Office of the Provost

Pathways Search Documentation

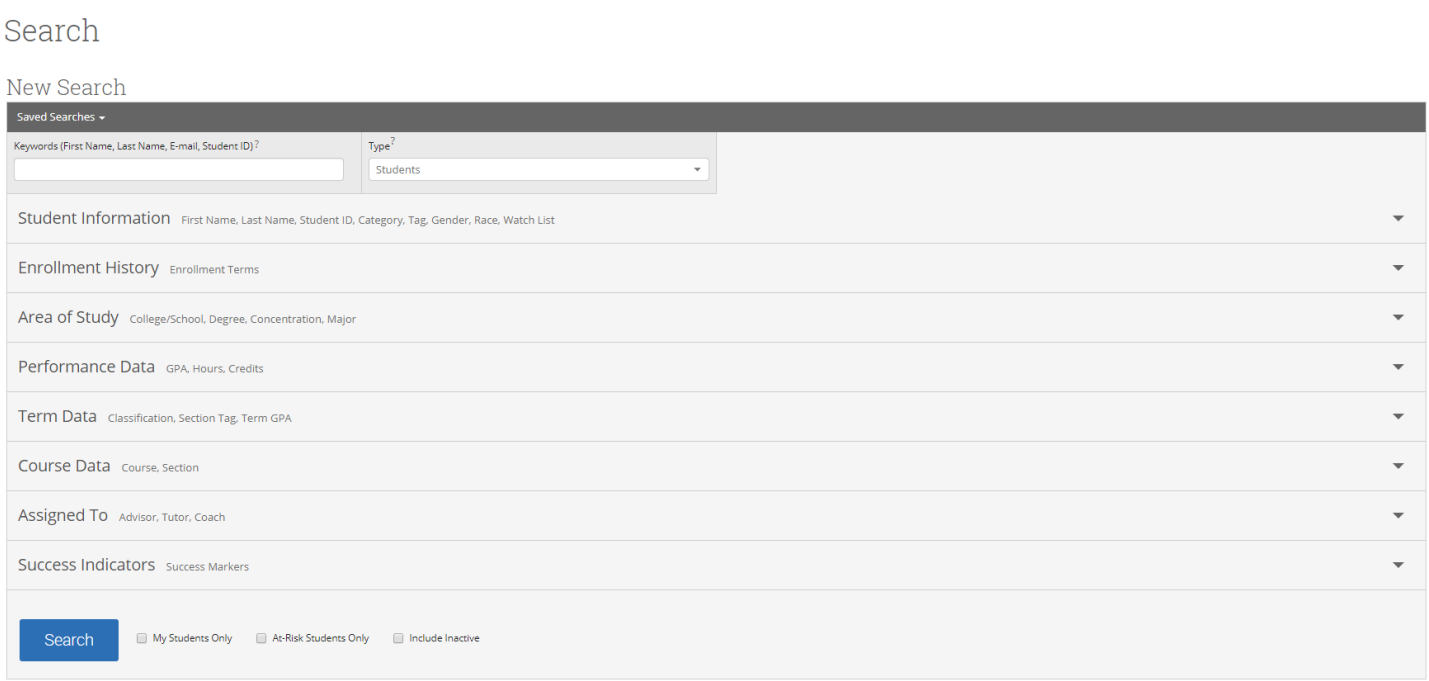
Advanced Search

Data Analytics Team
7-17-2019

Advanced Search

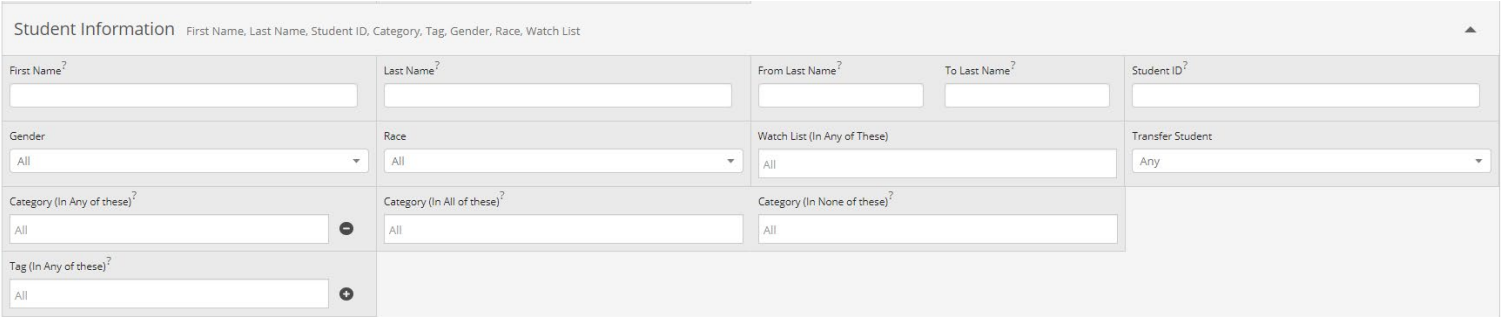
To search Pathways efficiently, it will help to understand how to leverage Advanced Search to return the most useful result. Each of the individual sections can be opened using the triangles for additional fields. Those sections are:

- **Student Information:** Search for students by personal identifying information such as name, student ID, category, or transfer status.
- **Enrollment History:** Search for students by their enrollment status by term
- **Area of Study:** Search for students based on areas of study such as college, major, and degree
- **Performance Data:** Filter for students based on credit hours, and GPA.
- **Term Data:** Filters for students based on term, professor, GPA, and classification.
- **Course Data:** Filters for students based on course, section, and term
- **Assigned To:** Limit search by a student's assigned Advisor, Tutor, or Coach
- **Success Indicators:** Not used by Pathways at this time



Student Information

The Student Information section allows you to search for students by identifying information such as name, PeopleSoft ID, Category, or transfer status.



First Name

Search for a student by their first name

Last Name

Search for a student by their last name

From Last Name

If you wanted to search for a student within a range of alphabetically listed last names, you enter the lower range

To Last Name

If you wanted to search for a student within a range of alphabetically listed last names, you enter the upper range

Student ID

A student's PeopleSoft ID

Gender

A student's self-reported gender. This is a drop down field with the following values:

Race

A student's self-reported race. This is a drop down field with the following values:

Watch List

Allows you to limit your search to the students in one of your watch lists

Transfer Student

Search by a student's transfer status

Category

Allows you to search for a student based on a set of predetermined groups in a drop down menu.

Clicking on the opens up the search options.

In Any of these

This means if you select two or more categories the search results return students in either of the categories. This widens your pool of students. For example – searching 2019 SCI Freshmen and Veterans Priority Enrollement in this field will return students that are 2019 SCI Freshmen OR Veterans Priority Enrollement. While some students may be both and appear in the list, this search will return students from each individual category in one search result.

In All of these

If you wanted to search 2019 SCI Freshman who were also Veterans Priority Enrollment, you would use the Category field labeled (In All of these). This field narrows your search results to only students who are both 2019 SCI Freshmen AND Veterans Priority Enrollment.

In None of these

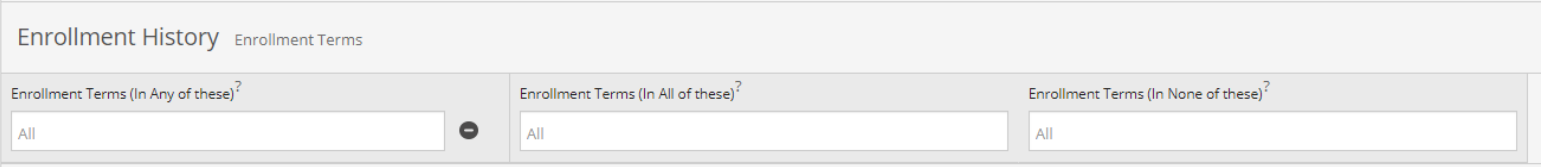
If you wanted to exclude a category from your search, you would use the Category field labeled (In None of these). This can be used in conjunction with the other two Category fields.

Tag

At the current time, these tags are not populated.

Enrollment History

The Enrollment History section allows you to search for students by their enrollment by term.



Enrollment Terms

Allows you to search for students within a prepopulated list by term dates. Each of the selections will need to be selected if you are trying to create a range of semester dates.

Clicking on the opens up the search options.

In Any of these

This means if you select two or more enrollment terms the search results return students in either of the terms. This widens your pool of students and is best if you are trying to create a range of dates.

In All of these

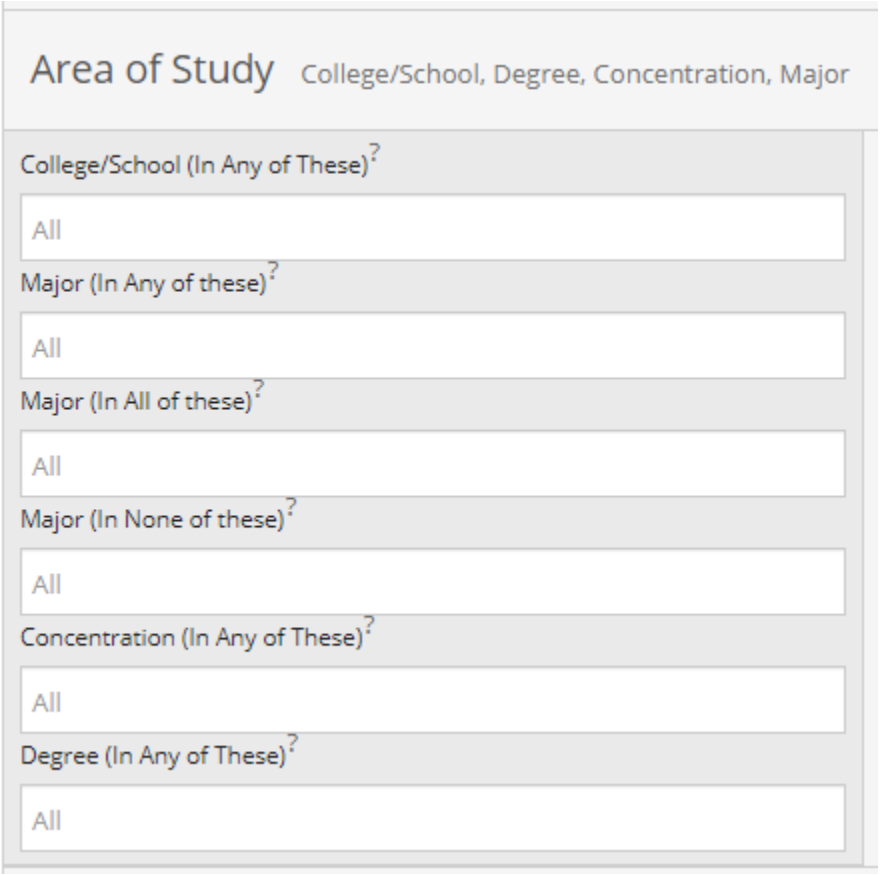
This field narrows your search results to only students who would have been enrolled in each of the enrollment terms. This narrows your pool of students and is best if you are trying to limit your search to those students who would have been enrolled consistantly in each of the semesters listed.

In None of these

If you wanted to exclude a semester from your search, you would use the Enrollment Terms field labeled (In None of these). This can be used in conjunction with the other two Enrollment Terms fields.

Area of Study

The Area of Study section allows you to search for students based on areas of study such as college, major, and degree.



College/School (In Any of These)

List of schools that a student is enrolled in according to PeopleSoft. Searching multiple values will return students in any of the values, widening the pool as result.

Major (In Any of these)

Major assigned to a student in PeopleSoft. If you select two or more majors, the search results return students in either of the majors which widens your pool of students.

Major (In All of these)

Major assigned to a student in PeopleSoft. This field narrows your search results to students who have both specific majors assigned to them in PeopleSoft. Because of the way the data is in PeopleSoft, this field does not function as intended.

Major (In None of these)

Major assigned to a student in PeopleSoft. This excludes a major from your search and can be used in conjunction with the other Major Field.

Concentration (In Any of These)

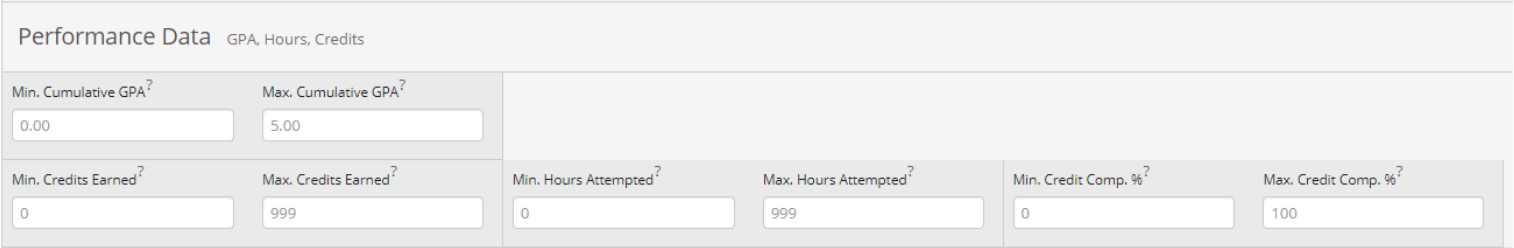
At the current time, this field is not populated.

Degree (In Any of These)

List of degrees associated with a student according to PeopleSoft. Searching multiple values will return students in any of the values, widening the pool as result.

Performance Data

The Performance Data section allows you to filter students based on credit hours, and GPA.



Min. Cumulative GPA

Search for students with a minimum cumulative GPA.

Max. Cumulative GPA

Search for students with a maximum cumulative GPA.

Min. Credits Earned

Search for students with a minimum credits earned.

Max. Credits Earned

Search for students with a maximum credits earned.

Min. Hours Attempted

Search for students with a minimum hours attempted.

Max. Hours Attempted

Search for students with a maximum hours attempted.

Min. Credit Complete %

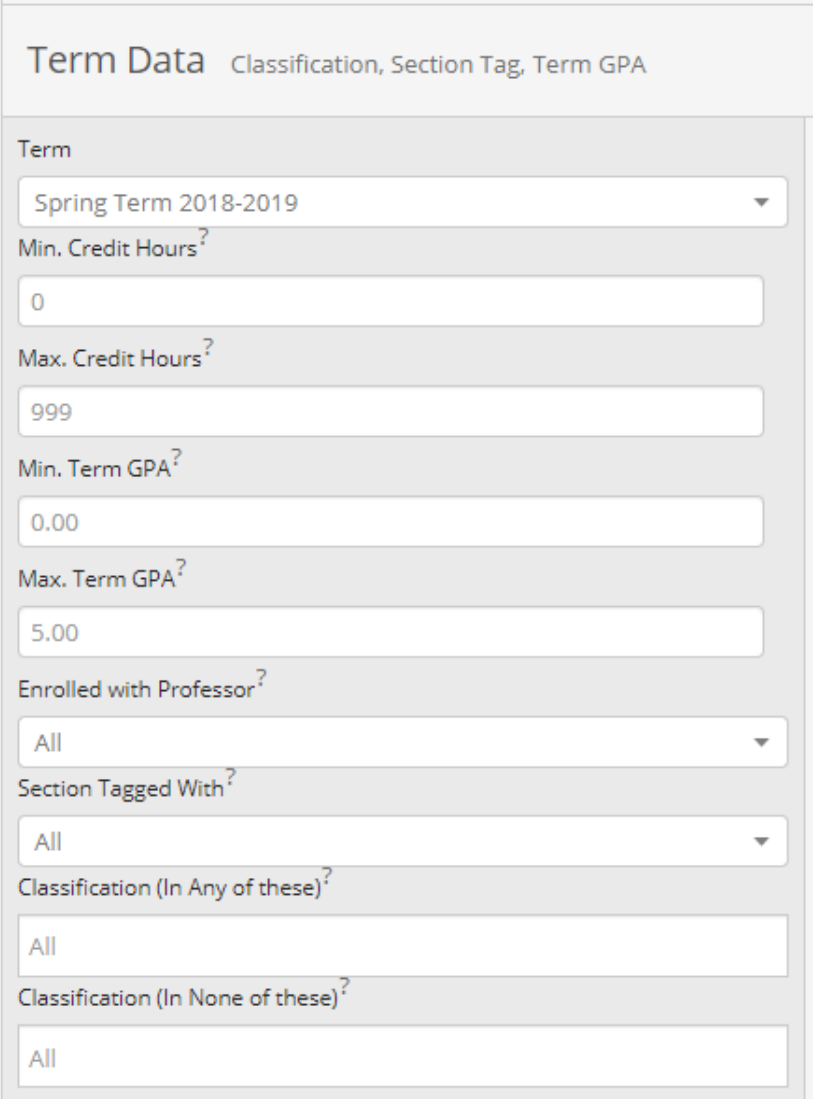
Search for students with a minimum credit completion percentage.

Max. Credit Complete %

Search for students with a maximum credit completion percentage.

Term Data

The Term Data section allows you to filter students based on term, professor, GPA, and classification.



Term

Allows you to search for students within a prepopulated list by term date. Only one date can be selected. Not to be used to select a range of dates.

Min. Credit Hours

Search for students with a minimum number of credits (or enrolled hours) for the term.

Max. Credit Hours

Search for students with a maximum number of credits (or enrolled hours) for the term.

Min. Term GPA

Search for students with a minimum term GPA.

Max. Term GPA

Search for students with a maximum term GPA.

Enrolled with Professor

Not in use at this time

Section Tagged With

Not in use at this time

Classification (In Any of these)

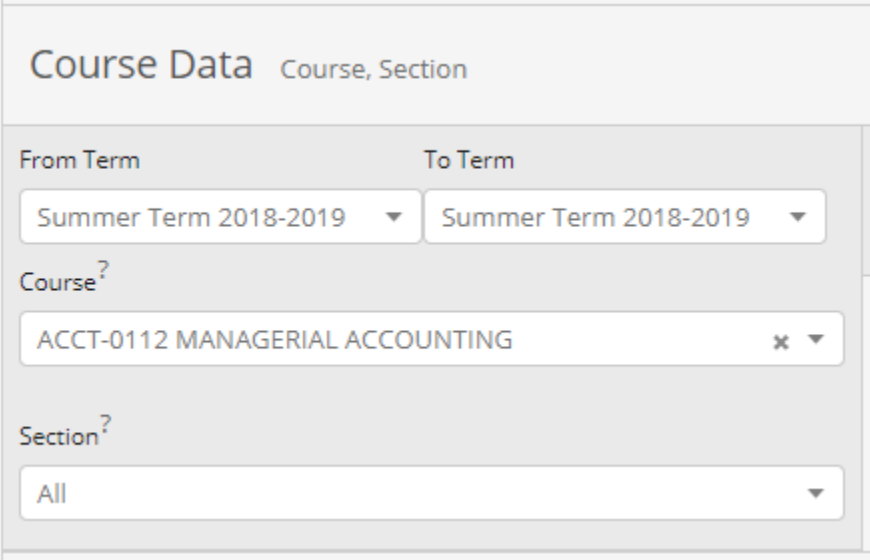
Search for students based on their credit completion classification level such as Freshman or Junior. This classification comes from PeopleSoft. More than one value can be selected and results will return students with either value.

Classification (In None of these)

Excludes students from the search based on the credit completion classification level in PeopleSoft. More than one value can be selected and results will return students with neither value.

Course Data

The Term Data section allows you to filter for students based on course, section, and term.



From Term

The lower range of Term Date

To Term

The upper range of Term Date

Course

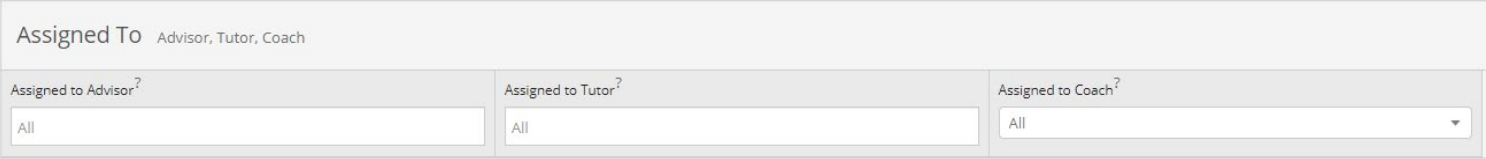
Name of the course that you want to search

Section

Search for the specific section based on the course selected.

Assigned To

The Assigned To section allows you to limit search by a student's assigned Advisor, Tutor, or Coach.



Assigned to Advisor

Search for students assigned to an Advisor in PeopleSoft

Assigned to Tutor

Search for students assigned to a Tutor in PeopleSoft

Assigned to Coach

Search for students assigned to a Coach in PeopleSoft.