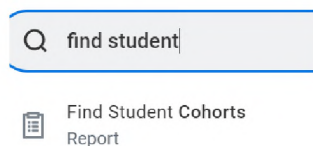


Overview

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** report in the main **Search Bar**.



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.

A screenshot of a form titled 'Find Student Cohorts'. It contains five input fields: 'Cohort Name', 'Student Cohort Collections', 'Academic Unit', 'Academic Level', and 'Cohort Type'. Each field has a small menu icon on the right side. Below the fields are two buttons: an orange 'OK' button and a white 'Cancel' button with a grey border.

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

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 Advising	UGRD Accounting Faculty Advising Cohort Collection	Accounting Department	Undergraduate	43	

- 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.
- Click on the **Academic Record** link to view their **Student Profile**.
- To export your advisee list into Excel, click the **Export to Excel** 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**.

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](#)
[Undergraduate Faculty Advising Cohort Collection](#)

Description

Evaluate Security by Cohort No

Active Students in Cohort Future Cohort Membership Assignments Support Roles Applicants in Cohort

2 Items

Photo	Academic Record	Date Added	Added By
	Communication Department/Undergraduate (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