Navigate: How to Search
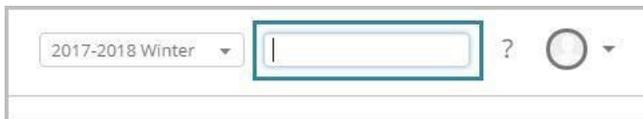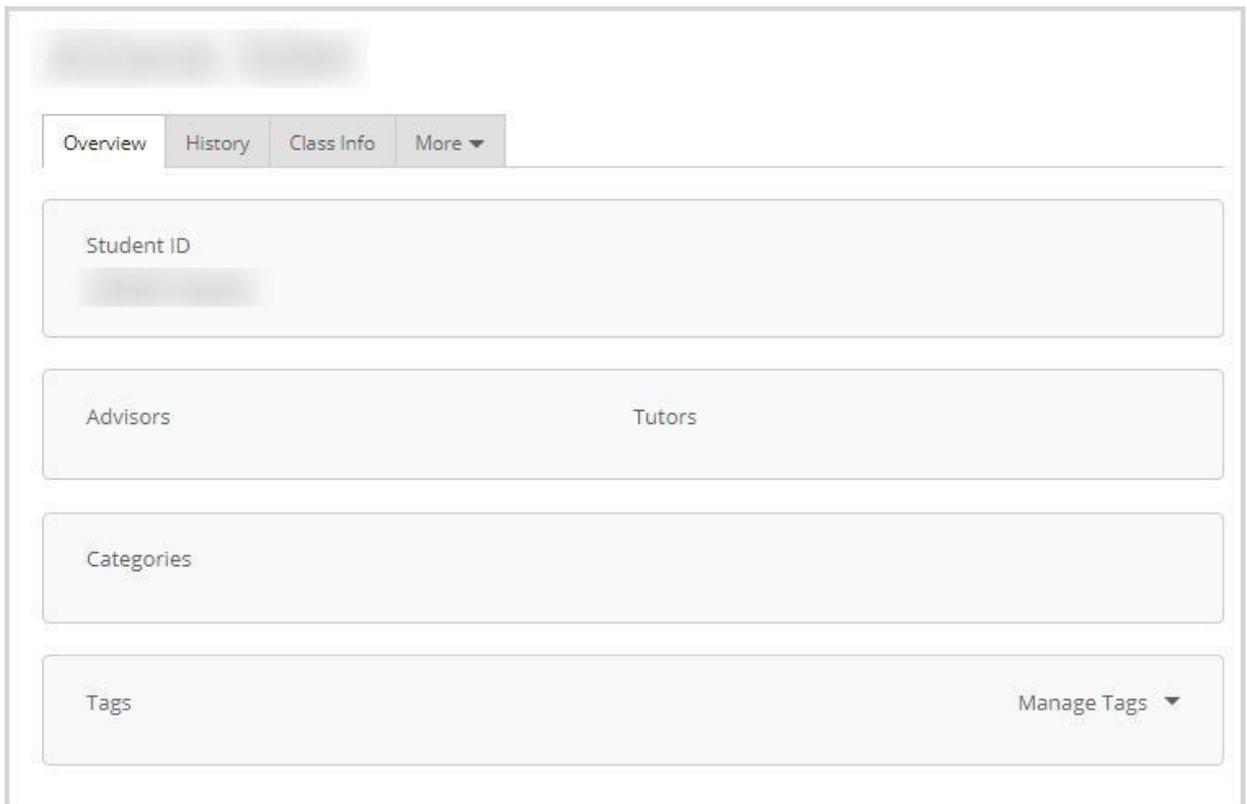
Quick Search

1. To search for a student or user, select the magnifying glass in the top right corner of the screen.

2. Enter the first name, last name, or student ID in the search box that appears.

3. Select the student's name from the dropdown menu that appears. The student's profile page will be displayed.

Advanced Search

1. Select the magnifying glass from the left of the screen.

2. The New Search screen appears. Choose a category from the list displayed and enter your criteria.

3. Click Search. The list of students meeting the criteria chosen is listed.

4. Under the Action dropdown menu, you can get a list of the students that you just searched by choosing **Export Results.**

Filter Drawers Overview

Student Information: Use this group of filters to search for students by personal identifying information, such as name, student ID, category, tag, or transfer status.

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

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

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

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

Assigned To: Enter information into fields in this bucket to pull lists of students assigned to specific team members. Note that users that have the User Type or who have had a relationship in the past WILL NOT appear if they don't currently have that relationship with a student. For example, an advisor who has no students assigned to them will not appear. This is also the drawer that allows users to search for students WITHOUT a certain relationship type, e.g. students without advisers.

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

If you have any questions about running an advanced search please contact the Navigate Administrator by email navigateadmin@mun.ca.