

**Filters**

FILTERS - are used to see groups of students. Maximum number of filters is 15, are not shared with other providers.

Go to the My Student Tab. Hoover over Filters.

1. Basic Filter ( can click a or b below or both)
   1. Select students with interventions (for just your students select you as the provider-you do not need to select any other sort)
      1. Select site, grade, etc to narrow student sort.
   2. Select students without interventions (a and b will give you all students)
      1. Select site, grade, etc to narrow student sort.
   3. Save Filter and name (if not selected filter will not be saved)
   4. Process
2. Saved Filters (show all filters that have been created)
   1. Click desired Filter to see that group of students
   2. Manage Saved Filters
      1. Click radio button to choose default filter and save
      2. Edit Filter by selecting pencil icon and make changes and save
      3. Delete Filter by selecting the x icon
3. Advance Filters
   1. Select field , operator and criteria

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