



EAB

Student Success Collaborative

Advanced Search User Guide

How to Build Commonly Used Queries to Identify Specific Student Groups





Introduction

How to Build Commonly Used Queries to Identify Specific Student Groups

In this user guide, we have compiled a selection of frequently used searches and included instructions as to how to create these searches, situations where these searches can be helpful, important information about the parameters of the searches, and the expected results returned. If you have questions regarding a specific query not included in this guide, please reach out to your Strategic Leader for support.

Note that some of these searches are only available to partners who have the Smart Guidance pillar and/or Academic Planning.



Student Information

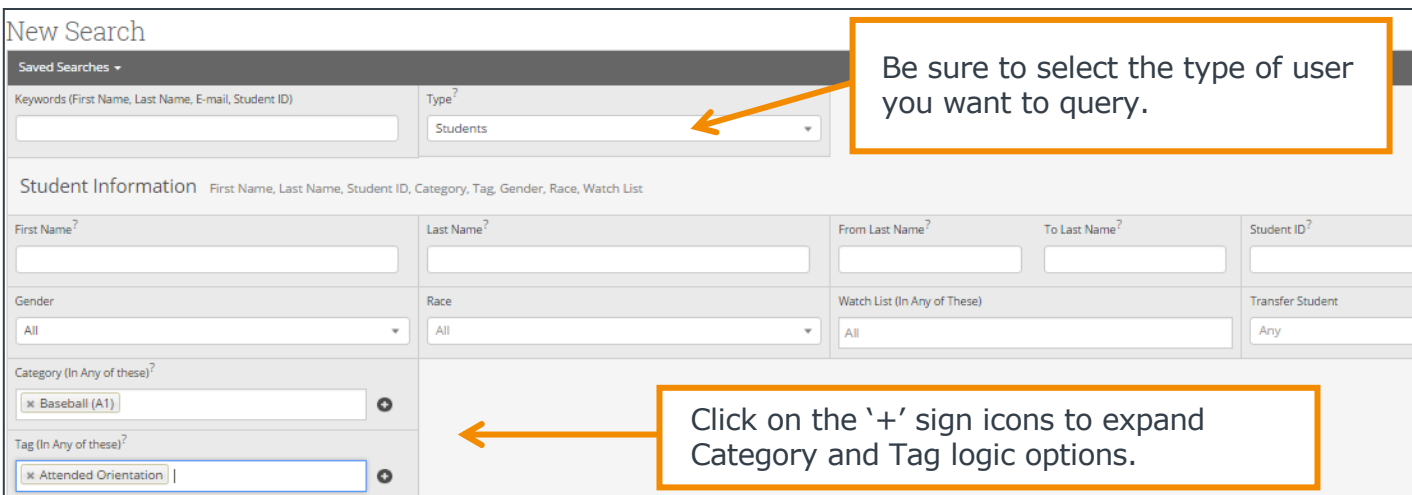
Use this group of filters to search for students by personal identifying information, such as name, ID, gender, race, category, or tag.

Objective: Find students that are in a specific category or are associated with a specific tag



Advisors might use this search to identify students that are associated with a specific group on campus that have completed specific milestones.

Example: Students in the baseball category who attended orientation



New Search

Keywords (First Name, Last Name, E-mail, Student ID) Type?

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

First Name? Last Name? From Last Name? To Last Name? Student ID?

Gender Race Watch List (In Any of These) Transfer Student

Category (In Any of these)? +

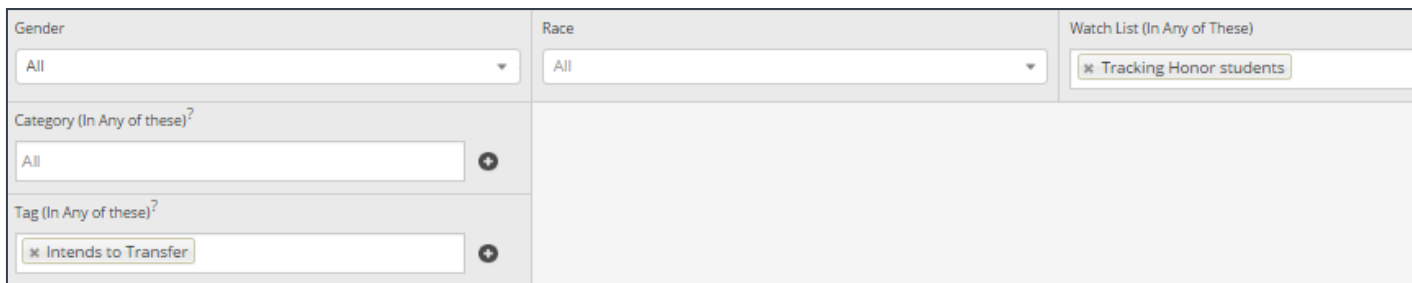
Tag (In Any of these)? +

Objective: Find students on a specific watch list.



An advisor might use this search to determine which students on his or her watch list may be in a given category, have a GPA, or is nearing the graduation credit threshold.

Example: Students on the 'Tracking Honor students' watch list who intend to transfer



Gender Race Watch List (In Any of These)

Category (In Any of these)? +

Tag (In Any of these)? +



Enrollment History

Create logic statements to search for students by their enrollment status in a variety of terms.

Objective: Find students enrolled in the current semester

New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID)

Type?

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

Enrollment History Enrollment Terms

Enrollment Terms (In Any of these)?

Click on the '+' sign icon to expand Enrollment Term logic options.

Objective: Find students that were enrolled in a past semester but are not enrolled in the current semester



Advisors might use this search to identify students that were previously enrolled in taking courses but have not returned to school for the current semester. These students might benefit from a second-look to determine why they did not persist.

Example: Students that were enrolled in Fall Semester 2016 but are not enrolled in Spring Semester 2017

Enrollment History Enrollment Terms

Enrollment Terms (In Any of these)?

Enrollment Terms (In All of these)?

Enrollment Terms (In None of these)?

Enter information in this field to find students that are/were enrolled in the selected terms.

Enter information in this field to find students that are/were NOT enrolled in the selected terms.



Area of Study

Combine elements of this filter to search for students based on areas of study, including college affiliation, degree, concentration, or major.

Objective: Find students that are enrolled in a specific major or group of majors.



Faculty might use this search to see students that are currently enrolled in majors within the department they oversee. To compare the number of students currently enrolled in a given major to the number enrolled in past terms, add additional Enrollment History fields.

Enrollment History Enrollment Terms

Enrollment Terms (In Any of these)?
 +

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

College/School (In Any of These)?

Concentration (In Any of These)?

Degree (In Any of These)?

Major (In Any of these)?
 +

Click on the '+' sign icon to expand major logic options.

Major (In Any of these)?
 -

Major (In All of these)?

Major (In None of these)?

Further refine your search by selecting college, concentration, or degree type.

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

College/School (In Any of These)?

Major (In Any of these)?
 +

Concentration (In Any of These)?

Performance Data GPA, Hours, Credits



Performance Data

Search using these filters to segment student groups by GPA, credits earned, and hours attempted.

Objective: Find students that have a GPA within specific range



Advisors might use this search to identify students in the 'murky middle' so that they can run targeted advising campaigns.

Further refine your search by layering on high school GPA filters.

| Performance Data GPA, Hours, Credits | | | | | |
|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| Min. Cumulative GPA [?] | Max. Cumulative GPA [?] | Min. High-School GPA [?] | Max. High-School GPA [?] | | |
| <input type="text" value="2.00"/> | <input type="text" value="2.50"/> | <input type="text" value="0.00"/> | <input type="text" value="5.00"/> | | |
| Min. Credits Earned [?] | Max. Credits Earned [?] | Min. Hours Attempted [?] | Max. Hours Attempted [?] | Min. Credit Comp. % [?] | Max. Credit Comp. % [?] |
| <input type="text" value="0"/> | <input type="text" value="999"/> | <input type="text" value="0"/> | <input type="text" value="999"/> | <input type="text" value="0"/> | <input type="text" value="100"/> |

Objective: Find students that have earned credits within specific range



Advisors might use this search to identify students who are nearing graduation to remind them about any graduation-related applications.

| Performance Data GPA, Hours, Credits | | | | | |
|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| Min. Cumulative GPA [?] | Max. Cumulative GPA [?] | Min. High-School GPA [?] | Max. High-School GPA [?] | | |
| <input type="text" value="0.00"/> | <input type="text" value="5.00"/> | <input type="text" value="0.00"/> | <input type="text" value="5.00"/> | | |
| Min. Credits Earned [?] | Max. Credits Earned [?] | Min. Hours Attempted [?] | Max. Hours Attempted [?] | Min. Credit Comp. % [?] | Max. Credit Comp. % [?] |
| <input type="text" value="90"/> | <input type="text" value="105"/> | <input type="text" value="0"/> | <input type="text" value="999"/> | <input type="text" value="0"/> | <input type="text" value="100"/> |

You can also search by credit completion percentage.



Term Data

Select conditions within this group of filters to run a search for students using information associated with a specific term.

Objective: Find students that were enrolled in a course with a specific professor in the previous term.



Faculty might use this search to identify students who took one of their courses in a past term.

Term Data Classification, Section Tag, Term GPA

Term
Fall Semester 2016

Min. Term GPA[?]
0.00

Max. Term GPA[?]
5.00

Enrolled with Professor[?]
Kilpatrick, Steven

Section Tagged With[?]
All

Classification (In Any of these)[?]
All

Classification (In None of these)[?]
All

Further refine your search by filtering by student classification, term GPA., or course section.



It is important to remember that any additional filters you select within the Term Data bucket are associated with the term you have selected. In this instance, we are searching for students who were enrolled in a *past* course with Professor Kilpatrick in Fall Semester 2016. The students who return in the results will fit the parameters of this search, but their *current* data will display.



Course Data

Utilize this group of filters to query students based on courses, section, and status.

Objective: Find students that registered for a specific course in a previous or current semester.



Advisors might use this search to identify students who have not yet registered for an important required course for a given major.

The screenshot shows the 'Course Data' search interface. It includes filters for 'From Term' (Fall Semester 2015), 'To Term' (Spring Semester 2017), 'Course' (ACCT-4111 INTERMED ACCOUNTING I), 'Section' (All), and 'Status' (Registered). A callout box points to a '+' icon next to 'Add More Courses'. Another callout box points to the 'Final Grade Received' option in the 'Status' dropdown menu.

Click on the '+' sign icon to add additional courses to your query.

Use the midterm or final grade received filters to find students who received poor grades in important courses that have challenging sequential courses.



Advisors might add additional filters to identify students who are registered for a specific course in an upcoming semester, but withdrew from a prerequisite course in a previous term.

The screenshot shows the 'Course Data' search interface with two queries. The first query has 'From Term' (Spring Semester 2017), 'To Term' (Spring Semester 2017), 'Course' (ACCT-4111 INTERMED ACCOUNTING I), 'Section' (003), and 'Status' (Registered). The second query has 'From Term' (Fall Semester 2015), 'To Term' (Fall Semester 2016), 'Course' (ECE-3603 MATHEMATICS METHODS PRIMARY), 'Section' (All), and 'Status' (Withdrawn). A '+' icon and 'Add More Courses' link are visible on the right.



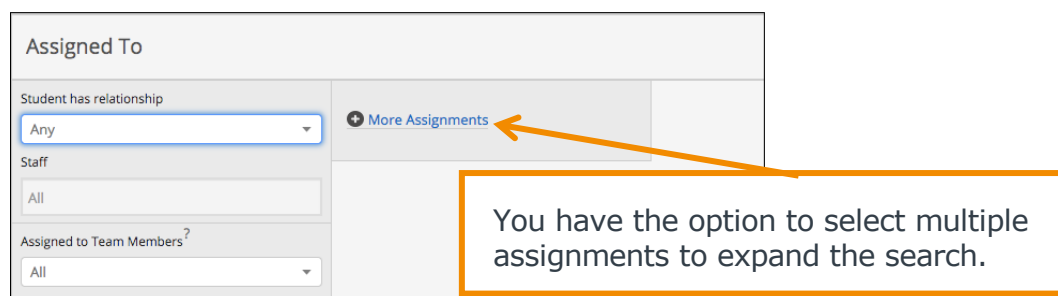
Assigned To

Enter information into fields in this bucket to pull lists of students with specific relationships to a staff member

Objective: Find students that are assigned to an advisor.



Advisors might use this search to identify students who have been assigned to them for a given semester.



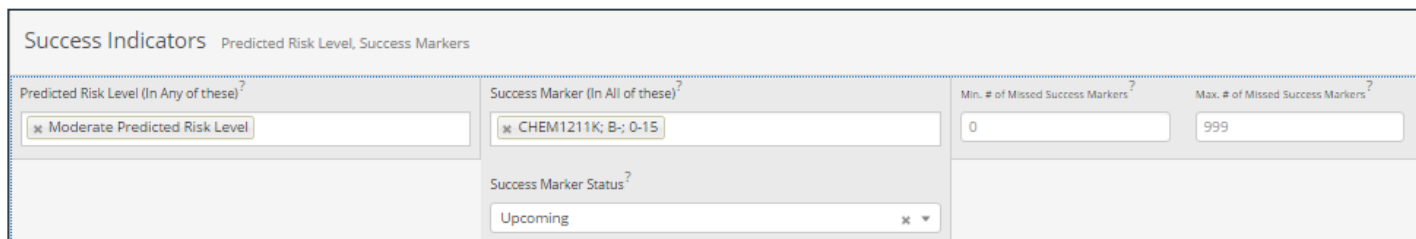
Success Indicators

Run a search using these filters to identify students based on predicted risk level or success marker completion status.

Objective: Find students that have an upcoming success marker and a specific risk level.



Advisors might use this search to identify students who have important key courses coming up and might need additional support.





Goals & Interests

Enter information into fields in this bucket to pull lists of students based on post-degree goals, favorite fields, or favorite majors (must have Smart Guidance)

Objective: Find students that share a favorite field.



Advisors might use this search to identify students who might be interested in programs in their department

| Goals & Interests <small>Post Degree Goal, Favorites</small> | | |
|---|---|--|
| Post Degree Goal (In Any of these)? <input type="text" value="All"/> | Favorite Fields (In Any of these)? <input type="text" value=""/> | Favorite Majors (In Any of these)? <input type="text" value="All"/> |

Academic Plan

Use these filters to identify students who need assistance with their Academic Plans or who have not yet made them. (For partners with Academic Planning)

Objective: Find students who have planned the next term but have plan warnings.



Advisors might use this search to identify students who have not made an Academic Plan for the next term

| Academic Plan <small>Planned Terms, Plan Warnings</small> | | | |
|--|--|--|--|
| Student has Planned Terms (In Any of These)? <input type="text" value="All"/> | Student has Not Planned Terms (In Any of These)? <input type="text" value="All"/> | Student has Plan Warnings? <input type="text" value="No Preference"/> | + Add more plan warnings |

Click on the '+' sign icon to add additional warnings to your query.



Surveys

Enter information into fields in this bucket to pull lists of students assigned to specific advisors, tutors, or coaches.

Objective: Find students that are assigned to an advisor.



Advisors might use this search to identify students who have been assigned to them for a given semester.

| | | | |
|---|---------------------------------------|---------------------------------------|--|
| Assigned To <small>Advisor, Tutor, Coach</small> | | | |
| Assigned to Advisor [?] x Aleksandrova, Daria | Assigned to Tutor [?] All | Assigned to Coach [?] All | Assigned to Team Members [?] All |

You have the option to select multiple advisors to expand the search.

Success Indicators

Run a search using these filters to identify students based on predicted risk level or success marker completion status.

Objective: Find students that are have an upcoming success marker and a specific risk level.



Advisors might use this search to identify students who have important key courses coming up and might need additional support.

| | | | |
|--|--|--|--|
| Success Indicators <small>Predicted Risk Level, Success Markers</small> | | | |
| Predicted Risk Level (In Any of these) [?] x Moderate Predicted Risk Level | Success Marker (In All of these) [?] x CHEM1211K; B-; 0-1S | Min. # of Missed Success Markers [?] 0 | Max. # of Missed Success Markers [?] 999 |
| Success Marker Status [?] Upcoming | | | |