## **View Student Cohorts**



## Overview

This quick reference guide provides an overview of how to view *Student Cohorts* and lists of students who belong to each cohort.

## Process

1. Begin by searching for the **Find Student Cohorts r**eport in the main **Search Bar.** 

Q	find student		
	Find Student <b>Cohorts</b> Report		

- 2. On the Find Students Cohort Screen, you can use the criteria boxes to search for your cohort.
  - **Cohort Name:** Use this field if you know the exact name of the cohort you are searching for.
  - **Student Cohort Collections:** Browse cohorts grouped together by area or department.
  - Academic Unit: Find cohorts belonging to specific programs.
  - Academic Level: Choose from Continuing Education, Professional, Graduate, and Undergraduate.

• **Cohort Type:** Find cohort by type.

Find Student Cohorts

Cohort Name					
Student Cohort Collections		∷≡			
Academic Unit		∷≡			
Academic Level		∷≡			
Cohort Type		:=			
OK Cancel					

- 3. Click **OK when** you have selected your search criteria. You can also leave the fields blank to show all the cohorts.
- 4. On the **Find Student Cohorts** report, you will be able to view cohorts based off of your previous search criteria. You can sort the report by any of the headers, including:
  - Cohort Name
  - Cohort Type
  - Student Cohort Collections
  - Academic Unit
  - Academic Level
  - Number of Members

**NOTE:** All *Undergraduate Advising Cohorts*, start with UGRD and end with the name of the Advisor.

Find Student Cohorts 🚥 🏥							
Academic Level Undergraduate							
370 Items 1 〒 🖬 🖽 🖽 🖽 🖽 🖽 🖽 🖽							
Student Cohort Name	Cohort Type	Student Cohort Collections	Academic Unit	Academic Level	Number of Members	Updates Automatically	^
Transfer Students w/credit for CTW1 only	Transfer Students		Santa Clara University	Undergraduate	99		
UGRD Accounting: Christopher B Paisley	UGRD Accounting Faculty Advising	UGRD Accounting Faculty Advising Cohort Collection Undergraduate Faculty Advising Cohort Collection	Accounting Department	Undergraduate	19		
UGRD Accounting: Ke Li	UGRD Accounting Faculty	UGRD Accounting Faculty	Accounting Department	Undergraduate	43		•

## UGRD Art and Art History: Blake DeMaria Academic Unit Art and Art History Department Academic Level Undergraduate Cohort Type UGRD Art and Art History Faculty Advising Collections UGRD Art and Art History Faculty Advising Cohort Collection Description Evaluate Security by Cohort

- 5. Once you locate the cohort you would like to view, click on the name. You will see general information about the cohort on the *View Student Cohort* page. Scroll down to view the list of students who belong to the cohort.
- 6. Click on the Academic Record link to view their Student Profile.
- 7. To export your advisee list into Excel, click the **Export to Exce**l button at the top right corner of the list.

**NOTE**: To open this profile in a separate tab, right-click the link and click **See in New Tab**.

Active Students in Cohor	t Future Cohort Membership Assignments Sup	oport Roles Applicants in C	Cohort	
2 items				//////////////////////////////////////
Photo	Academic Record	Date Added	Added By	<u></u>
	- Communication Department/Undergradua te (BA) - 03/25/2022 - Active	10/12/2022 12:00:00 AM GMT- 08:00 Pacific Time (Los Angeles)	mdunton-impl / Mardis Dunton	
	Marketing Department/Undergraduate (BA/BSC) - 09/14/2020 - Active	10/04/2021 12:00:00 AM GMT- 08:00 Pacific Time (Los Angeles)	mdunton-impl / Mardis Dunton	y