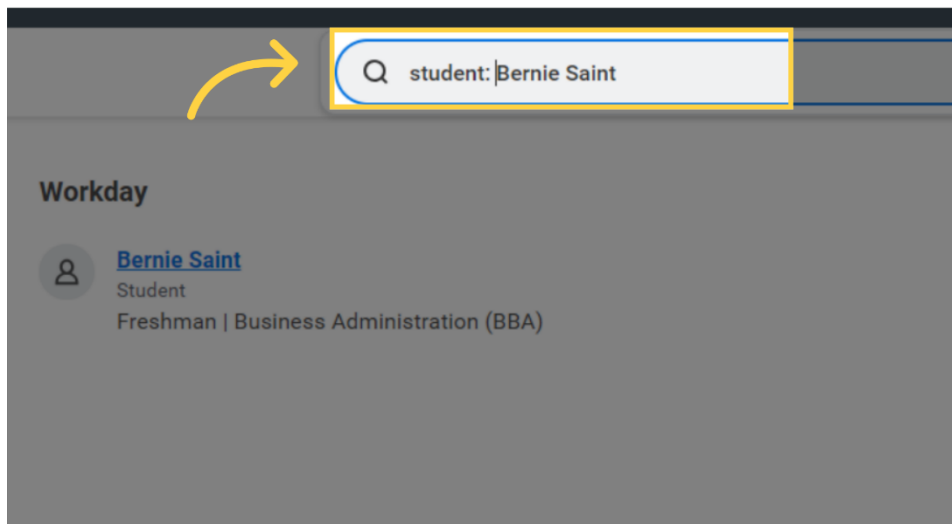


How to Search for Students

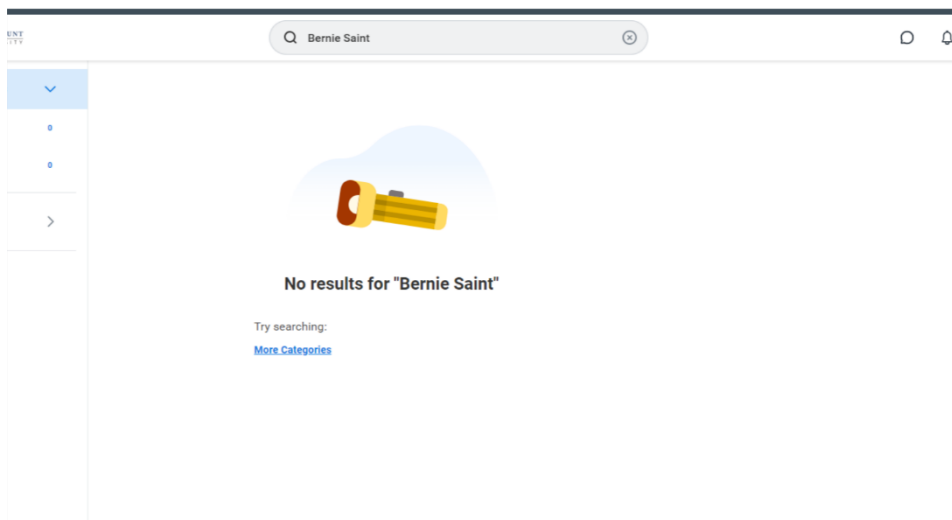
Search using prefix

There are two ways to search for students. First, you can type student: and the student's name into the search bar and hit enter. You can also use studentid: and the ID number.



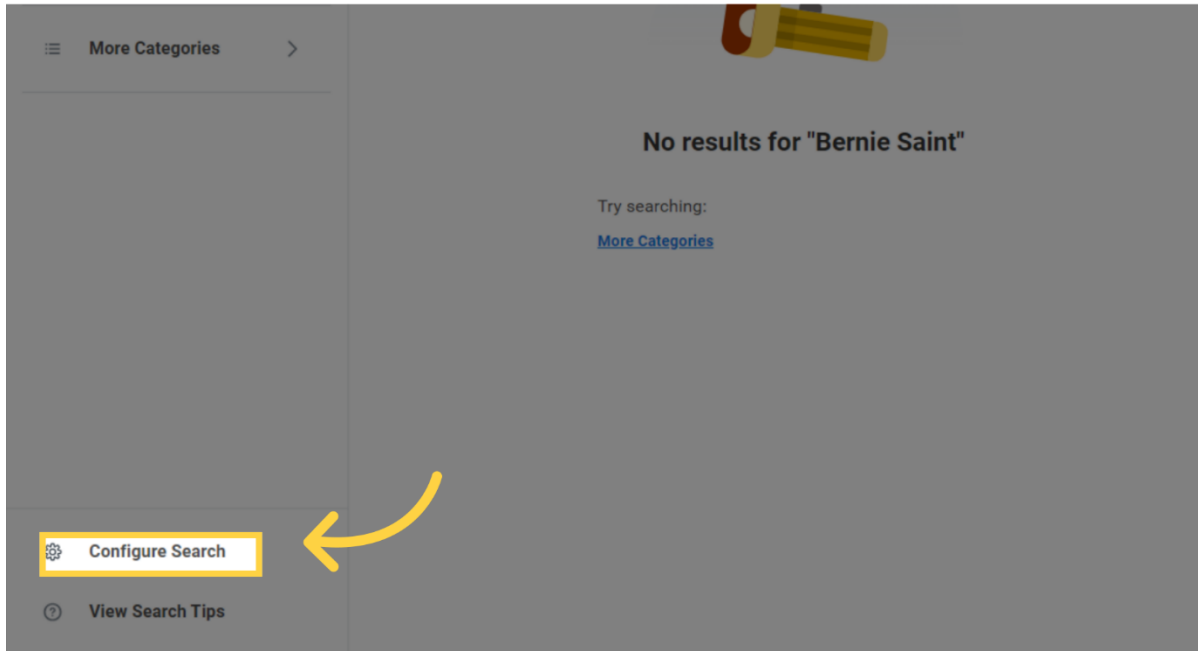
Search without Prefix

The second option is to configure your search to return students at the top. In this example, there are no results for the student.



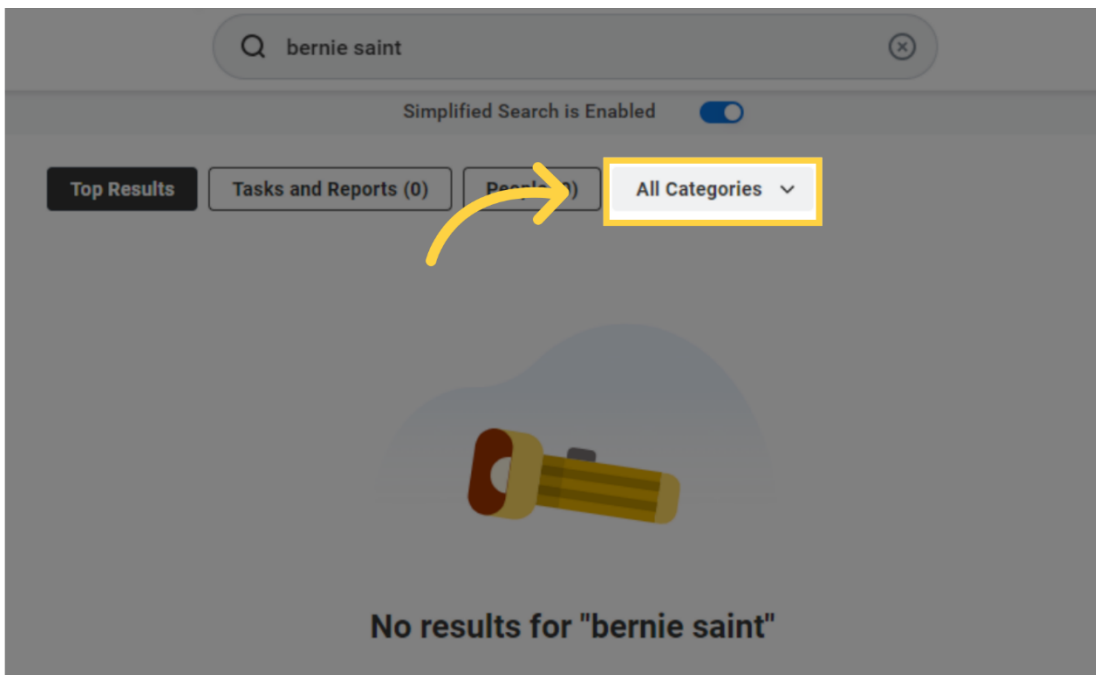
Click Configure Search

After executing any search, you will see a Configure Search option at the bottom left of the screen if you are using the classic search. Click on Configure Search.



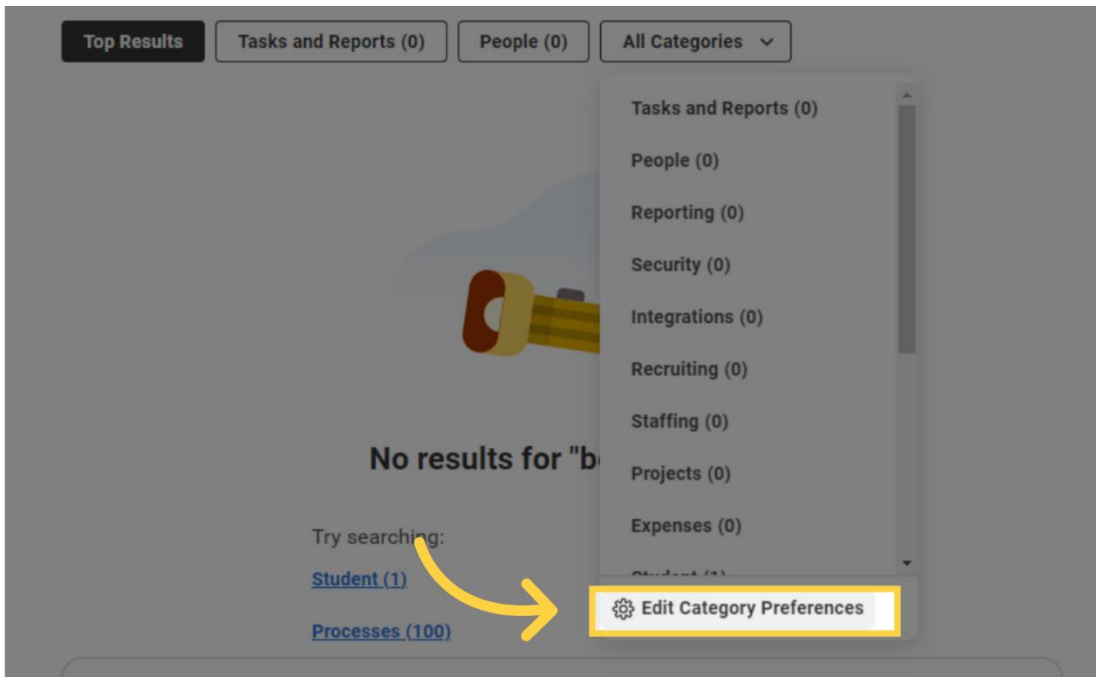
Click "All Categories"

If you have the simplified search enabled, click All Categories at the top of the search results.



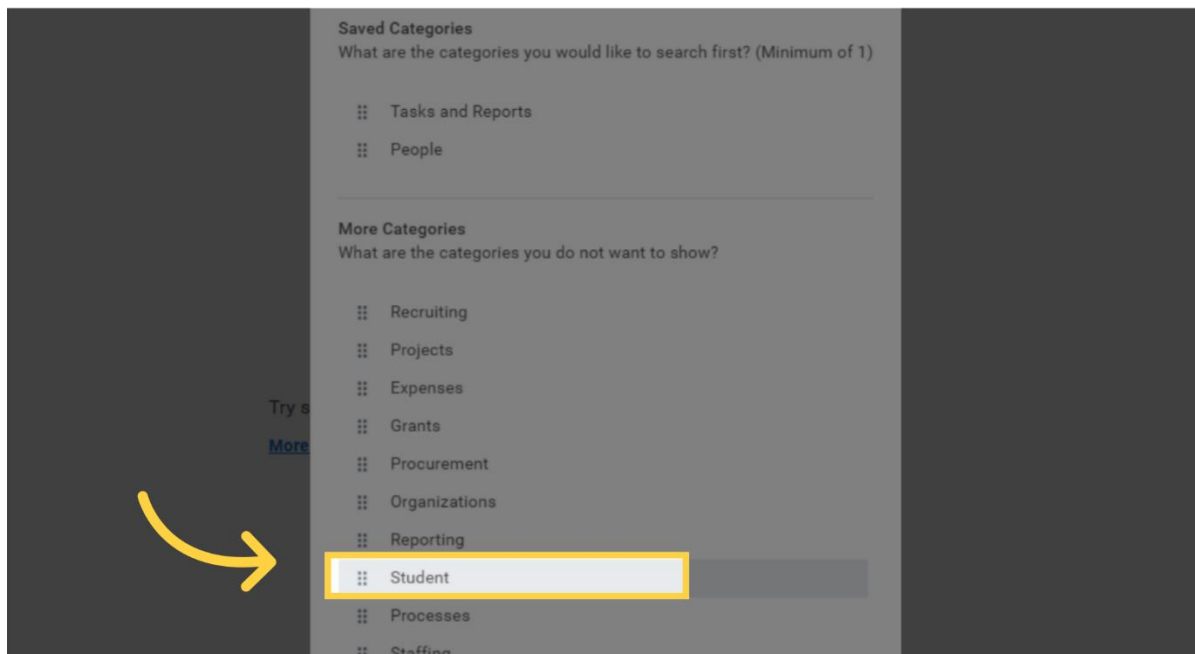
Click "Edit Category Preferences"

Select Edit Category Preferences.



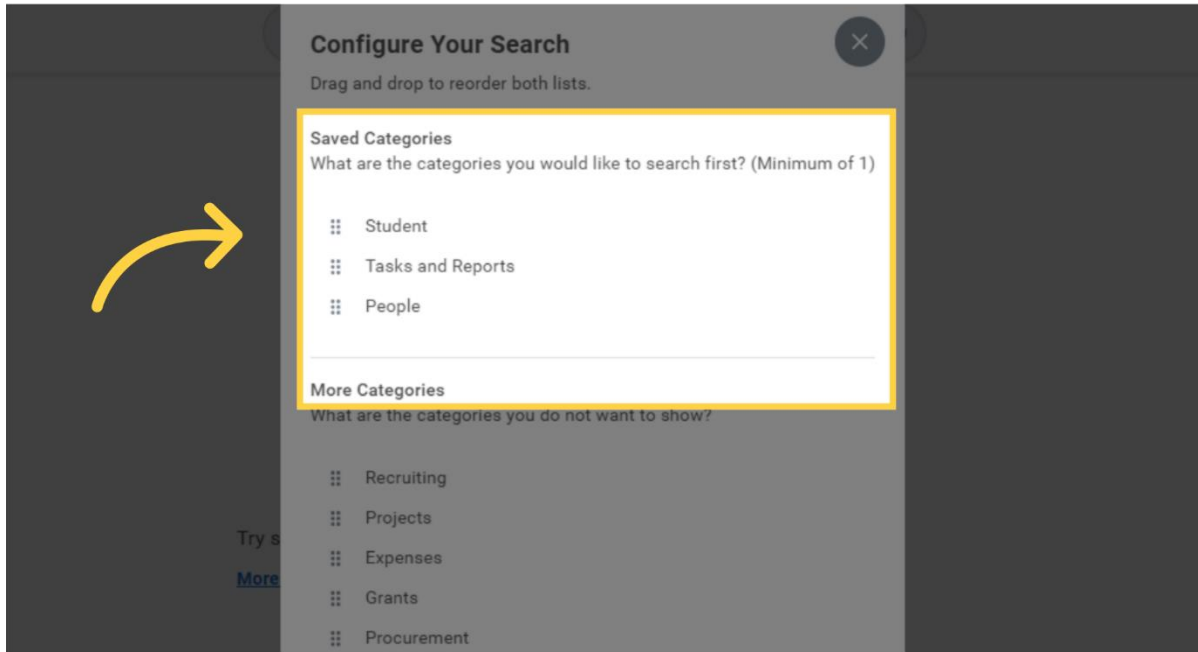
Click "Student"

Drag the Student category from its default location to the top.



Saved Categories

Student should be in the Saved Categories section above the line.



Click "Save"

Click Save and students will show up first in your search results without using the prefixes.

