

# *HELLO!*

The webinar will begin at  
4:05pm

# ***BOILERCONNECT FEATURE SPOTLIGHT SERIES***

**May 2024**

**Advanced Search**

# Feature Spotlights

## Spring 2024

- January – Setting and Maintaining Availability
- February – Alerts and Cases (referral system)
- April – V3 Reports
- *May – Advanced Searches*

# Today

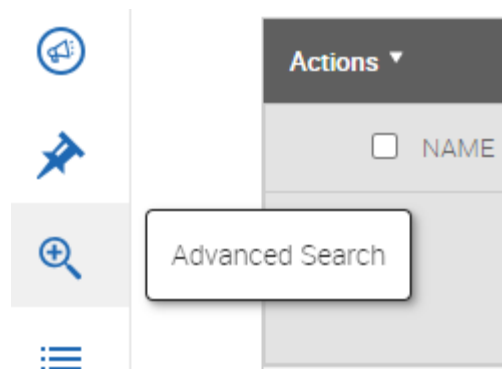
## Advanced Search

- What and How
- Categories vs Tags
- Ways to use during All Aboard
- Ways to use during semester

# What, Why, & How

What: search function that lets you create unique cohorts of students based on the layering of various search parameters

How: **Advanced Search icon** on the left sidebar



# Categories vs Tags

## Categories

System-wide identifiers  
or student attributes

Pull from cohort codes in  
Banner

Update nightly

## Tags

Identifying information  
viewable to staff users

Added/removed from a  
student's profile manually

Static unless updated  
manually

# How to Use

## 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 or Ethnicity, Student List ▾

**Enrollment History** Enrollment Terms ▾

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

**Term Data** Classification, Term GPA ▾

**Performance Data** GPA, Hours, Credits

[Support](#)

# *Ways to Use Advanced Search*

## Ways to use during All Aboard

- Use Categories to search for lists of students
- Can use if you need to find specific majors and email them



# *Ways to Use Advanced Search*

## Ways to Use Throughout the Year

- Students on Notice and reach out to them throughout the semester
- Students interested in Studying Abroad
- Students enrolled in certain classes that offer tutoring/help sessions
- Students enrolled in less than X credits
- GPA: Scholarships, “Murky Middle”

# *Tips for Advanced Search*

- Don't forget to save search to revisit or reuse
- Always add the enrollment term for the semester
- Check “My Students Only” if you only want the search to include your students
- **When to Include Inactive-** Not enrolled in the current term or any incoming student (depends on how they are coded)

# *THANK YOU*

Stay tuned for a survey asking about future BoilerConnect Spotlights.