

## Filters

Filters are important options in MyEd to “customize” the information that is viewable on the screen. Often things are not available (students, courses) due to the **filter** that is selected by default.

**Filters** determine the **records** that will be available.

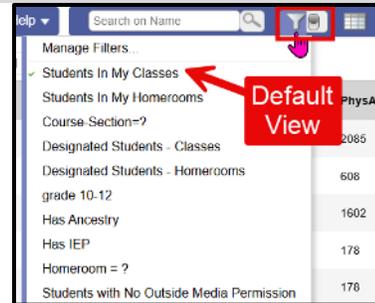
The options available for filters depend on the screen the user is in and the permissions the user has.

### Filters – Can be viewed from a number of different screens – Student Top Tab

Two different types of “**filters**” can be accessed.

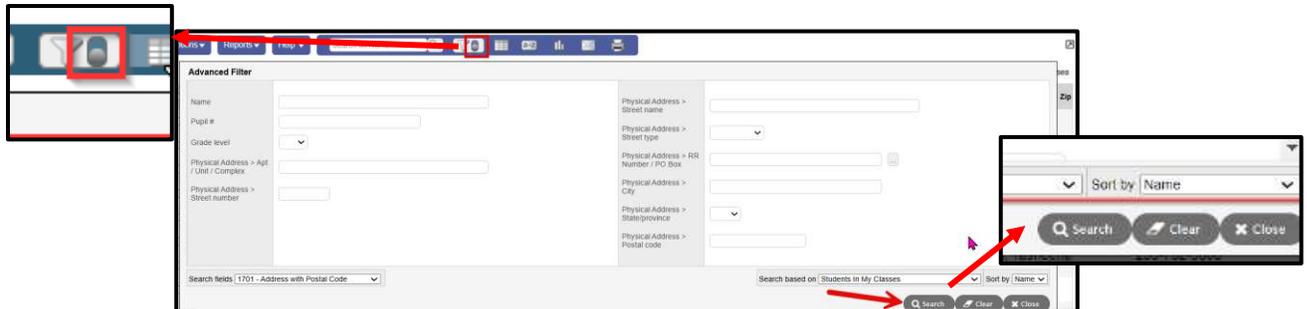
The first is the **Filter Drop Down** list. Click on the filter icon itself to view a drop-down menu of available filters for this particular screen. Selecting one will change the “**records**” that will be available to you.

The filter listed at the top of the list will be the “**default view**”.

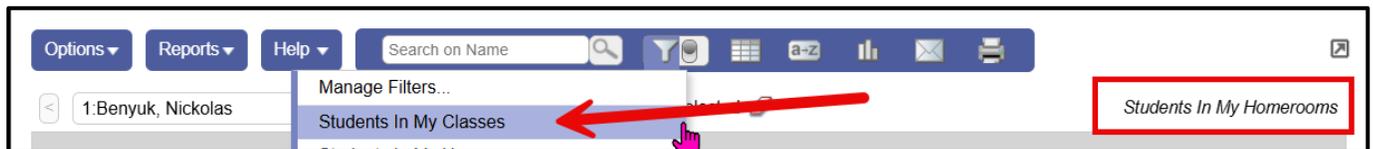


The second is the **Advanced** filter which toggles off & on. It will display a window where you can fill in specific “search” information.

Once you’ve filled in the information, click on the “Search” button bottom right.



When a filter has been applied, the number of records to be viewed will be limited to this filter. To return to the full list, the filter needs to be turned off.



Click on the filter again, chose -> “Students in My Classes”.

*This same process can be used when in different screens > the options available will be unique to each screen*