

Search

You can use the system search to find a specific record (for example, a student record, a single test session, etc.) or a larger set of information (for example, test sessions within a test administration, students currently registered for a test, etc.).

Step-by-Step

1. Enter details.

Find Students Registered to Spring 2018 ▾

Name

Filters [Clear](#) [Hide](#)

☐ Across All Organizations

Student Code

Starts with

Local Student Code

Starts with

[Toggle secondary filters](#)

No Results

<input type="checkbox"/>	First Name*	Middle Name
Search or select a filter to view results.		

2. Click **Search**.

You can use filters to narrow results:

- Type keywords into the available filter fields.

Find Students Registered to Spring 2018 ▾

Name

Filters [Clear](#) [Hide](#)

☒ Across All Organizations

Student Code

123456780

Local Student Code

Starts with

[Toggle secondary filters](#)

No Results

<input type="checkbox"/>	First Name*	Middle Name
No results found.		

- Click **Toggle secondary filters** (when available) and type keywords into additional filter fields.

Find Students
Registered to Spring 2018 ▼

Filters
Clear Hide

☒ Across All Organizations

Student Code

Local Student Code

Toggle secondary filters

First Name

Middle Name/Initial

Gender

Date of Birth

☐ First Name*

No results found.

Available filters vary based on where you are in the system and how your site is set up. For example, the filters available while viewing a list of students are different from the filters available while viewing a list of organizations.

Additional Information

Wildcard - A wildcard is a symbol that tells the system to search for a common word or phrase. A wildcard can help you find a list of similar records or narrow a search for a record when you cannot recall its exact name.

Use % (percent sign) as a wildcard character for searching records. The result of a wildcard search is to return **all** responses that match.

Find Students **Registered to Spring 2018** ▾

Lastname% Q Search ▾

Filters Clear Hide

☐ Across All Organizations

Student Code

Starts with

Local Student Code

Starts with

[Toggle secondary filters](#)

4 Results Displaying 25 ▾ Manage Columns ▾

<input type="checkbox"/>	First Name*	Middle Name/Initial*	Last Name*	Gender*	Student Code*
<input type="checkbox"/>	NAME		LASTNAME	Male	0987654321 ⓘ
<input type="checkbox"/>	NAME4		LASTNAME4	Male	9988776655 ⓘ
<input type="checkbox"/>	NAME2		LASTNAME2	Female	1122334455 ⓘ
<input type="checkbox"/>	NAME3		LASTNAME3	Male	8877665544 ⓘ

For example,

- To search for username John Smith, type: Smith%John
- To search for all users whose first name is John, type: John%

Show All Results - To look for a complete list of records (as compared to searching for a specific record), use the **Show all results** option.

1. Click the down arrow next to **Search**.

Find Students **Registered to Spring 2018** ▾

Last Name starts with Q Search ▾

Filters Clear Hide

☐ Across All Organizations

Student Code

Starts with

Local Student Code

Starts with

[Toggle secondary filters](#)

No Results Displaying 25 ▾ Manage Columns ▾

<input type="checkbox"/>	First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
🔍 Search or select a filter to view results.					

2. Select **Show all results**.

Find Students **Registered to Spring 2018** ▾

Last Name starts with Q Search ▾

Filters Clear Hide

☐ Across All Organizations

Student Code

Starts with

Local Student Code

Starts with

[Toggle secondary filters](#)

No Results Displaying 25 ▾ Manage Columns ▾

☐ Show all results
 This action clears the search and filters

<input type="checkbox"/>	First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
🔍 Search or select a filter to view results.					

Manage Columns - Most data entries in the system include additional information. For example, an organization listing includes its name, type, phone numbers, addresses, and more. You can choose the information to display.

1. Click **Manage Columns**.

Find Students Registered to Spring 2018

Last Name starts with

Filters [Clear](#) [Hide](#)

☐ Across All Organizations

Student Code

Starts with

Local Student Code

Starts with

[Toggle secondary filters](#)

No Results

Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	First Name*	Middle Name/Initial*	Last Name*	Gender*	Student Code*
Search or select a filter to view results.					

2. Select the columns you want to display.

No Results

Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	First Name*	Middle Name/Initial*	Last Name*	Gender*	Student Code*
Search or select a filter to view results.					

☒ First Name*
☒ Middle Name/Initial
☒ Last Name*
☒ Gender*
☒ Student Code*
☐ Local Student Code
☐ Date of Birth*

3. Click **Apply**.

Find Students Registered to Spring 2018

Last Name starts with

Filters [Clear](#) [Hide](#)

☐ Across All Organizations

Student Code

Starts with

No Results

Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	First Name*	Middle Name/Initial*	Last Name*	Gender*	Student Code*
Search or select a filter to view results.					

The system maintains the applied changes only during that log in. After you log out, the system reverts to default settings.