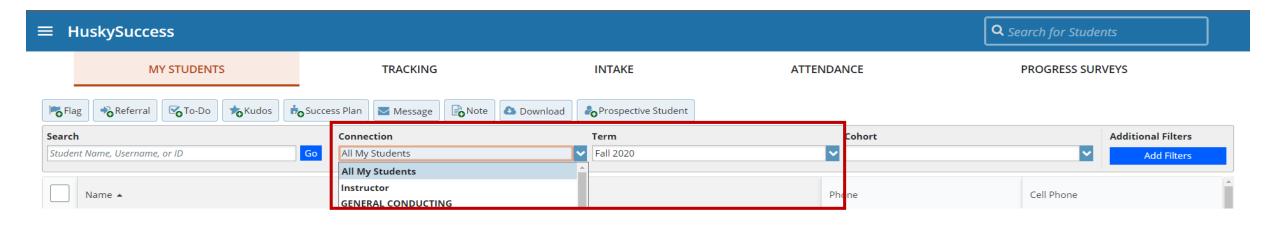
# HuskySuccess Quíck Guíde to filtering student lísts

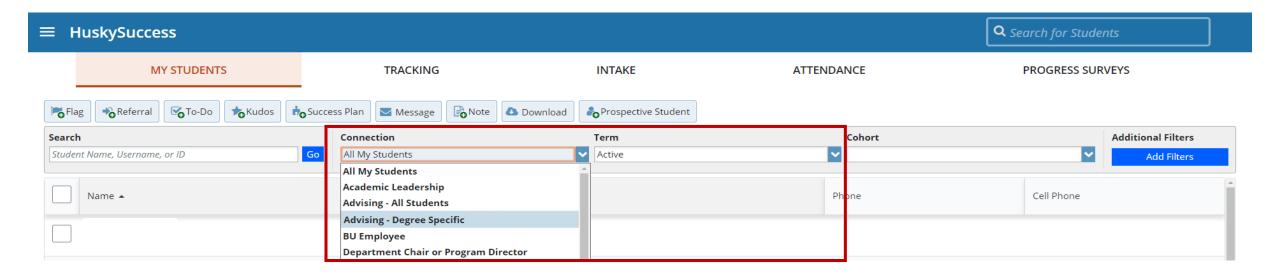
## Find Your Advisees or Majors/Minors List

First, set the Term to Active or Ongoing. Then, set your Connection to Advising – Degree Specific or Department Chair/Program Director.

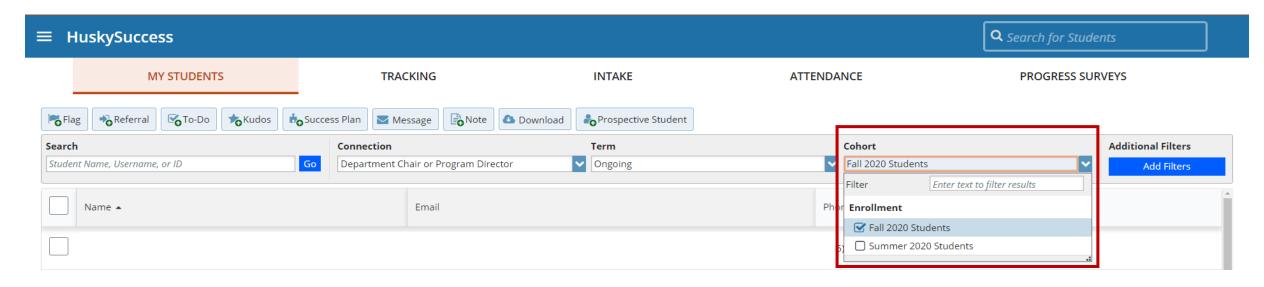
				The strain, it is grain but could
<b>■ HuskySuccess</b>				Q Search for Students
MY STUDENTS	TRACKING	INTAKE	ATTENDANCE	PROGRESS SURVEYS
Flag → Referral ← To-Do ★ Kudos i	Success Plan	Download Prospective Student		
Search	Connection	Term	Cohort	Additional Filters
Student Name, Username, or ID	Go Advising - Degree Specific	<b>∨</b> Active	<u> </u>	✓ Add Filters
Name 🔺	Email		Phone	Cell Phone
<b>≡</b> HuskySuccess				Q Search for Students
MY STUDENTS	TRACKING	INTAKE	ATTENDANCE	PROGRESS SURVEYS
Flag Referral To-Do Kudos	Success Plan Message Note	Download Prospective Student		
Search	Connection	Term	Cohort	Additional Filters
Student Name, Username, or ID	Go Department Chair or Program Director	<b>✓</b> Active	<u> </u>	✓ Add Filters
Name •	Email		Phone	Cell Phone
<b>≡</b> HuskySuccess				Q Search for Students
MY STUDENTS	TRACKING	INTAKE	ATTENDANCE	PROGRESS SURVEYS
Flag Referral To-Do Kudos	Success Plan	■ Download ■ Prospective Student		
Search	Connection	Term	Cohort	Additional Filters
Student Name, Username, or ID	Go Department Chair or Program Director	Ongoing		<b>✓</b> Add Filters
Name •	Email		Phone	Cell Phone

Notice that if you choose a specific term instead of Active or Ongoing, the Advising and Department Chair connections are not available.

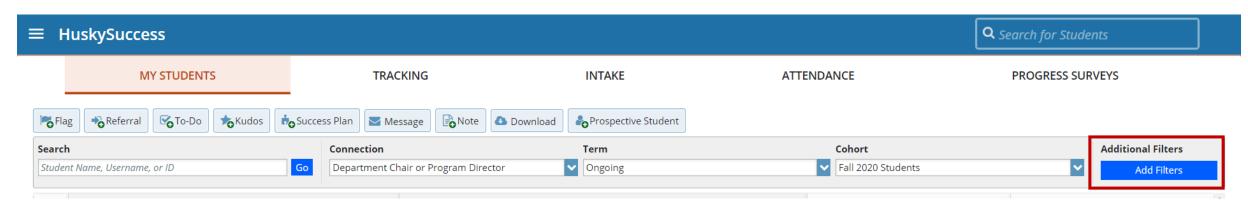




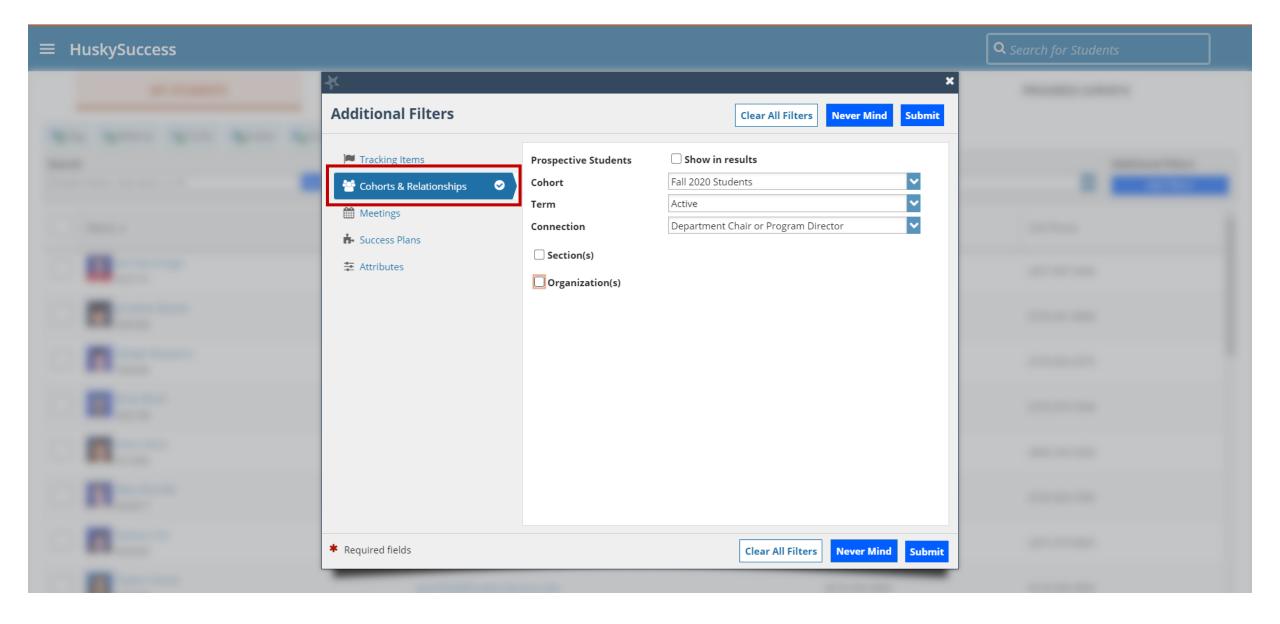
#### Choose a Cohort for the current semester to view only actively enrolled students.



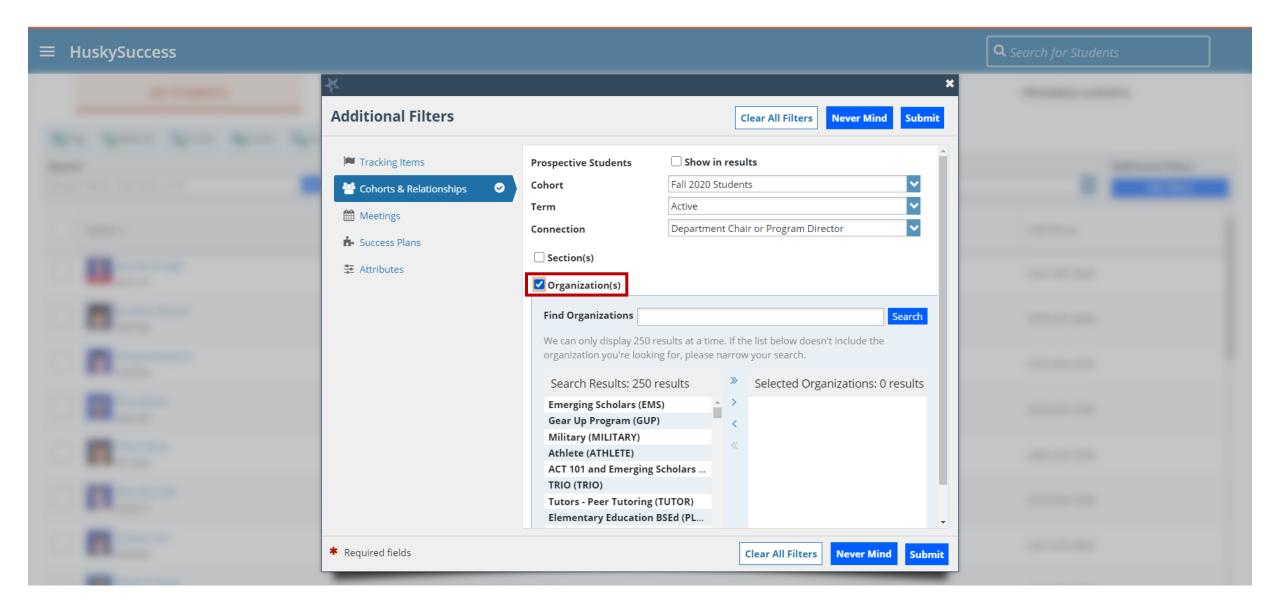
#### To filter further, click the "Add Filters" button.



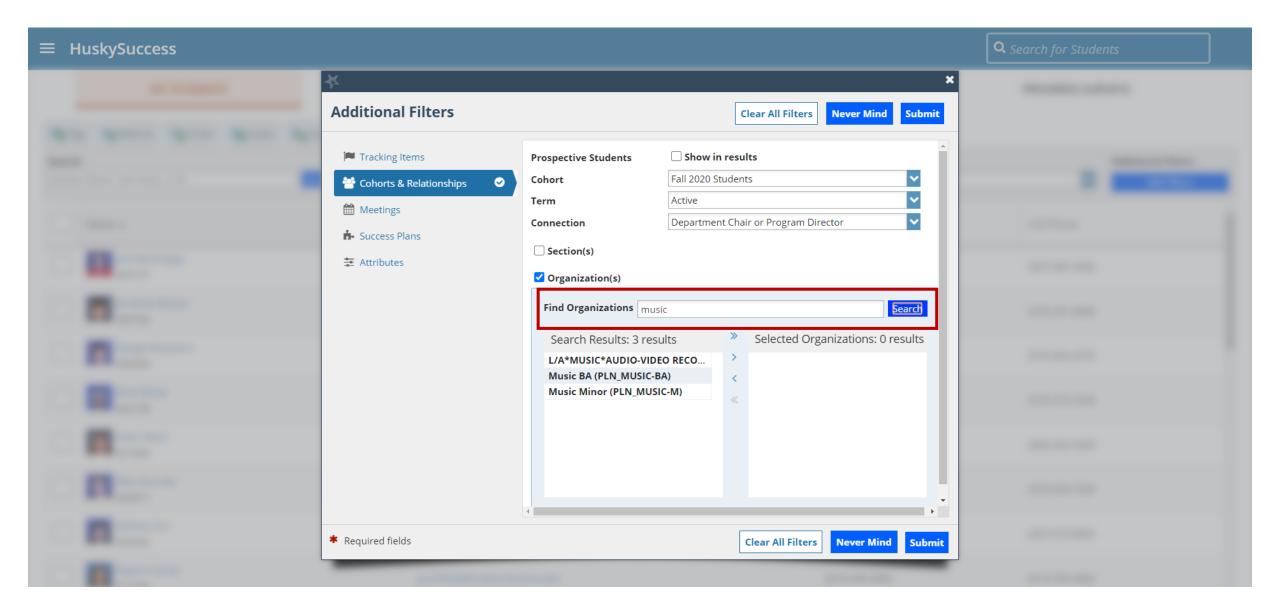
### Select the Cohorts & Relationships tab.



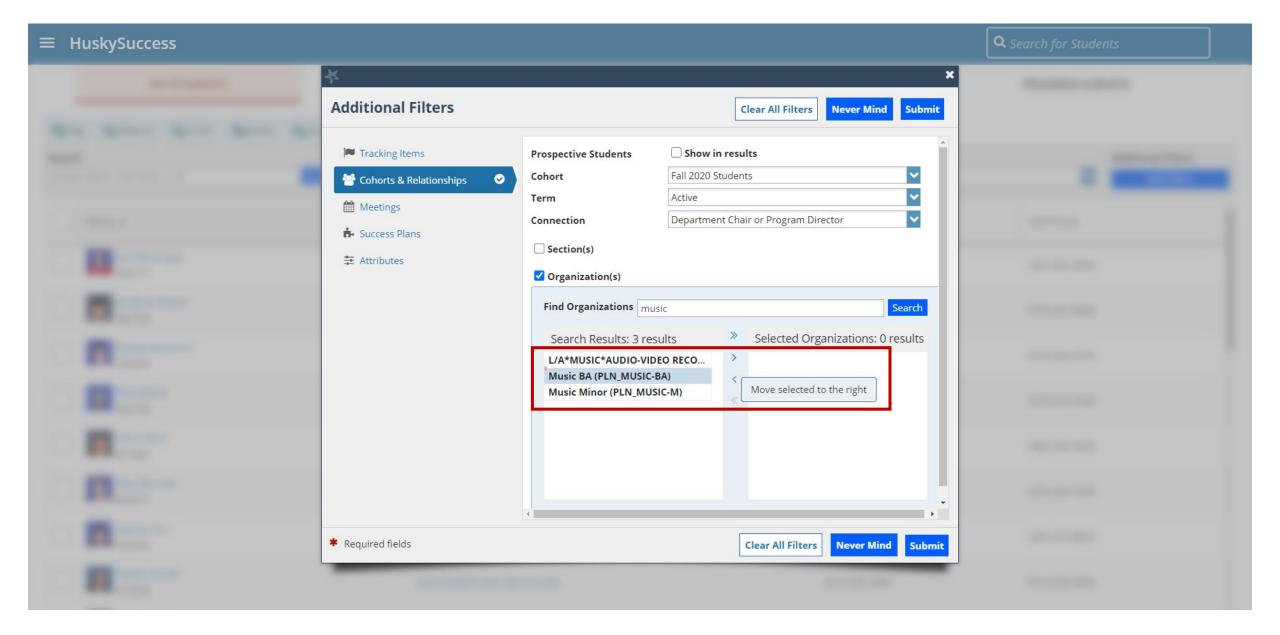
#### Click on the Organization(s) checkbox.



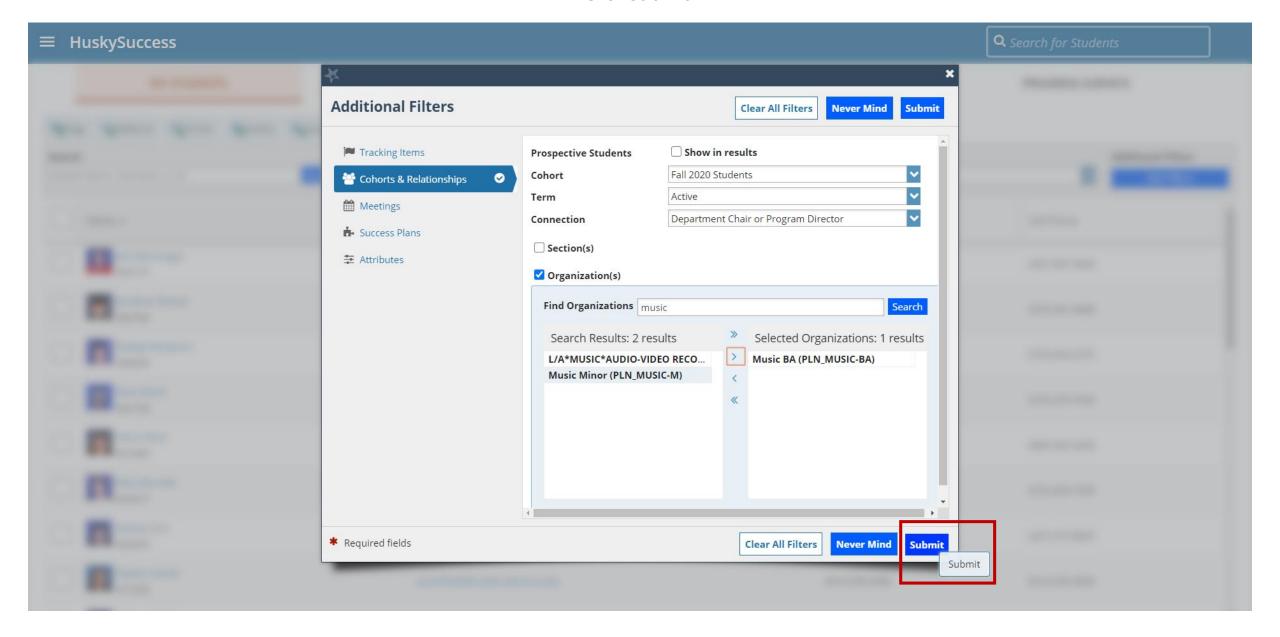
### Type the major or minor in the search bar and click Search.



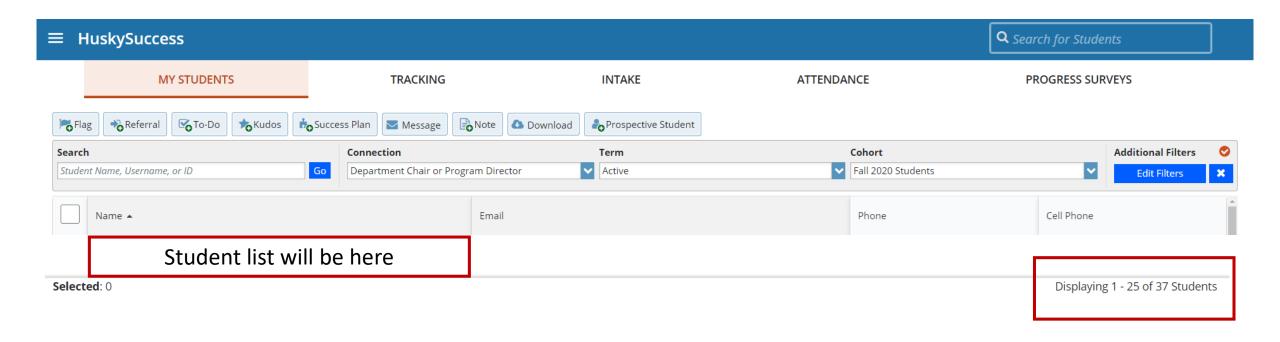
Select the major(s) and/or minor(s) and use the arrows to move the selected organization(s) to the right.



#### Click Submit.



You will see the number of students in the selected list at the lower right of your screen.



Questions? Contact <u>HuskySuccess@bloomu.edu</u>.