

How to Create an Advanced Search

Using the Pathways Advanced Search feature is helpful to find populations of students based on key data or student characteristics. This How-to guide takes a systematic approach to creating an Advanced Search by creating a common starting point and focusing on the three additional filter types: **1) additional category filters**, **2) my students only filter** and **3) the 'Other' academic filters**

Starting Point for an Advanced Search – Campus or Academic Level Filter

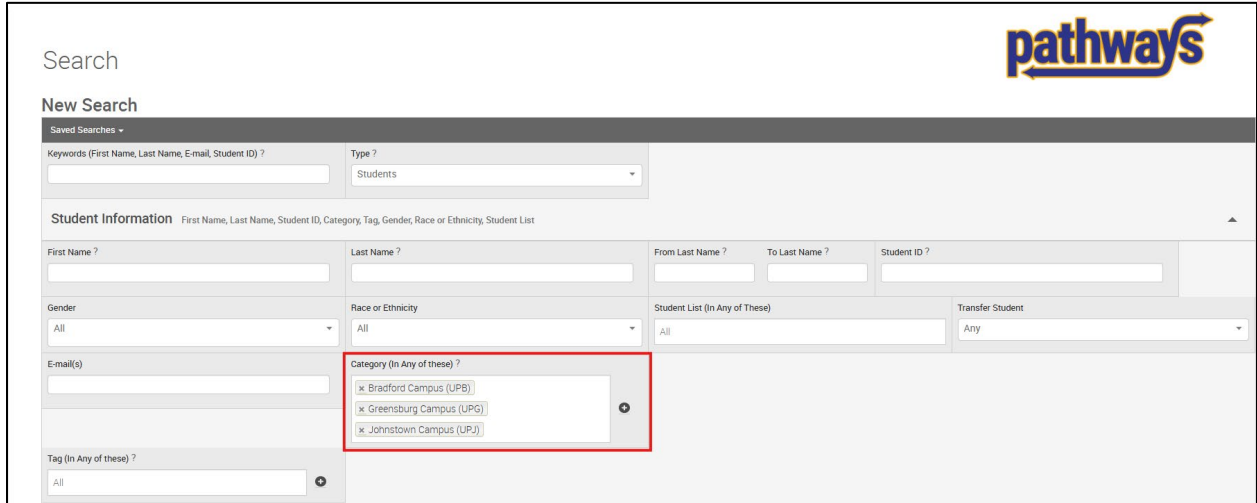
Most searches should start with your campus/academic level in the **Category (In All of these)** filter.

The screenshot shows the 'Search' interface with the 'pathways' logo in the top right. The 'New Search' section is active. Under 'Student Information', the 'Category (In All of these)' filter is highlighted with a red box. The filter dropdown shows 'Pittsburgh Campus-Undergrad (PIT-UGRD)' selected. Other filters visible include 'Keywords', 'Type' (set to 'Students'), 'First Name', 'Last Name', 'From Last Name', 'To Last Name', 'Student ID', 'Gender', 'Race or Ethnicity', 'Student List (In Any of These)', 'Transfer Student', 'Email(s)', and 'Tag (In Any of these)'.

Or

The screenshot shows the 'Search' interface with the 'pathways' logo in the top right. The 'New Search' section is active. Under 'Student Information', the 'Category (In All of these)' filter is highlighted with a red box. The filter dropdown shows 'Pittsburgh Campus-Grad/Professional (PIT-GRAD/PROF)' selected. Other filters visible include 'Keywords', 'Type' (set to 'Students'), 'First Name', 'Last Name', 'From Last Name', 'To Last Name', 'Student ID', 'Gender', 'Race or Ethnicity', 'Student List (In Any of These)', 'Transfer Student', 'Email(s)', and 'Tag (In Any of these)'.

Regional Campuses should use the Bradford Campus, Greensburg Campus or Johnstown Campus filters.



Search

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New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID) ?
Type ?
Students ▾

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List

First Name ?
Last Name ?
From Last Name ?
To Last Name ?
Student ID ?

Gender
All ▾

Race or Ethnicity
All ▾

Student List (In Any of These)
All ▾

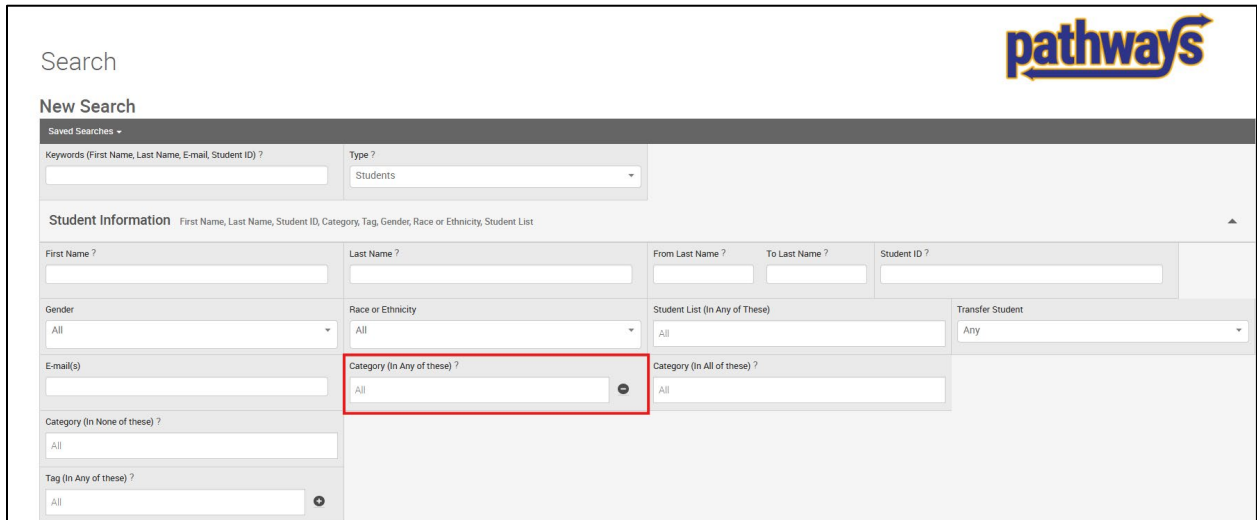
Transfer Student
Any ▾

E-mail(s)
Category (In Any of these) ?
x Bradford Campus (UPB)
x Greensburg Campus (UPG)
x Johnstown Campus (UPJ)

Tag (In Any of these) ?
All ▾

Doing this will set a baseline for the search so that only students in the selected category will be included in the results.

*If you know your population of interest spans multiple schools or academic levels, you should include each of the campus/academic level filters in the **(In Any of these)** section.*



Search

pathways

New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID) ?
Type ?
Students ▾

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List

First Name ?
Last Name ?
From Last Name ?
To Last Name ?
Student ID ?

Gender
All ▾

Race or Ethnicity
All ▾

Student List (In Any of These)
All ▾

Transfer Student
Any ▾

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

Category (In None of these) ?
All ▾

Tag (In Any of these) ?
All ▾

Three Additional Filter Types in an Advanced Search

1) Additional **Category** filters.

Search

pathways

New Search

Saved Searches

Keywords (First Name, Last Name, E-mail, Student ID) ? Type ?

Students

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List

First Name ? Last Name ? From Last Name ? To Last Name ? Student ID ?

Gender All Race or Ethnicity All Student List (In Any of These) All Transfer Student Any

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

Category (In None of these) ?

Tag (In Any of these) ?

In Any of These – This Category filter will ‘find’ students who are in at least one of *any* of the selected categories.

In All of These – This Category filter will only ‘find’ a student if they are in *every* selected category.

In None of These – This Category filter can be used to ‘find’ students who ‘*are not/do not/have not*’ met the category criteria.

2) **My Students Only** checkbox will further filter students so that only your assigned students will be ‘found’ via the search and included in your results.

Search

☐ Include Inactive ☒ My Students Only ☐ At-Risk Students Only

3) **Other Academic filters** can be used to identify students based on:

Enrollment History – Being Enrolled (or not) in a term

Area of Study – Major

Term Data – How many credits they are enrolled in, in the selected term, or their previous term GPA

Performance Data – Their cumulative GPA, total credit hours, credits attempted or % credits comp

Enrollment History Enrollment Terms		
Enrollment Terms (In Any of these) ?	Enrollment Terms (In All of these) ?	Enrollment Terms (In None of these) ?
All	All	All
Area of Study College/School, Degree, Concentration, Major		
Term Data Classification, Section Tag, Term GPA		
Performance Data GPA, Hours, Credits		

Planning Your Advanced Search

To build your Advanced Search in Pathways, it may help to write your search down as a sentence:

“I want to find all of my students who do not have an advising hold, and who are not enrolled in the fall term.”

Then, identify the any/all of the three additional filters.

Note: You may have several additional category or other academic filters. Other academic filters may also not be necessary.

“I want to find all of my students who do not have an advising hold, and who are not enrolled in the fall term.”

My Students – My students only filter

Not Have An Advising Hold – Additional category filter

Not Enrolled in the Fall Term – Other academic filter

Tip: The green highlighted categories in the [Campus Category Essentials Packs](#) provides some of the most commonly used additional category filters.

Building the Advanced Search in Pathways

Build the search by placing the categories and terms in the appropriate sections.

The screenshot shows the 'New Search' interface with several sections. Red boxes highlight the following areas:

- Category (In None of these) ?**: Contains the selection '[x] Advisement Hold Fall Term (ADV FALL)'.
- Category (In All of these) ?**: Contains the selection '[x] Pittsburgh Campus-Undergrad (PIT-UGRD)'.
- Enrollment Terms (In None of these) ?**: Contains the selection '[x] Fall Term 2025-2026'.

Not have an advising hold – Select Advisement Hold Fall Term in Category (In None of these)

Campus/academic level starting point filter – Select appropriate campus in Category (In All of these)

Not enrolled in the fall term – Select Fall Term and academic year in the Enrollment Terms (In None of these)

This section contains the search controls:

- A blue **Search** button.
- Three checkboxes: ☐ Include Inactive, ☒ My Students Only, and ☐ At-Risk Students Only.

See the guidelines below about when to use the (In Any of these), (In All of these) or (In None of these)

Use **(In Any of these)** if you have several categories and you want to find students if they match at least one of the categories

Use **(In All of these)** if you have several categories and you want to find students only if they 'check all of the boxes' (meet all of the criteria identified in all of the categories)

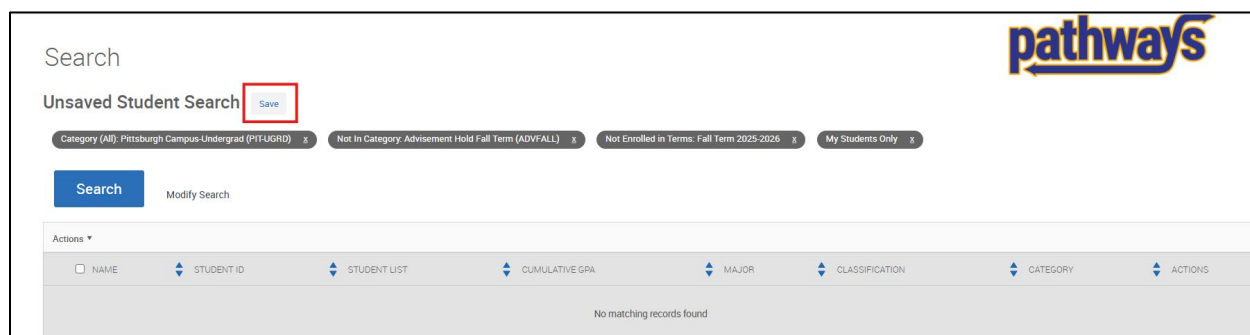
Use **(In None of these)** if you want to find students in categories who 'are not / do not / have not'

When creating an Advanced Search it is common to have to try multiple combinations until you get it right. (And it is encouraged to try multiple combinations to confirm your results.)

Saving Your Advanced Search

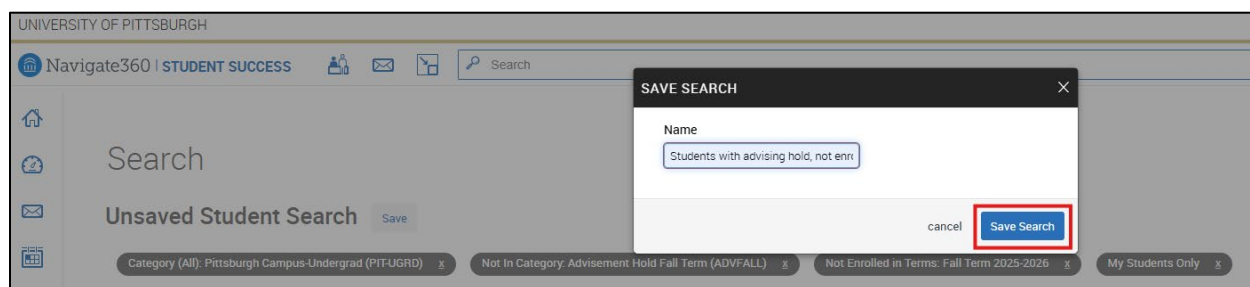
Saving your search is perhaps the most important part of Advanced Searching. This way you do not have to re-create your search the next time you want to identify this population of students.

From the search results page, press the Save button.



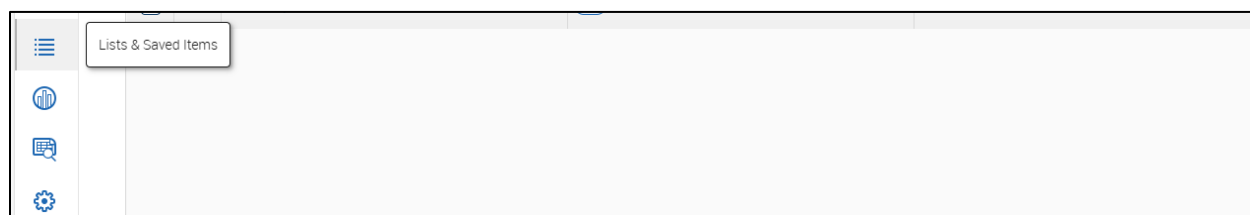
The screenshot shows the 'Search' interface with the 'pathways' logo in the top right. Below the 'Search' header, there is a section titled 'Unsaved Student Search' with a 'Save' button highlighted by a red box. Below this, there are several filter buttons: 'Category (All): Pittsburgh Campus-Undergrad (PITUGRD)', 'Not In Category: Advisement Hold Fall Term (ADV FALL)', 'Not Enrolled in Terms: Fall Term 2025-2026', and 'My Students Only'. A 'Search' button and a 'Modify Search' link are also present. Below the filters, there is a table header with columns: NAME, STUDENT ID, STUDENT LIST, CUMULATIVE GPA, MAJOR, CLASSIFICATION, CATEGORY, and ACTIONS. The table body shows 'No matching records found'.

Name your list and press Save Search.



The screenshot shows the 'UNIVERSITY OF PITTSBURGH' header and the 'Navigate360 | STUDENT SUCCESS' navigation bar. The 'Search' interface is visible in the background. A 'SAVE SEARCH' dialog box is open in the foreground, with a text input field containing 'Students with advising hold, not enr'. The 'Save Search' button in the dialog box is highlighted by a red box. The dialog box also has a 'cancel' button.

To access the list, go to your Lists & Saved Items page from the left-hand menu.



The screenshot shows the left-hand menu of the application. The 'Lists & Saved Items' option is highlighted, and a tooltip is visible next to it.

From here, you can access the search to view results and also update and re-save as needed.

Saved Searches

Saved Searches are dynamic lists of students. The results change as student data changes to move within our outside of the search criteria. Use Saved Searches to run a pre-configured Advanced Search without having to create the search again.

[+ Add Saved Search](#)

Search in Results

☐	NAME	USED IN AUTOMATION
☐	Students with advising hold, not enrolled in next term	No