As a user of successNET, you are connected to hundreds of students at BGSU. Whether you are an academic advisor, an instructor, or both, advisors have connections with students in the current academic term as well as past academic terms. To make successNET easy to use, you can filter your list of students in a number of ways to make your list view of students more manageable.

There are five key criteria you can use to filter your list of students:

- **Search field:** You can type a student's partial or full name into the search field, and a list of appropriate names will generate.
- **Connection:** You can filter the student list based on your relationship with the students. You can filter the list to only view your advisees, or to only view students from a specific course you teach. Advisors can also view the list of all BGSU students outside of their advisee or course loads.
- **Term:** You can filter the student list based on the academic term[s] that you want to view. You can view students of all existing terms at once, students of the current active term, or students from a specific Fall, Spring, or Summer term.
- **Tracking Items** (in Advanced Search function): You can filter the list of students based on Flags, Kudos, To-Dos, and Referrals in their profile.
- **Attributes** (in Advanced Search function): You can filter the list of students based on attributes such as their cohort (entrance term), academic level (freshman, sophomore, etc), and program (college).

To start the process, click the students tab from the top left of your screen once you sign into successNET.

Above the list of students are several drop downs and a search box. The first drop down is listed as **connection**. This box will allow you to filter your students by:

- All Students
- Academic Advisor
- Instructor
- All Courses
- Expanded Academic Advisors

You can further refine the search by the term by clicking the drop-down button for the **Term** field. The options available are for the Active term, All terms, or a specific Fall, Summer, or Spring term.
To see more options for filtering your list of students, click the Advanced Search button to open the Filter Options window.

In the Filter Options window, you can filter students by:

a. **Relationship with the Student**, including the semester, course section, or advising relationship you have with them.

b. **Any Tracking Items** that are on this student’s profile
   i. Under the Tracking Type drop-down menu, you can select whether you want to filter by Flags, To-Dos, Referrals, and/or Kudos.
   ii. Under the Item Name drop-down menu, you can filter by the specific name of the flag, kudo, etc.
   iii. Under the Created By drop-down menu, select who created the tracking item through which you are filtering.

c. **Student Attributes***, including:
   i. Academic level [freshman, sophomore, etc]
   ii. Cohort [entrance term and year]
   iii. Program [college]
   iv. *If filtering by Attributes, use the corresponding Value options listed here to determine what you should enter in the Specific Value box.

d. Filtering by student Plans is not currently an active a function in successNET.

---

**Student Attributes and Values**

If filtering by the Attribute of Academic Level, enter one of these Values in the Specific Value box through which you want to filter:

- Freshman
- Sophomore
- Junior
- Senior

If filtering by the Attribute of Cohort, enter the term season (Fall or Spring) followed by the term year [i.e. 2010] in the Specific Value box.

If filtering by the **Attribute of Program**, enter one of these Values in the Specific Value box:

- Academic Enhancement
- College of Arts and Sciences
- College of Business Admin
- College of Musical Arts
- College of Technology
- Education & Human Development
- Firelands College
- Health and Human Services

---

**Helpful Hint:**

If you have filtered your list of students, that filter will remain in place until you create another filter. That means, the next time you log into successNET, you will see your last filtered list of students. When looking at your list of students, be sure to be aware of how the list is filtered.