Add More Courses*, we recommend only searching for one course at a time

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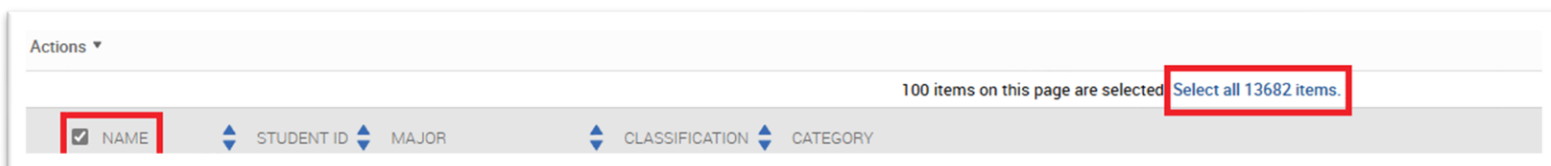
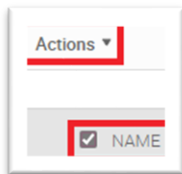
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- **Assigned To** – Search for students who have a given relationship type (Academic Advisor, Athletic Advisor, Area Coordinator, Career Coach, Jordan Specialist, LS Advisor, etc.)
    - **NOTE:** Click [+ More Assignments](#) to search for students WITHOUT a certain relationship
  - **Success Indicators** – ignore this drawer
  - **Nav Info** – ignore this drawer
- 
- Ignore the box beside [Include Inactive](#)
  - Check the box beside [My Students Only](#) to only search for students who you are assigned to
  - Checking the box beside [At-Risk Students Only](#) will search for students who have been marked at-risk during a Progress Report campaign from faculty
  - Click [Search](#) when you've applied all desired filters
    - **NOTE:** After results are generated, you can always modify your search by clicking [Modify Search](#)

### 2. Take Action on a Search

- Certain [Actions](#) can be taken on a group of 100 students or less. For searches with 100 students or less, check the box beside [Name](#) and click [Actions to do the following](#):
  - [Send a Message to Student](#) – Send individual or mass messages by email or text
  - [Create Ad hoc Appointment Summary](#) – Create individual or mass ad hoc appointment summaries
  - [Create an Appointment Campaign](#) – Can add list of students to an Appointment Campaign
  - [Schedule Appointment](#) – Schedule an appointment on behalf of the student(s)
  - [Tag](#) – Add a tag to the list of students
  - [Note](#) – Add a Note to the list of students
  - [Issue Notification or Referral](#) – Issue a Notification or Referral to the list of students
  - [Add to Student List](#) – Add list of students to an existing Student List or create a new list
  - [Add To-Do](#) – Add To-Do items to the list of students
  - [Show/Hide Columns](#) – Allows users to define what data filters are displayed in the columns
  - [Export Results](#) – Allows users to export their search to an excel spreadsheet
- If a search includes more than 100 students, when checking the box beside [Name](#), a [100 items on this page are selected](#) message appears. To include all students, click [Select all XXX items](#).



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- The following *Actions* can be taken on a search of 100+ students:
  - *Send a Message to Student*
  - *Create an Appointment Campaign*
  - *Add to Student List*
  - *Add To-Do*
  - *Export Results*