BOILERCONNECT
FEATURE
SPOTLIGHT SERIES

December 2023

Student Lists and Saved Searches
Feature Spotlights

Fall 2023

- August – Sending Messages
- September – Appointment Campaigns
- October – Staff Dashboard
- December – Student Lists and Saved Searches
Student Lists and Saved Searches

- What, Why, & How
- Student List Deep Dive
- Saved Search Deep Dive
- What’s Next?
Both features are useful for organizing caseloads and taking action with sub-populations of students within BoilerConnect.

- **Student List**
  A Static list of students by PUID

- **Saved Search**
  A saved set of Advanced Search parameters
Student Lists – How to

You can add a student to any of your Student Lists from the student profile or Advanced Search.
Student Lists – How to

To access your previously created Student Lists, navigate to the Lists & Saved Items feature and find the Student Lists block. You can also create New Student Lists from this page.
Overview

- Static list
- Not private to creator
- Cannot be shared with other users
- Students can be on multiple Student Lists
- Searchable in Advanced Search
- Filter option on Staff Home Page for viewing students
**Saved Search – How to**

Saved searches lets users run a pre-configured Advanced Search without having to create the search again. A saved search dynamically regenerates a list of students or users based on the search criteria.

Create a saved search in Advanced Search. After selecting your search parameters and running the search, click the Save button and follow the prompts to save those parameters.
Overview

- Can be created for any Advanced Search

- Students in the initial saved search will change as their data changes

- 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 track, you need a Student List.

- A list of your saved searches can be found within the Lists & Saved Items feature
What’s Next?

Student List Ideas

Any sub-population of students you regularly communicate with or you want to remember is a good option for a Student List.

- 4th Semester (in a program that times out)
- Transfer Students
- Mentors/Mentees
- Ambassadors
- Portfolio Review
- All Aboard – waiting on AP credit
- Prospective Award
- 3rd Attempt of a Course

Saved Search Ideas

Any data-driven sub-population of students you need to know on a regular basis is a good option for a Saved Search.

- Academic Standing
- Students within a certain GPA range
- Students enrolled in a particular course combo
- Students enrolled in a particular minor
- Students expecting to graduate in a particular term that have not yet applied to graduate
THANK YOU

We hope you have enjoyed the Fall 2023 Feature Spotlight Series. Stay tuned for information on the spring series!