

Advanced Search in MavCONNECT

General Overview:

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.

First step to any advanced search, log into MavCONNECT and find your navigation area on the left. Click on the looking glass icon (Advanced Search).



Common Advanced Searches

Searching for students by assigned advisor and category (e.g. new students for specific term).

1. Under the **Student Information** filter, choose the **Category** option. A list of what each category is and how it is pulled is available on the MavCONNECT website.

Student Information First Name, Last Name, Student ID, Category, Tag, Student List

First Name[?] [Text Box] Last Name[?] [Text Box] From Last Name[?] [Text Box] To Last Name[?] [Text Box]

Student List (In Any of These) [Dropdown: All] Transfer Student [Dropdown: Any]

E-mail(s) [Text Box] **Category (In Any of these)[?]** [Dropdown: All]

Tag (In Any of these)[?] [Dropdown: All]

2. Ensure you are pulling students that are currently enrolled by going to the **Enrollment History** filter and choosing the current semester to pull enrolled students.

Enrollment History Enrollment Terms

Enrollment Terms (In Any of these)[?] [Text Box]

3. To connect with assigned advisees within a specific category, you can use the **Assigned To** filter. Choose “Advisor” as the relationship and then find the advisor/team you want to pull data for.

Assigned To

Student has relationship
 Advisor

Staff

Assigned to Team Members?
 All

4. Click search to pull your list.

Finding students that were put on a saved student list (not the same as a saved search as lists are static).

1. Under the Student Information filter, choose the **Student List** option. Find the list you want to use and add any additional search criteria.

Student Information First Name, Last Name, Student ID, Category, Tag, Student List

First Name? Last Name? From Last Name? To Last Name?

Student List (In Any of These) Transfer Student

All Any

E-mail(s) Category (In Any of these)?

All

Tag (In Any of these)?

All

Finding currently enrolled students for the current semester.

1. Under the **Enrollment History** filter, choose the semester you are wanting to search for.

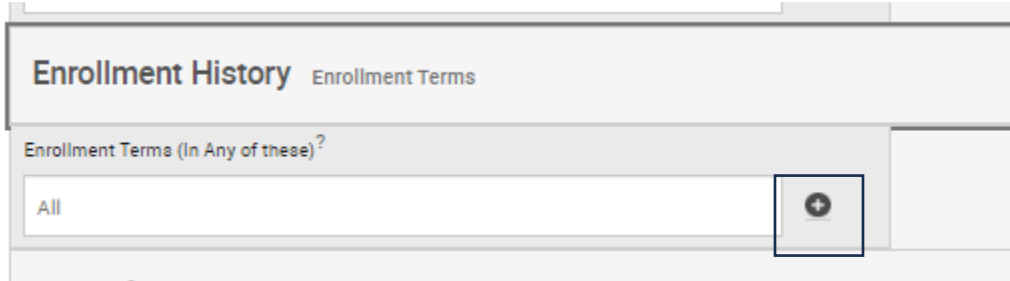
Enrollment History Enrollment Terms

Enrollment Terms (In Any of these)?

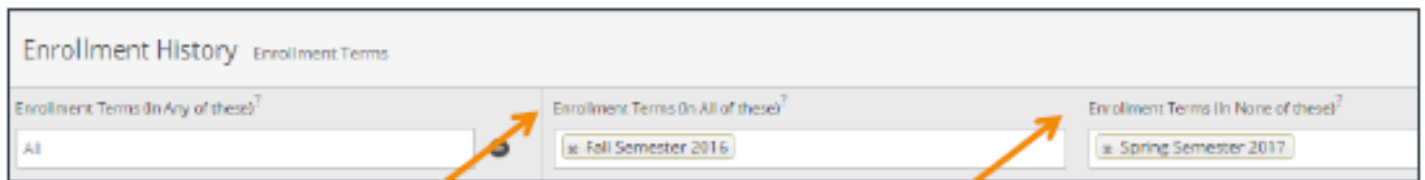
All

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

1. Under the **Enrollment History** filter, click on the (+) sign to expand Enrollment Term logic.



2. With the search logic, you can find students that were registered in a past semester and then those that are not enrolled for the current or future one.



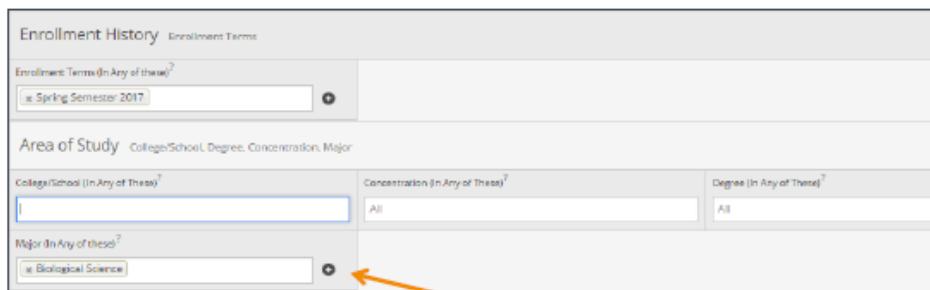
Enter information in this field to find students that are/were enrolled in the selected terms.

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

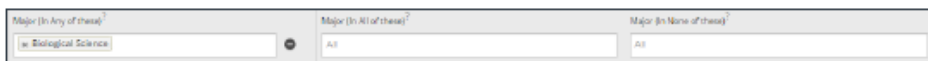
Find students in a specific major, degree, concentration, area of study

Note: Minors are not yet searchable in this way, but are anticipated to be added within the coming year.

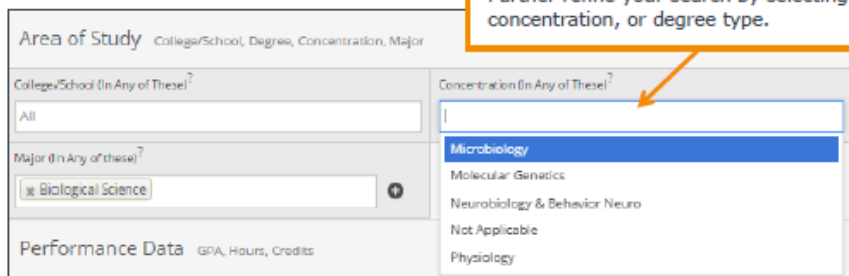
1. Under the **Area of Study** filter, choose the **criteria** option you want to use to pull a list of students.



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



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



Acting with an Advanced Search

1. After you've pulled your search criteria (or pulled up a saved search/list), you can take bulk action with those students. **Click on the square under "Actions" to highlight all students** and choose them.

NOTE: when a search list has MORE than 100 recipients and you want to execute an action on all of them, you will get this message, and you need to click "Select all xxx items" to add the entire group to your action – see highlight below.



2. Once everyone is selected, click **Action**, and it will open an extended menu. From here you can choose common actions.
 - a. **Send a Message to Student**- This will be an EMAIL sent to their MNSU mavmail account, and you will be able to see it under their student profile under the More/Conversations area. Anything you send from your profile, you will see on your account under the Letter Icon on the left.
 - b. **Add a Note**- Creates an ad-hoc note on a student's record and displays it under the History tab within their profile.
 - c. **Export Results**-This action should not be used unless discussed with MavCONNECT administrators. Most actions you need to take with student data can be done within the system itself and for data security purposes, data should remain in the system unless there is a specific and approved business need for downloading it out of the system. Please email mavconnect@mnsu.edu with questions on this.