“Attributes” are information tied to a student’s folder.

**Student Folder**

In the boxes above, you can see an **Attribute** (such as Academic Standing) followed by its **Specific Value** (e.g. Good Standing).

Using filters allows you to search for students based on attributes. Some attributes may not show in the student’s Overview but you can still use them to filter.

To filter/search by attributes:

1. Click on the **Students** tab in the upper-left hand corner.
2. Select the **My Students** tab. (Select the correct **Connection**.)
3. Click on **Add Filters**.
4. Click on Attributes and then select + Add Attribute. (Refer to screenshot below.)

5. Select the attribute(s) you want to filter. (Refer to screenshot below.) You can search by multiple attributes, e.g. major & GPA below a certain value, by adding another attribute.

6. Select the radio button in front of Specific Value and enter the specific value. (Refer to screenshot below.) Specific values can be found on the appropriate reference sheet:
   - Attribute Guide to Majors/Minors/Certificates
   - Attribute Guide to Service Indicators(Holds)/Student Info
   - Attribute Guide to Country

7. Click Submit.

8. Click the X to clear the filters.

   Please note that, when searching for graduate programs by major, results will show Masters and PhD students combined.