

How to find Students by Location

In [NYU Connect](#) on the **“My Students”** tab:

- Connection = as appropriate to your role
- Term = Ongoing
- Cohort = Your school
- Click “Add Filters”

Example 1: All students in your School from Texas

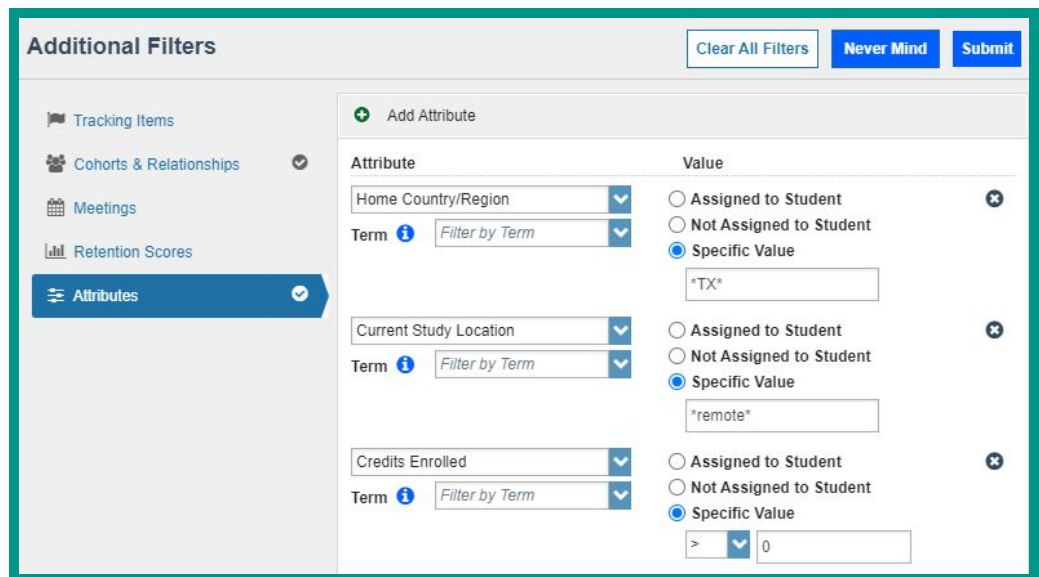
1. Click **“Attributes”** from the left menu
2. Click **“Add Attribute”** plus sign
3. Select **“Home Country/Region”** from the Attribute dropdown
 - a. Leave **term blank**
 - b. Click **“Specific Value”**
 - i. Enter *TX* for this example
 - ii. Note! The * is a wildcard and functions as a “contains” search.
4. Click **Submit**

Example 2: All students in your School from Texas Studying Remotely

1. Follow Steps 1-5 above
2. Click **“Add Attribute”** plus sign again
3. Select **“Current Study Location”** from the Attribute dropdown
 - a. Leave **term blank**
 - b. Click **“Specific Value”**
 - i. Enter *remote* for this example
4. Click **“Add Attribute”** plus sign again
5. Select **“Credits Enrolled”**
 - a. Leave **term blank**
 - b. Click **“Specific Value”**
 - c. Select **greater than** sign (“>”) from drop down and enter **0** (zero)
6. Click **Submit**

Once you have your list, click “Download” button on the top of the student list to export, or you can “Select All” and send them an email Note via Connect

[Questions? We are here for you!](#)



The screenshot shows the 'Additional Filters' section of the NYU Connect interface. It features a sidebar with navigation options: Tracking Items, Cohorts & Relationships, Meetings, Retention Scores, and Attributes (which is currently selected). The main area is titled 'Add Attribute' and contains three filter rules:

Attribute	Value
Home Country/Region	<input type="radio"/> Assigned to Student <input type="radio"/> Not Assigned to Student <input checked="" type="radio"/> Specific Value <input type="text" value="*TX*"/>
Current Study Location	<input type="radio"/> Assigned to Student <input type="radio"/> Not Assigned to Student <input checked="" type="radio"/> Specific Value <input type="text" value="*remote*"/>
Credits Enrolled	<input type="radio"/> Assigned to Student <input type="radio"/> Not Assigned to Student <input checked="" type="radio"/> Specific Value <input type="text" value=">"/> <input type="text" value="0"/>

At the top right of the filter section, there are buttons for 'Clear All Filters', 'Never Mind', and 'Submit'.