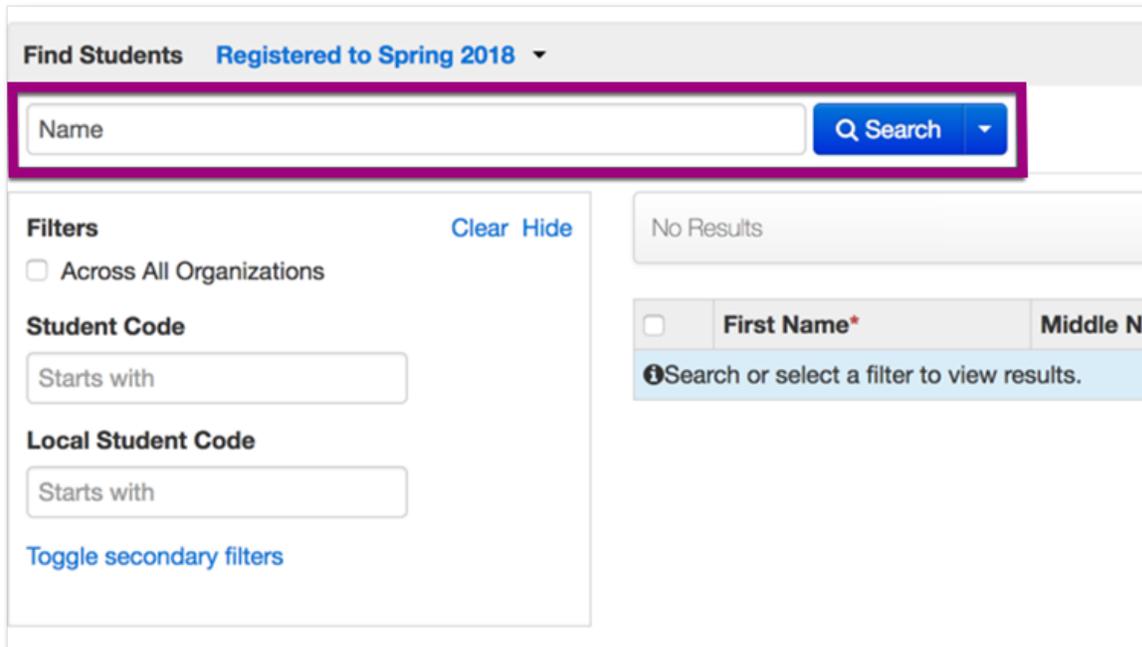


Search

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

First Name* **Middle N**

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

Local Student Code

[Toggle secondary filters](#)

No Results

First Name*

No results found.

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

The screenshot shows a search interface for students. At the top, it says "Find Students Registered to Spring 2018" with a dropdown arrow. Below this is a search bar labeled "Name" and a blue "Search" button with a magnifying glass icon. To the left of the search results is a "Filters" panel with a "Clear Hide" link. The filters include: "Across All Organizations" (checked), "Student Code" (123456780), "Local Student Code" (Starts with), "First Name" (Starts with), "Middle Name/Initial" (Starts with), "Gender" (x Male), and "Date of Birth" (Starts with). A link "Toggle secondary filters" is highlighted with a red box. To the right of the filters, there is a "No Results" message and a "First Name*" filter with a "No results found." message.

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.

▾ How to use a wildcard...

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%

4 Results Displaying 25 Manage Columns

Filters Across All Organizations [Clear](#) [Hide](#)

Student Code
Starts with

Local Student Code
Starts with

[Toggle secondary filters](#)

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

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.

How to use Show All Results...

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

Find Students Registered to Spring 2018

Last Name starts with

No Results Displaying 25 Manage Columns

Filters Across All Organizations [Clear](#) [Hide](#)

Student Code
Starts with

Local Student Code
Starts with

[Toggle secondary filters](#)

<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

No Results Displaying 25 Manage Columns

Filters Across All Organizations [Clear](#) [Hide](#)

Student Code
Starts with

Local Student Code
Starts with

[Toggle secondary filters](#)

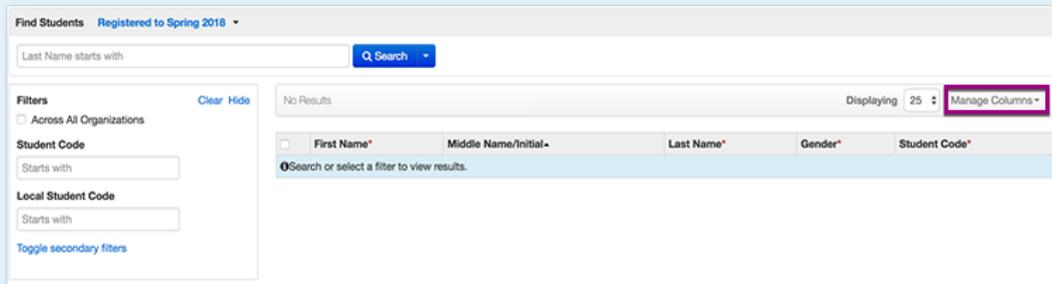
Show all results
This action clears the search and filters

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

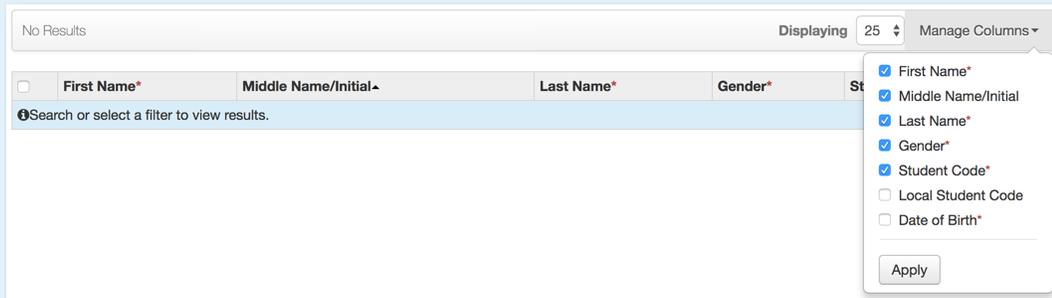
Manage Columns - Most data entries in the system include additional information. For example, an organization listing includes its name, type, phone numbers, addresses, and more. You can choose the information to display.

How to manage columns...

1. Click **Manage Columns**.



2. Select the columns you want to display.



3. Click **Apply**.

You can select the number of records to change the number of results displayed on a page...



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