Overview

In the Advising Records (AdRx) system, users can search for individual students with a basic search tool or find groups of students via the application’s extensive list of search parameters. From the results, users can view advising information for an individual student or create a .csv file or a custom Caseload from a list of results.

**NOTE:** The AdRx search feature is updated with enhancements periodically and this document may not include all current search features and parameters.

Steps

Logging into AdRx

1. Navigate to one.iu.edu.
2. In the **Search** bar, type, “AdRx” or “advising records” and press **Enter**.
3. Click on the **Advising Records (AdRx)** tile.
4. If you are currently not CAS authenticated, enter in your credentials and method of Two-Step Duo authentication at the prompts.

The **AdRx login** page is displayed.

5. Click **Faculty/Staff Login**.
Searching for Individual Students

Search for individual students by using their name, username, or University ID.

1. From the AdRx main page, click Student Search.

The Student Search page is displayed and defaults to the basic Search functionality.

2. Enter the student’s University ID, name, or username. If entering a name, enter it in any of these formats: first name/last name, last name/first name, last name only, first letter of first name and last name, or first four letters of first name and last name.

3. Click .

The search results are displayed in the right pane.
4. Click anywhere on the matching student’s information to display the student’s Information workspace.

Searching for Groups of Students

The AdRx Lists search page provides authorized users an extensive list of search parameters to find students that meet selected criteria.

1. From the AdRx main page, click Student Search.
2. From the displayed Student Search page, click Lists.

The AdRx Lists search page displays.
The following is a list of the search parameters:

**Campus/Career** - These values are defaulted based on your main AdRx profile. They may be changed during an AdRx session but will default back in the next session. Some search parameters below display only those relevant values given the selected Campus and/or Career.

**Caseload** - Either assigned or custom created Caseloads may be selected as search parameters.

**Advising Offices and Advisors** - This parameter displays values relevant to the Campus and Career selected.

**Area of Study** - This list of available majors, certificates, and minors (given the Campus and Career parameters) also contains a search field to filter plans. Use the search field to filter the list of plans to only those that match the entered term or phrase.

If you selected multiple plans from the list:

- use **Find any plan** to return students with *at least one* of the plans selected OR

- use **Find all plans** to return only students with *all* selected plans.
Services Indicators - The list of service indicators available is based on the default or selected campus.

Student Groups - The list of student groups available is based on the default or selected campus.

Student Performance Roster - This search parameter provides Attendance, Flags/Trends, and Recommendation Action values from the SPR application.

Student Engagement Roster - Search for students by current SER feedback, review status, submission date, and SER values within a specific course.

Term Last Enrolled

Hours Completed - This parameter allows you to search for students by program hours and/or IU hours.

Current Enrollment - This parameter allows you to search by campus, term of enrollment (current or upcoming), and number of hours.

Academic Performance - Search by Program GPA or IU GPA.

Term GPA - This parameter allows you to select prior terms and set a GPA range.

Enrollment History - Search either terms enrolled or terms not enrolled.

Class Standing - Search by class standing at the beginning of a selected semester.

Course Registration - This parameter allows you search for students based on their registration status for a given semester and course.

Course Grades - Search for students based on their final grade in a current or prior enrolled course.

Transfer Students - This parameter allows users to search for external transfer students.

Admit Term - Search by indicating an admit term campus, admit term career, and the term criteria.
3. Once all parameters are set, click **Apply All**.

A list of students matching the search parameters is displayed.

![Student Search Interface](image)

4. From the resulting list, choose one of the following actions:

   a) To display the student’s Information workspace in AdRx, click anywhere on the matching student’s information.

   b) To save the list of results as a comma delimited file (.csv file), click **Actions** in the upper right corner, then select **Export as .csv**.

   c) To save the results as a custom Caseload, click **Actions** and then select **Save as Caseload**.

   The **Save as Caseload** pop-up is displayed.

   ![Save as Caseload Pop-up](image)

   Type in a new Caseload name, or type in an existing Caseload name and select the option to overwrite the existing one, and click **Save**.

   d) To send an email to all students in a search results list (and save as an AdRx note), click **Actions**, then **Add Notes**.

   The **Write a Message** pop-up is displayed.
Select either the **Contact Type** “Email” or “Email Mass/Group”, choose the **Advising Purpose**, compose the message to be sent to all students listed in the search results list, then click **Submit**.

**Saving Search Queries**

AdRx allows users to save search queries so that the same search can be quickly performed again without having to reselect the same parameters.

1. Once a list search is performed and the results list is visible, click **Save Search**.

   The **Save Search** dialog box is displayed.

   2. Enter in a name for the search and click **Save**.

   The search is now saved.

   3. Close the dialog box.

   4. To access the search, click **Saved Searches** under the **Lists** student search option.
5. To apply a saved search, display the search details by clicking on its corresponding accordion arrow, then click **Apply**.