



Using Advanced Search

EAB Navigate's Advanced Search feature is a powerful tool that allows faculty at LaGuardia Community College to efficiently identify and select students from specific classes. These instructions will guide you through the process in four simple steps.

Step 1: Access Advanced Search

- Navigate to the left-side toolbar and click on the magnifying glass icon labeled "Advanced Search".

Steps 2 & 3: Set Search Filters

- In the Advanced Search interface, you will find various filter drawers. Select the "Course Data" filter drawer to begin narrowing down students based on their class enrollments.

Step 3: Specify Class Sections

- Within the "Course Data" filter drawer, enter the relevant details such as course name, course ID, or specific class section. You can use multiple filters to ensure you select the correct cohort.

Step 4: Execute Search and Review Results

- Click the "Search" button at the bottom of the Advanced Search panel. Once the search results are displayed, you can review the list of students who meet the specified criteria.
- Click on "Actions" button and you can take various actions including e-mailing/texting the students.

Image of Step 1

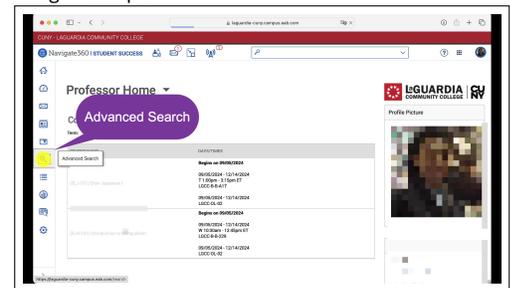


Image of Step 2

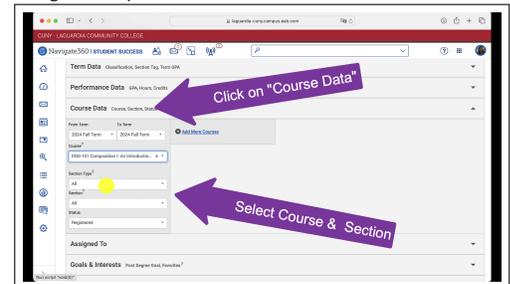
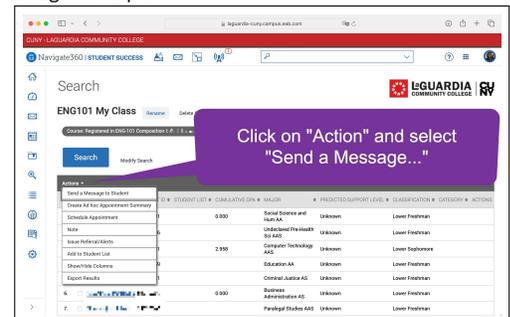


Image of Step 4



LaGuardia Navigate Resources

- Link to LaGuardia Navigate (Faculty/Staff): <https://laguardia-cuny.campus.eab.com>
- Link to LaGuardia Navigate (Students): <https://laguardia-cuny.navigate.eab.com>
- LaGuardia Navigate webpage: <https://laguardia.edu/navigate>
- Email support for LaGuardia Navigate: navigate@lagcc.cuny.edu