Using the Simple and Advanced Search Functions in My Placement- Written Guide

The search functions within My Placement enable you to find an individual student, or groups of students based on certain search criteria in relation to their placement.

There are two options to use when searching within My Placement, *Simple* and *Advanced.* This guide will demonstrate how to use each of these search functions. A summary at the bottom of the guide outlines some of the actions that can be undertaken with the search results.

This guide can be read in conjunction with the relevant video available on [StaffNet](#). Timestamps for the corresponding section of the video are listed in each section of this guide.

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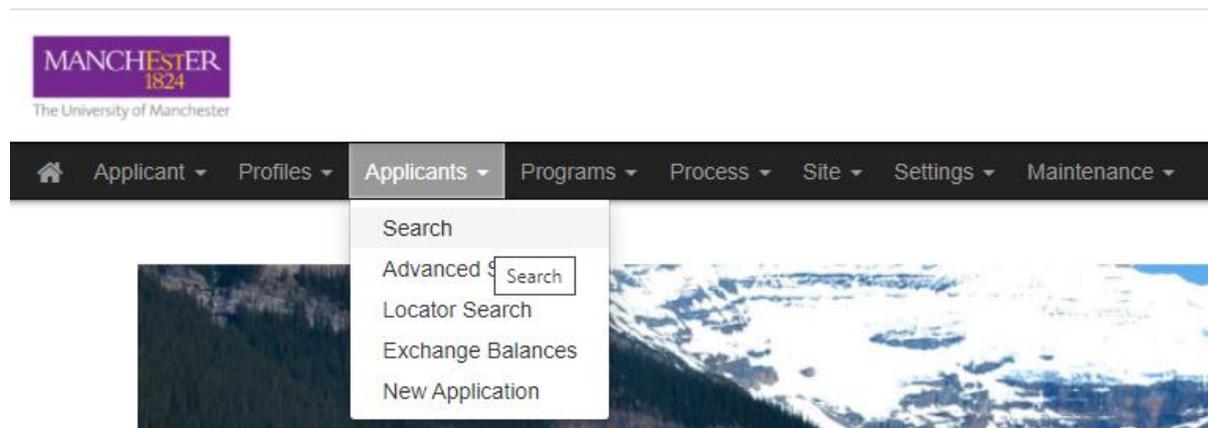
Please contact myplacement@manchester.ac.uk if you have any further questions about the My Placement system.

Simple Search (00:27)

The Simple Search function is sufficient for most quick searches (e.g to find a specific student).

Once you have logged into your My Placement account, go to Applicants -> Search from the menu at the top of the page:

On the Search page, you will see that there are four search parameters to choose from (Applicant Name, Programme Name, Program Terms, and Student ID). You can search using a single parameter, or a combination of the four to narrow down the results. An overview of each parameter is below:

^ The Simple Search landing page

1. **Applicant Name** enables you to search for a student by their first name, surname or both. We would advise only searching by first <u>or</u> last name if the name is relatively uncommon to reduce the number of matches in the search results.

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If you want to search for a student named Ryan Smith (or another relatively popular name), it is advised that you type "Ryan Smith" (with the speech marks around the text) to ensure

You searched for all applicants that have the words **ryan** or **smith** in the applicant's name.

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Search Results:

Name	Status	Program
Asatryan, Sargis	Committed	IPO: University-Wide Exchange (ID 24411)
Balman, Ryan	Pending	IPO: International Exchange (ID 37192 - not ranked)
Barclay, Ryan	Committed	MEDN: Electives Worldwide (Non UK) (ID 13563 - not ranked)
Beggs, Ryan	Pending	MEDN: Elective Placements - Year 4 (ID 28528 - not ranked)
	Committed	MEDN: Electives Worldwide (Non UK) (ID 28900 - not ranked)
Bourke-Smith, Olivia	Pending	IPO: Summer Schools (ID 24614 - not ranked)
Bradshaw-Smith, George	Committed	AMBS: IBFE UK Work Placements (ID 20635 - not ranked)

that you only receive exact matches. Without the speech marks, results will be returned for every student on My Placement who has the names Ryan OR Smith in their name:

^ Without speech marks, the search has returned results for Ryan OR Smith in the student's name

Search : Results

Search   Search Results

Following is a listing of applications that meet your search criteria.   ✕

You searched for all applicants that have the exact text "**ryan smith**" in the applicant's name.

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Search Results:

Tab to open: History Log ▾

Name	Status	Program	Term
Smith, Ryan	Committed	SBS: Biosciences Industrial Experience (Erasmus) (ID 27089 - not ranked)	Full Year, 2019-2020
SMITH, Ryan	Committed	IPO: University-Wide Exchange (ID 27738)	Semester 1, 2018-2019
Smith, Ryan	Pending	MEDN: Elective Placements - Year 4 (ID 29328 - not ranked)	Non-Specific, 2018-2019
	Committed	MEDN: Electives (UK) (ID 28967 - not ranked)	Short-term, 2018-2019
			Found: 3 applicants / 4 applications

^ With speech marks, the results only show students with the exact name Ryan Smith

NOTE: My Placement access is configured to the same level as Campus Solutions access. If you work in a School, you will only be able to view students on My Placement from within your School (in the above example, if you work in the Medical School, you will only see results for the Ryan Smith who is on the MEDN: prefixed programmes). If you work in a central division (such as the International Programmes Office) you will see ALL students on My Placement (as seen in the above screenshots).

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2. **Programme Name** enables you to search for a student (or group of students) based on the programme they are enrolled on. Please note that in the context of My Placement, 'Programme Name' does **not** refer to the name of the student's degree programme (e.g. BA History, BSc Computer Science with Artificial Intelligence), but rather the name of the My Placement mobility programme the student is on (e.g. IPO: University of Melbourne, COMP: Industrial Experience UK).

    The Programme Name search function operates in the same way as the Applicant Search as described above. For instance, typing University of Melbourne without any speech marks will return results for all students on programmes with the words University OR of OR Melbourne in the name.

^ *Searching for University of Melbourne without any speech marks returns over 3500 results, as all programmes with the words University OR of OR Melbourne are included*

You searched for all applicants that have the exact text **"university of melbourne"** in the program name.

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Options ▾   Progress Audit ▾   Map Results ▾   Group by ▾

Search Results:			Tab to open:	Documents ▾
Name	**Status**	**Program**		**Term**
Ager-Perera, Georgia	Committed	IPO: University of Melbourne (ID 22451 - not ranked)		Semester 2, 2018-2019
Arden, Abigail	Committed	IPO: University of Melbourne (ID 10519 - not ranked)		Full Year, 2016-2017
Battle, Maria Veronica	Committed	IPO: University of Melbourne (ID 32985 - not ranked)		Semester 2, 2019-2020
Bennett, Joss William	Committed	IPO: University of Melbourne (ID 16088 - not ranked)		Full Year, 2017-2018
Blacow, Callum	Committed	IPO: University of Melbourne (ID 26861 - not ranked)		Full Year, 2019-2020
Bruce-Jones, Olivia	Committed	IPO: University of Melbourne (ID 22035 - not ranked)		Full Year, 2018-2019
Cadman, Andrew	Committed	IPO: University of Melbourne (ID 10531 - not ranked)		Full Year, 2016-2017
Chauhan, Akhil	Committed	IPO: University of Melbourne (ID 10676 - not ranked)		Semester 1, 2016-2017
Cheng, Enhui	Committed	IPO: University of Melbourne (ID 17813 - not ranked)		Semester 2, 2017-2018
Chew, Yu Ning	Committed	IPO: University of Melbourne (ID 16845 - not ranked)		Semester 2, 2017-2018
Close, Hannah Madeleine	Committed	IPO: University of Melbourne (ID 21982 - not ranked)		Full Year, 2018-2019
Coakley, Cameron	Committed	IPO: University of Melbourne (ID 27150 - not ranked)		Full Year, 2019-2020
Corcoran, Rebecca	Committed	IPO: University of Melbourne (ID 27067 - not ranked)		Full Year, 2019-2020
Crockatt, Alannah	Committed	IPO: University of Melbourne (ID 32911 - not ranked)		Semester 2, 2019-2020
Crummett, Alexander	Committed	IPO: University of Melbourne (ID 26900 - not ranked)		Full Year, 2019-2020
Davies, Rebecca	Committed	MBS(IM): University of Melbourne (ID 26691 - not ranked)		Full Year, 2019-2020
Day, Amy	Committed	MBS(IM): University of Melbourne (ID 10323 - not ranked)		Full Year, 2016-2017

^ Adding speech marks around the search term provide a more accurate result, only showing students on University of Melbourne programmes

With the Programme Search parameter, you can also do a prefix search – each programme on My Placement is 'owned' by a specific School or department within the university and the 4 letter prefix at the start of each programme name indicates the 'owner' (e.g. MEDN = Medical School, SBS = School of Biological Sciences, IPO = International Programmes Office). By typing the prefix into the search box you will get results for all students enrolled onto the relevant programmes:

cant ▾   Profiles ▾   Applicants ▾   Programs ▾   Process ▾   Site ▾   Settings ▾   Maintenance ▾   **Victoria Row**

Search : Results   Search   Search Results

You searched for all applicants that have the word **sbs:** in the program name.

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Search Results:			Tab to open:	Overview ▾
Name	**Status**	**Program**		**Term**
Abbott, Eleanor	Committed	SBS: Biosciences Industrial Experience (Worldwide) (ID 25719 - not ranked)		Full Year, 2018-2019
Aberdeen, Isabel	Committed	SBS: Biosciences Industrial Experience (UK) (ID 20468 - not ranked)		Full Year, 2017-2018
Abson, Katie	Committed	SBS: Biosciences Industrial Experience (Erasmus) (ID 34049 - not ranked)		Full Year, 2020-2021
Adams, Traci	Committed	SBS: French Erasmus Work Semester 1 (ID 10282 - not ranked)		Semester 1, 2016-2017
	Committed	SBS: Short-Term Work Semester 2 (overseas) (ID 17416 - not ranked)		Semester 2, 2016-2017
Ahmad, Shumail	Committed	SBS: Biosciences Industrial Experience (Erasmus) (ID 12412 - not ranked)		Full Year, 2016-2017
Ahmar, Davide	Committed	SBS: Erasmus Biosciences Industrial Experience (Self-Arranged, Erasmus) (ID 33699 - not ranked)		Full Year, 2020-2021
Alexander, Genevieve	Committed	SBS: Biosciences Industrial Experience (Erasmus) (ID 23790 - not ranked)		Full Year, 2018-2019
Alexander, Rebecca	Committed	SBS: Biosciences Industrial Experience (UK) (ID 30004 - not ranked)		Full Year, 2019-2020

^ Searching for the SBS: prefix shows results for all students on a programme run by the School of Biological Sciences

3. **Programme Term** enables you to search for students based on the term and year in which they undertook their mobility (e.g. semester 1 of the 2017-18 academic year).

Only the most recent terms/years are shown in the box on the search home page by default – to add older terms, click 'show all terms' which is just below the search box. This will show all terms from the 2014-15 academic year onwards. You can select more than one option in the search box by holding down the CTRL key.

^ *Programme Terms search results showing all students undertaking a mobility for Full Year 2020-21 or Semester 1 2020-21.*

4. **Student ID** enables you to find a student using their student ID number.

If you know the exact ID number, select 'Exact Match' from the drop-down list and type the ID number into the box. Leave the 'Most Current Value' box as it is.

^ *It is possible to find a student using just their student ID.*

Using a combination of the Simple Search parameters described above enables you to refine your search. For instance, by typing *Bergen* in the Programme Name box, and selecting *Full Year 2020-21*

in the Programme Term box, you will obtain results for all students who studied at The University of Bergen for a full year in the 2020-21 academic year.

The Withdrawn tick-box allows you to include students who have withdrawn from their mobility in your search results, and can be used alongside any of the above search parameters. By default, when you run a Simple Search on My Placement, withdrawn students will automatically be excluded from the search results and will only show if this box is ticked.

Ticking this box is a good troubleshooting tip for if you cannot find a student in a 'standard' search; it could be that they have been accidentally withdrawn from their programme.

You searched for all applicants (including withdrawn applications) that have the word **bergen** in the program name, that have applied for the term **Full Year 2020**.

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| Options ▾ | Progress Audit ▾ | Map Results ▾ | Group by ▾ |

Search Results: Tab to open: [Questionnaires ▾]

Name	Status	Program	Term
Anjum, Shovi	Committed	GEOG: University of Bergen (ID 32358 - not ranked) .	Full Year, 2020-2021
Connor, Freya	Committed	GEOG: University of Bergen (ID 32299 - not ranked)	Full Year, 2020-2021
Curry, Lucy	Withdrawn: by staff	GEOG: University of Bergen (ID 32831)	Full Year, 2020-2021
O'Sullivan, Blake	Committed	GEOG: University of Bergen (ID 32775 - not ranked)	Full Year, 2020-2021

^This search shows all students who are on the Full year 20-21 Geography programme at University of Bergen, including one student who withdrew from the programme.

Advanced Search (09:20)

Using the Simple Search function is useful for most 'day-to-day' searches for students. However, if you want to find more specific information (such as find how many students are in a particular country, or to see which students haven't submitted a questionnaire), the Advanced Search option is the best tool to use for this.

1. Once you have logged in, select Applicants > Advanced Search from the menu at the top of the page:
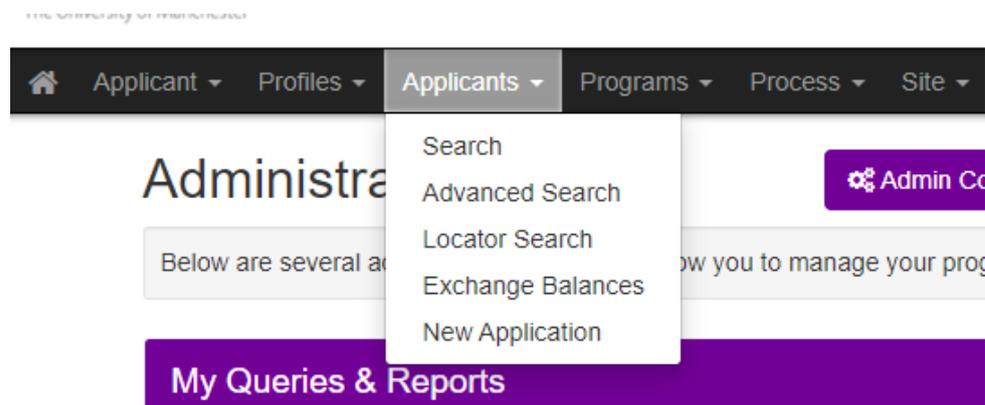
2. You will then see a page with several tickboxes. This page allows you to tick which parameter groups you want to use in your search. A breakdown of each tickbox and its function is below:
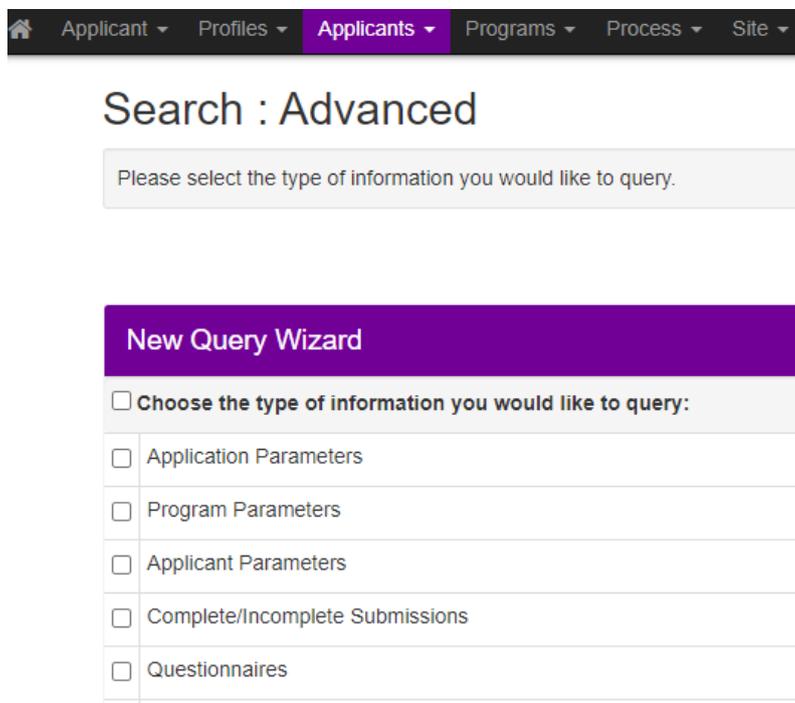
^ the 'Advanced Search' homepage

Application parameters

This is the parameter most users will tick when running an advanced search. This parameter allows you to search for all of the 'Simple Search' parameters (as described above), as well as a student's mobility status (e.g Committed, Pending), the country or city they are in, and any 'tags' which have been added to the student's record.

When this parameter is selected, you will be taken to a page with several drop down menus.

All sections under the purple 'Show' heading should remain as they are.

Under the 'Application Parameters' purple heading you can select the programme term, which is here called an Application Cycle (e.g. Full Year 2019-20). It is recommended that the Application Phase box (which indicates what stage of the mobility process a student is in; e.g. applied for a placement, is currently abroad, has returned) is kept ticked as 'all'.

If your School uses application tags (which can be added to a student's profile to denote a particular characteristic) and you wish to run a report to see which students have a tag assigned to them, you can select this under the relevant heading. If you are not searching for a tag, this box can be left unchanged.

Leave Application Terms and Years as they are.

^ *The top half of the Application Parameters advanced search*

The next section will ask about the student's application status within My Placement (e.g. if they are committed or pending).

Application activity enables you to search for students based on when their application was last updated, or based on their placement start date (e.g. you can select all students who are due to start their placement in the next 7 days).

^The application status and activity sections of the Application Parameter advanced search.

Programmes and locations enables you to search for students based on a specific programme (e.g you can search for all students on the LANG: French Erasmus Work programme). You can select multiple programmes by holding down the CTRL button on your keyboard.

Each programme is also categorised into a specific 'Programme Group' (all Language programmes are in one group, all Medicine programmes are grouped into another and so on). If you need to search for all students on a Language programme, instead of selecting each individual programme from the programme box, you can simply select the LANG: Residence Abroad option from the Programme Group on the right.

NOTE: it is not possible to select a Programme AND a Programme Group – the Programme Group will override the Programme selected.

It is also possible to search for a country, city or region.

^ Programme name/group and location search parameters.

Once you have selected all the required search parameters, click search and the results will be displayed.

Programme parameters

It is rare that this parameter would need to be used, it shows characteristics of each mobility programme, such as the language of instruction and the name of the University of Manchester coordinator for the programme. For example, ticking 'Area of study = Biosciences' + 'Language of Instruction = German' would show results for all students undertaking a Biosciences mobility in the German language.

^ Programme parameters search page

Applicant Parameters

This parameter enables you to search for applicants based on their characteristics – for example, you can search for all applicants who have French nationality, or all students who have a certain academic average. It is recommended that this parameter is used in conjunction with the Application parameter to obtain relevant results.

^ The Applicant Parameters search page.

Complete/Incomplete Submissions

This parameter enables you to search for students based on who has/has not submitted/read a questionnaire, material, or piece of Learning Content. It is recommended that you use this option in conjunction with the Application Parameters option. (e.g. use the Application Parameters option to select all students undertaking a Semester 1 2020/21 placement which is part of the LANG: Residence Abroad program group, and then the Submission parameter to find which of these students has not submitted their transcript to the relevant questionnaire).

^ *The Complete/Incomplete Submissions search parameter page.*

Questionnaires

This parameter enables you to search for students based on their responses to a questionnaire question – for instance, you can search for all students who have listed 'Arizona State University' as their first choice destination in the IPO: Partner Choices and Course Units questionnaire.

^ The Questionnaires parameter search page.

Search Results

Changing the display order of results

Whether you have done a simple or advanced search, search results are presented by default in alphabetical order, however you can amend this by clicking the 'Group As' tab at the top of the search results to change the order the results are displayed in.

^ Clicking 'Group by' gives options for changing the order in which the search results are displayed.

Saving a search (17:08)

If you need to run a specific search regularly (e.g. if you do weekly checks to see which students on a particular programme have submitted their transcript) at the bottom of the results page there is an option to save the search query to your My Placement homepage. This saves all of the selected search parameters (not the results of the search), and each time you click on the search from your home page, it will re-run the search to capture any new students.
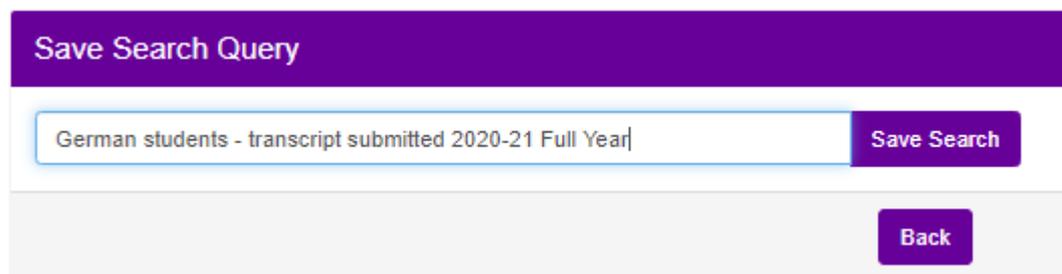
^At the bottom of the search results page is the option to save the parameters selected for a future search.

Sending batch emails (21:43)

You can also send a batch email to all the students in the search results, by clicking 'options > send email' on the search results page. Within the email function of My Placement, it is possible to use mail-merge so that the email can be personalised to each student with their first name or other personal details.
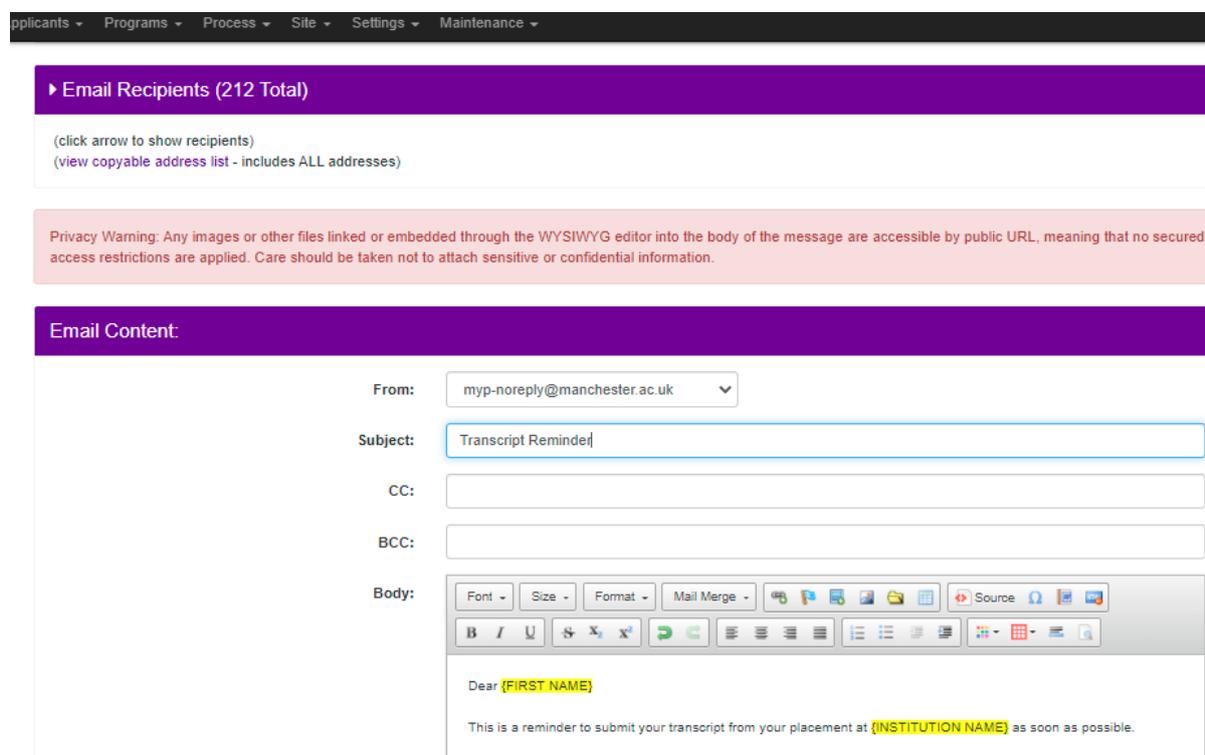

^ An example of how to use the batch email function.

Create a report (23:29)

The search results can be downloaded into an Excel spreadsheet, and it is possible to customise the data that will be included in the spreadsheet.

Making batch edits (23:53)

It is also possible to 'batch edit' the search results. For example, it is possible to add a tag to all profiles that appear in the search results, update their status (e.g from Pending to Committed) or mark a material as 'received'. This can be done by clicking Options > and selecting the relevant function.
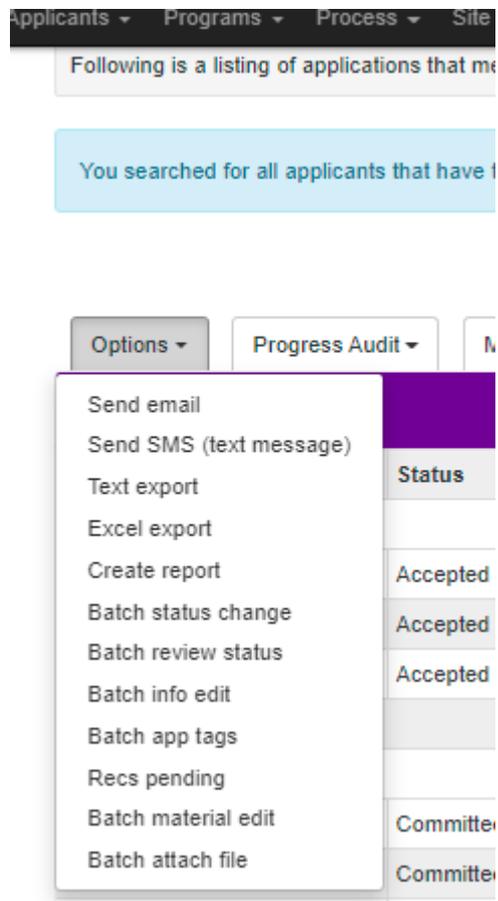
^ An example of some of the 'batch...' functions available, and the option to create an Excel report of the results.