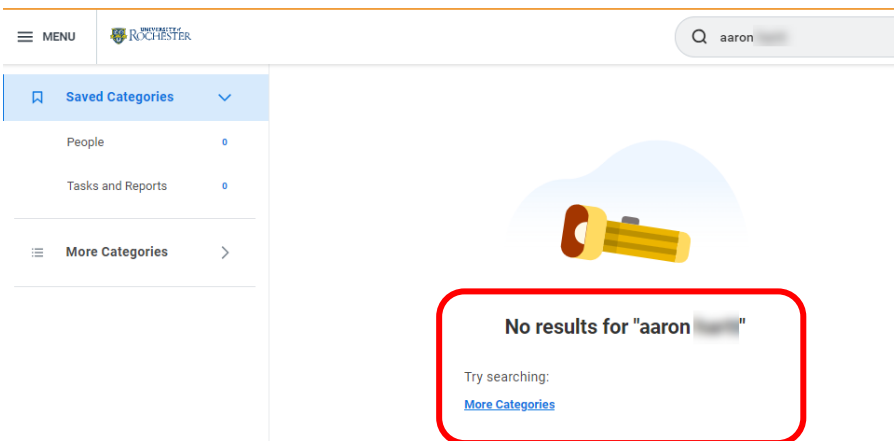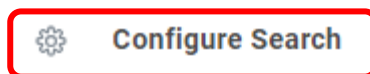# Configure Student as a Saved Category in Search

In order to search for Students by name in the global search bar, configure your search criteria so students appear on the first page of search results
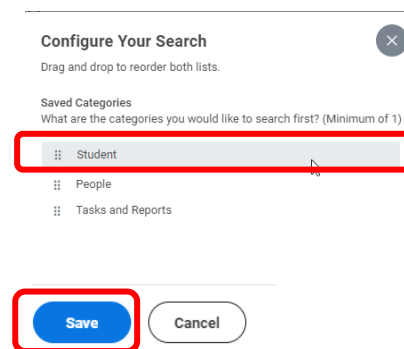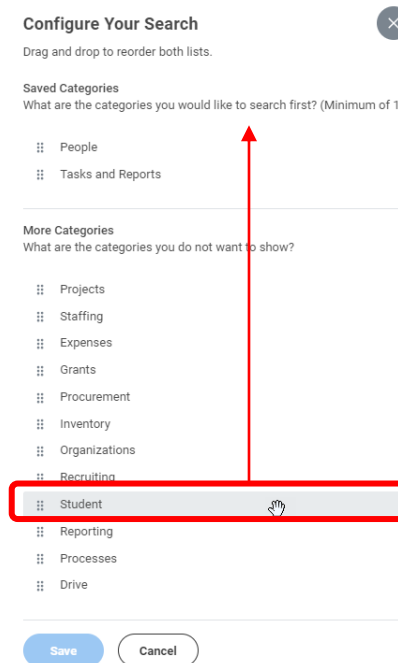
Configure Student as a Saved Search Category

1. Log into UR Student and search for a student by name in the global search. If you have not set student data to return in your search criteria, you will not see student data return on the first page. If you notice, you do not see Student under Saved Categories at the top left of the page. Student results can only be seen by clicking on More Categories (on the left, or in the middle of the page)

2. In order to find students more easily when searching by name, you will need to add 'Student' as a saved category in your search results. From this search results page, click on Configure Search at the bottom left of your screen. Note you can only see the Configure Search option if you are looking at a search results page – so if you don't see it, just search for something in the global search bar!

4. Within the pop-up window that appears, click on "Student" and drag it up to the top of the pop up. If you would like student data to appear first in the results list, drag it all of the way to the top! Don't forget to hit SAVE!

UR STUDENT

Updated 08/08/20

Configure Student as a Saved Category in Search, cont.

You can now search for students by name and see results more easily. You will see Students at the top of your Saved Categories:

UR STUDENT