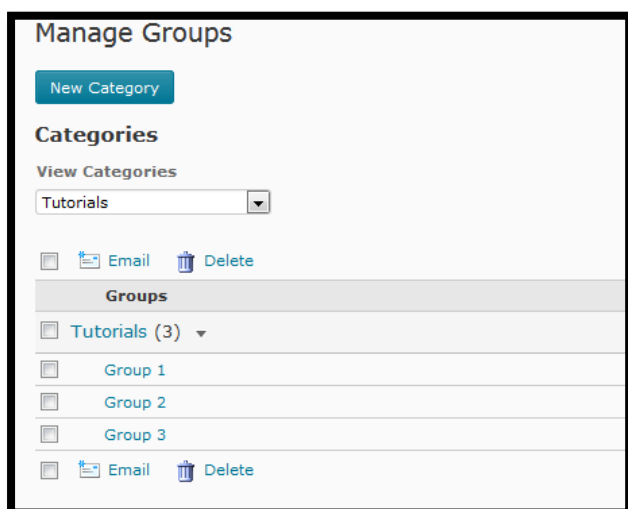


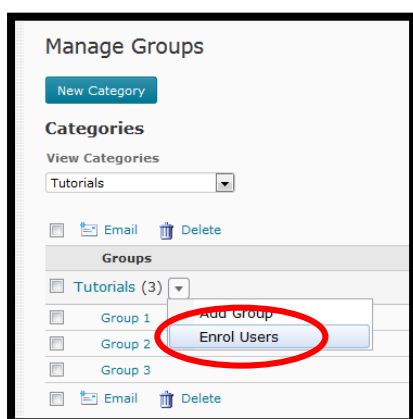
Advanced Search in the Groups Tool

Let's say you have some tutorial groups but you want to find out if there are students who have not yet signed up to a tutorial – there are some steps you can take to find out who they are.

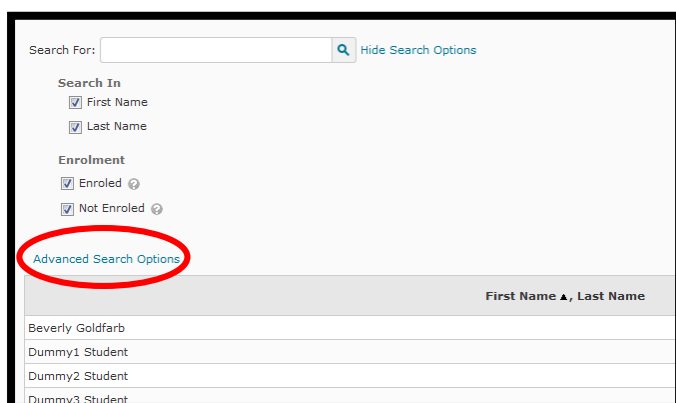
First head to the list of groups that you'd like to look at.



Click the little triangle next to the name of the group list as shown below and choose 'Enrol Users'. We're not going to enrol anyone but for some reason the search is hidden in there.



The next page you see is where you would search for users to add to the groups – however we're going to be clicking on the "Advanced Search Options" link as circled below.



What you'll now see is a list of all the students in your class with a bunch of buttons above the list as per the screenshot below. The first button 'manage groups' you can ignore for now.

The button "Add Demographic Criteria" is used to filter to a specific cohort. The button 'Add Group Category Exclusion' filters out a set of groups. I'll go into details using the example of searching for tutorial groups.

<input type="checkbox"/>	Last Name, First Name ▲	Username	Org Defined ID	Role
<input type="checkbox"/>	Goldfarb, Beverly	beverlyg	02244888	Student
<input type="checkbox"/>	Statham, Peta	petafayc	02373393	Student

Let's say we want to find out how many Hobart students (on campus) have not signed up for a tutorial.

First click 'Add Demographic Criteria' button. You will get a small pop-up as per the screenshot below. Choose the appropriate 'demographic' group from the first dropbox. These demographic groups are just the default group categories that are set up in MyLO (ie, campus, mode, unit). In this case we'll choose 'Campus'. The second dropbox specifies the specific group. In our case we'll choose 'Hobart'.

Demographic: -- Select a demographic field --
Equals: -- Select a demographic criteria --

Demographic: Campus
Equals: H
-- Select a demographic criteria --
H
L

Then click 'Save'. Not much will happen to your list of students yet.

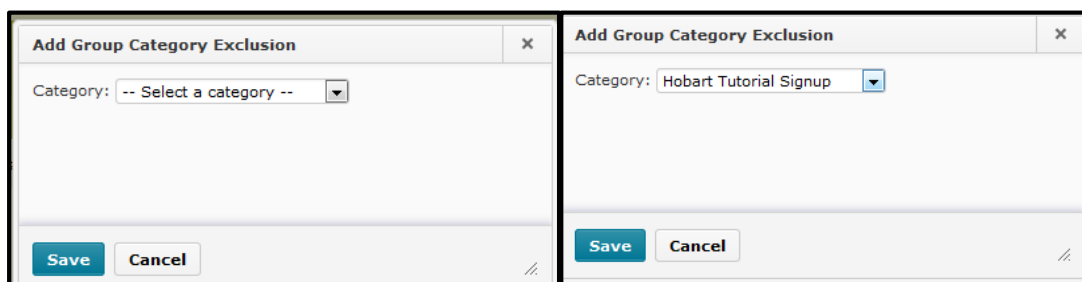
Ahh you might be saying what about external students? Surely they are also listed with campus groups. Yes they are, which is why we can add another demographic criteria using the same button. Click the 'Demographic Criteria' button and choose 'Study Mode' then 'I' for Internal.

Below – you can see both our demographic criteria are listed under the button. When we search the results will include only those individuals who are members of both the groups listed.

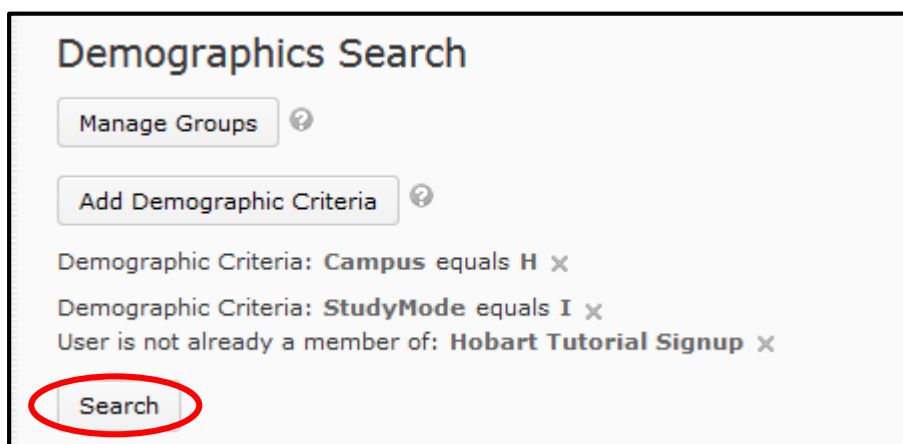
Demographic Criteria: Campus equals H x

Demographic Criteria: StudyMode equals I x

Now we come to the 'group category exclusion'. What we want to do here is to select the group that will be 'excluded' from the search results. Click 'Group Category Exclusion' to choose the group category you want to exclude. It only lets you choose the category, not individual groups within it.



Click 'Save' once you have chosen which group to exclude and you'll see it listed. Then click 'Search' as circled below.



(You must remember to click 'Search' or your user list will not update).

Once you click 'Search' the results will be listed and you will see any user who is a member of any 'Demographic' groups you have chosen and who is NOT a member of any Exclusion group you have chosen. Note that all these are optional, you can choose to search with both or either of these.

Take careful note of the results – there is no way to export. The blue button that says "Add to Category" does allow you to add any selected users it finds to a group if you so wish but once you do so you will **not** be taken back to this window with the search intact. It will take you out of the search altogether so make sure you have any information you need listed before you click anywhere else.

Generally for finding students who have not yet added to a tutorial or for finding students who have enrolled late and have not yet been given a 'random discussion group' it is easier to run the search once, note the names somewhere, then manually add them to the groups via the 'Enrol Users' area rather than doing the advanced search over and over.