Advanced Search

The Advanced Search function can be used to search for Students or Subjects.

The Advanced Search screen is divided into 2 sections. The criteria in the bottom ½ of the screen can only be used to do a subject search.

SMP_Central Version 4.1 allows the user to perform a subject search using multiple criteria selection.

Session criteria for Subject Search is linked to the year (only sessions that contains subjects instances for the year selected will appear for selection).

Advanced Search Menu Functions

Subject Search
Enter criteria in the Subject Search section, click Subject Search to return the results.
**Student Search**  
Enter criteria in the Student Search section, click Student Search to return the results

**Clear**  
Click to clear report criteria entered, ready to perform a new search

**Criteria for Student Search**  
Users can choose to Include or exclude a selection from the search

**Course Code**  
Users can choose to produce a list of students in a particular course code

**Course Status**  
Users can choose to produce a list of students with a particular course status, for example, only students with a course status of Active.

The following course statuses are considered to be active:  
Active  
Leave of Absence  
Pending  
Probation  
Referral  
As you can only choose to perform the search for one course status at a time, the search would need to be performed a number of times, OR choose to Exclude the Course Status of Complete.

If you select to run the search for ‘All’ Course statuses, it will also include students whose course is ‘Complete’

**Specialisation Code**  
Users can choose to run the search using a specific Major/Specialisation code

**Funding Unit**  
Search for Research students who have a certain funding unit

**Supervisor**  
Search for Research students who have a certain supervisor

**Student Number**  
Search for a student by their student number  
You can use a wildcard (% or *) if you only know part of the student number

**Student Name**  
Search for a student by name (searches First, middle and surname).  
Use a wildcard (% or *) if you want to search on part of a name

**Student Email**  
Search for a student using their UOW email account
Student Search Results

Student Search results Menu Functions

To Criteria
Click to return to the Advanced Search – Search Criteria Screen

Save
Used to save changes to the Sort Column on the student search results screen (not all users have access to this function).

Export
Export the results, as they appear on the screen, to excel

Preview
Print preview option

Export Addresses
Exports the list of students to excel and includes their current address and contact information

SOLSMail
Use the checkboxes that appear to the left of the Std Nbr to select students to send a SOLSMail message to.
**Student Search results Table Headings**

**Row Number**
Use the numbers that appear to the left of the checkboxes to hide/show rows

For example, if you click on row 25, rows 1-24 will be hidden, so you can view row 25 and onwards and still see the headings of the table.

**Checkbox**
Used to select students on the Class Roll

For example if you only want to send SOLSMail messages to certain students in the class.

**Std Nbr**
Displays the Student number

**Family Names**
Display student information (including Personal Details and full Enrolment Record) by clicking on Family Name (which is a link).

**Initials (expand to view first and middle name)**
The default display is the students initials. Click on 🔄 to expand the field to display first and middle names. Once you do this, first and middle names will become the default on your computer when you login

If a name appears in brackets for a student (XXXXXX) this is the student’s preferred name.

**Course**
Displays all the course codes that appear on the student's enrolment record

**Email**
Email – Click on the email link if you wish to send an email (as opposed to a SOLSMail message)

Email messages are delivered to the student’s UOW email account.

SOLSMail messages appear when the student logs into SOLS, they have to click that they have read the message before they will be taken to the main SOLS Menu. There is a record kept of SOLSMail messages delivered.

**Major**
The default display is the major code. Click on 🔄 to expand the field to display full major name. Once you do this, the full major name will become the default on your computer when you login

Displays all the majors that appear under the various course codes on the student’s enrolment record
Criteria for Subject Search

Ensure the correct year has been selected. All other fields are optional, for example, you can perform a search for all ACCY subjects without entering any other criteria other than ACCY* in the subject field.

*Hold down the Ctrl key and click to make multiple selections

**Year**
Enter the year you want to search. Default to the current year

Remember that Summer session for UOW main campus is the year in which the session commenced.

**Campus**
If you want to perform a search for subject instances for a certain campus, select the campus from the drop down menu.

**Delivery**
If you want to perform a search for subject instances with a certain delivery method (On Campus, Flexible, Distance or modular), select the delivery method from the drop down menu.

**Session**
If you want to perform a search for subject instances in a particular session, select the session from the drop down menu.

*SMP_Central Version 4.1 – Session criteria is now linked to Year selection. Only sessions that have subject instances for the year selected will be available for selection.
Faculty
If you want to perform a search for subject instances that are owned by a certain Faculty select the Faculty from the drop down menu

Unit
If you want to perform a search for subject instances that are owned by a certain Unit/School select the Unit/School from the drop down menu

Subject Code
Enter a subject code or part of a subject code with a wildcard (% or *) eg ACCY1* to search for all ACCY100 level subjects

Class Name
Most subject instances have a class name of ‘Class 1’ but you can perform a search of subject instances that may have different class names.

Subject Search Results

Subject Search results Menu Functions

To Criteria
Click to return to the Advanced Search – Search Criteria Screen

Export
Export the results, as they appear on the screen, to excel
Preview
Print preview option

Export Stds
Export the results, as they appear on the screen, to excel

Display Students
Users can choose to display students enrolled in the subject instance (the class roll) on the screen. Click the checkboxes to select the subject instances, then click to Display Students.

Use this function if you want to display the information for multiple classes. If you want to view the class roll for an individual class, just click on the Class ID (which is a link).

Show Pending
Click to show pending students in selected classes (function was built for WCA).
Subject Search results Table Headings

Row Number
Use the numbers that appear to the left of the checkboxes to hide/show rows

For example, if you click on row 25, rows 1-24 will be hidden, so you can view row 25 and onwards and still see the headings of the table.

Checkbox
Used to select Classes

For example if you want to export students or display students, you must first select the classes. Click on the checkbox on the heading line to select ALL.

Class ID
Click on the Class ID to be taken to the Class Roll for that subject

Year
Displays the subject instance year

Campus
Displays the campus of the subject instance

Delivery
Displays the Delivery Method (On Campus, Module, Flexible, Distance) of the subject instance

Session
Displays the session of the subject instance

Unit
Displays the Unit/School that owns the subject instance

Faculty
Displays the Faculty that owns the Unit/School that owns the subject instance

Subject Code
Displays the Subject Code
Class Name
Displays the Class Name (if staff who maintain the subject database have maintained the Class name and changed it from the default of 'Class 1')

Enr
Shows count of Students who have an Enrolment Status of Enrolled or Provisional

Wtd
Shows the count of Students who have an Enrolment Status of Withdrawn or Removed

Total
Shows the count of Students who have an Enrolment Status of Enrolled + Provisional + Withdrawn + Removed (it does not include students with a status of Pending in the count).

Synonyms
Shows if the subject instance has been combined with any other subject instances in SMP_Central (referred to as Combined Classes or Subject Synonym).

The number shows how many Subject instances are combined.
## Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released yymmdd</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>1.0</td>
<td>110209</td>
<td>Debbie Sartori – Senior Manager, ARD Student Systems</td>
<td>First Released Version</td>
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| 2.0             | 130606               | Trang Nguyen – Specialist, Student Systems | Updated images to reflect new SMP Central 4.1 roll out  
Session criteria now linked to Year selection |