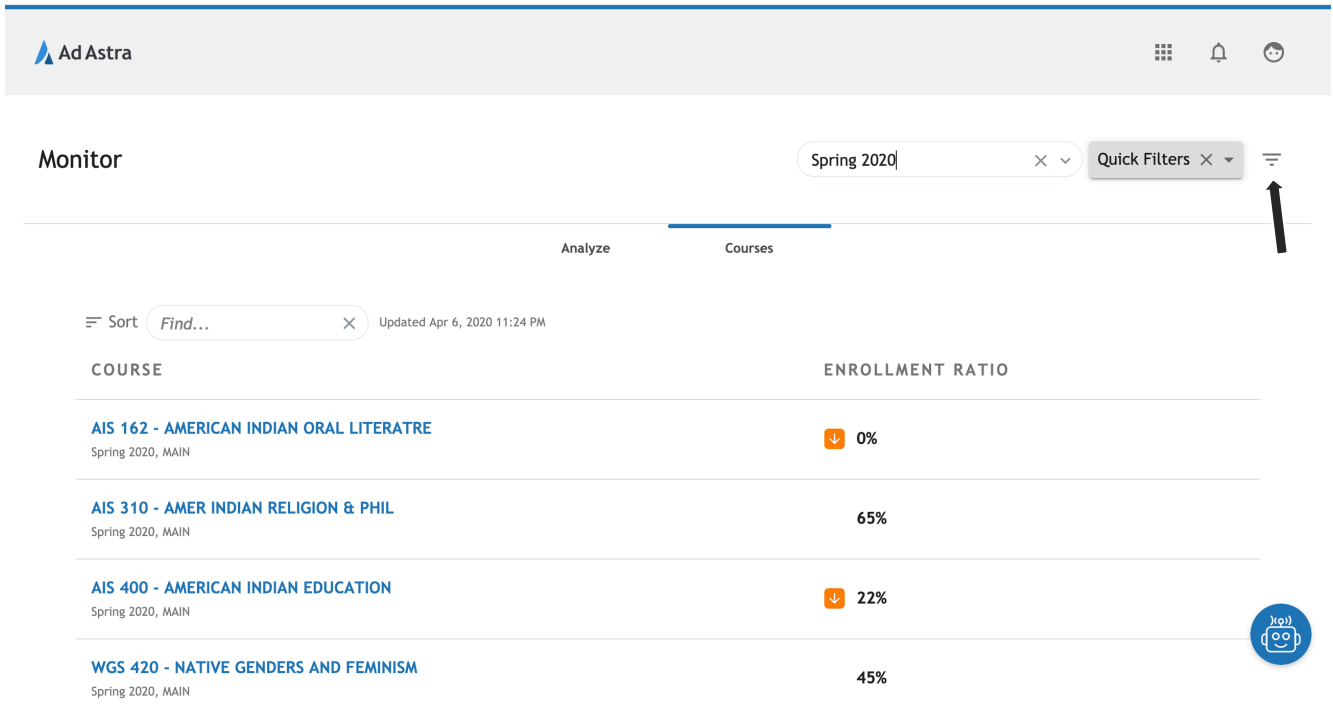


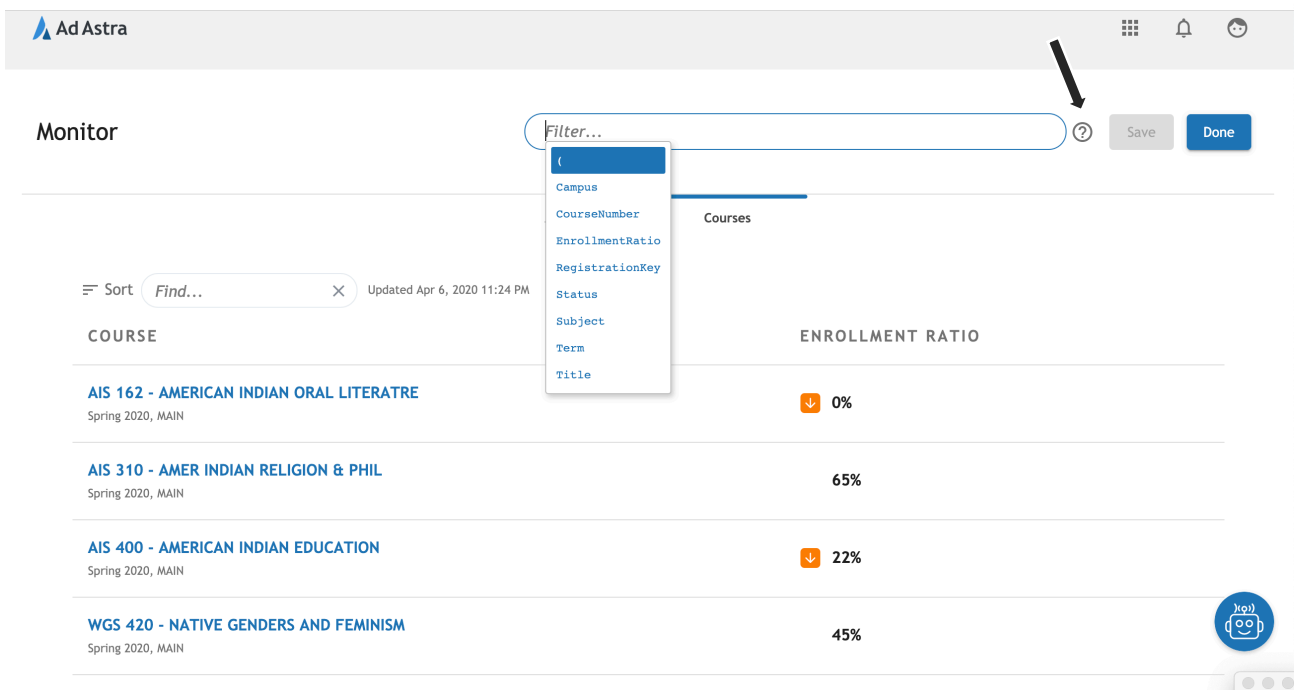
Quick Filter Guide

To create a filter, click on the inverted triangle icon next to the Quick Filter window.



The display at the top will change to show a window where the filter is constructed. When the filter window is clicked, a drop down menu for different fields for the filter is displayed (see below).

Help with Filters: Click on the question mark icon next to the **save** button to access a site with information about creating queries for filters.



Every filter consists of a field, an operator and a value. As the filter is created, there will be a drop down menu for the fields and operators to assist in the creation of the filter. The filter can also use “and” or “or” to include multiple fields for a larger query.

If a subject has a space in it, like AA S, use quotes around the subject in the query: “AA S”

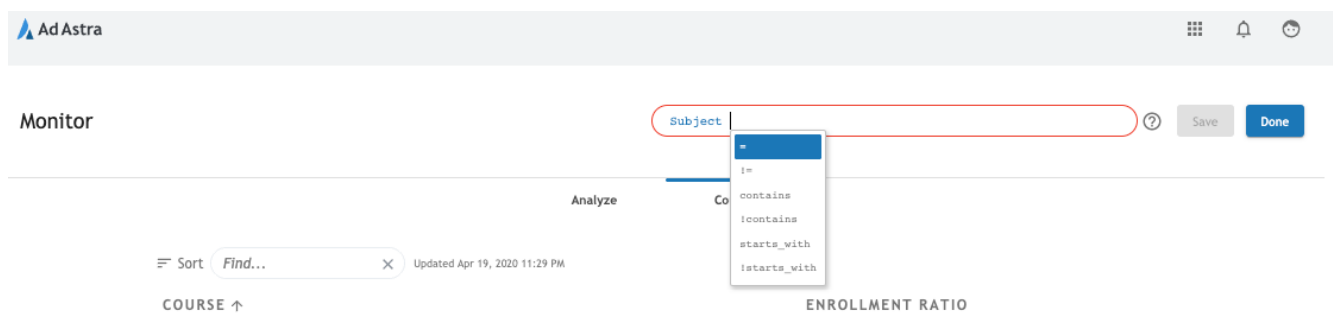
Examples:

1. Create a filter for all English courses.

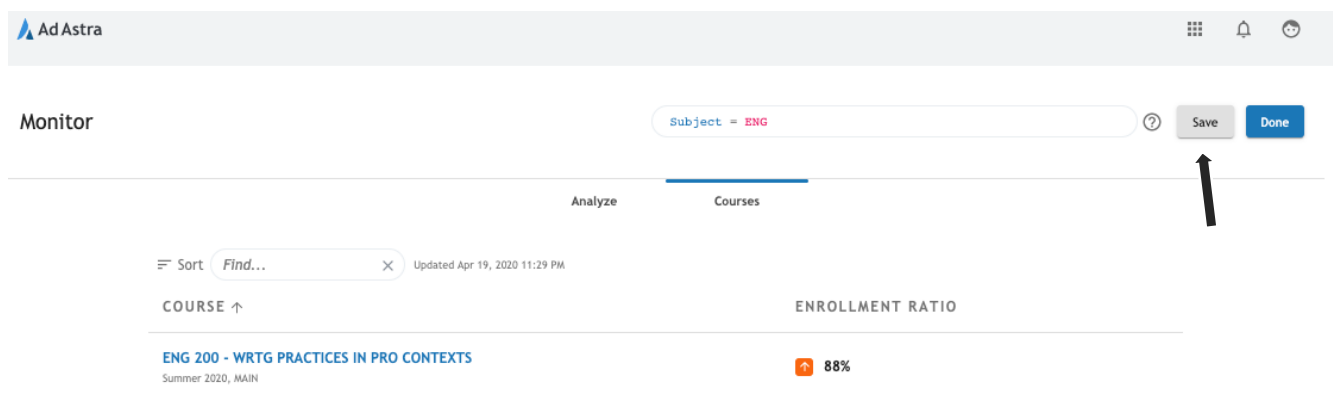
Field: Subject Operator: = Value: ENG

Query: **Subject = ENG**

Click in the filter window and select Subject in the Field menu. Once selected, an operator menu will appear. Select “=”. Type in the abbreviation of the subject (note – if the subject has a space in it, use quotes around the subject).



Hit return after constructing this query and a list of all courses with the ENG prefix will be displayed.



To save the query, click the **save** button and enter a name for the filter. This filter will be stored in the Quick Filter list when you next login to the site, so that you can select it again. To discard the filter, click on **done**.

You can also type the query directly (Subject = ENG) without using the drop down menus along the way.

If there are multiple subjects you wish to view, use an “or” and add in the other subject(s).

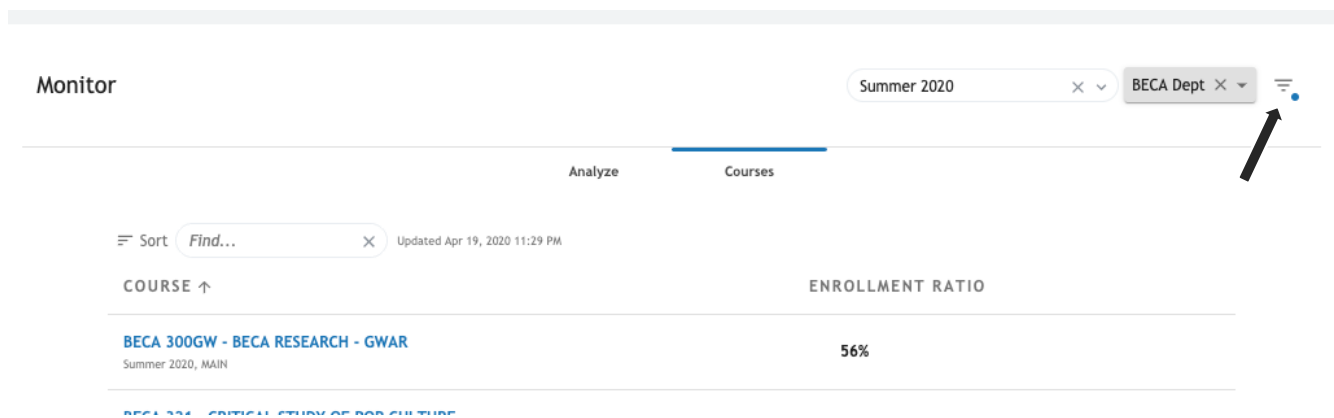
Example 2: Create a filter for all courses belonging to FINA

Type: subject = nutr or subject = adm or subject = ID or subject = FCS

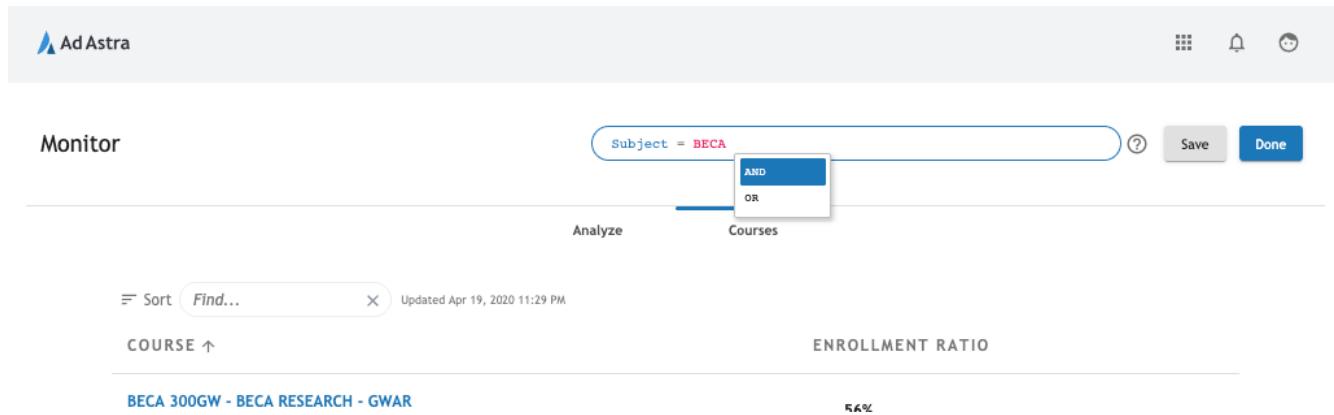
Modify an existing filter to search add an additional field.

Example 3: Modify a filter to search all courses with enrollments greater than 80%.

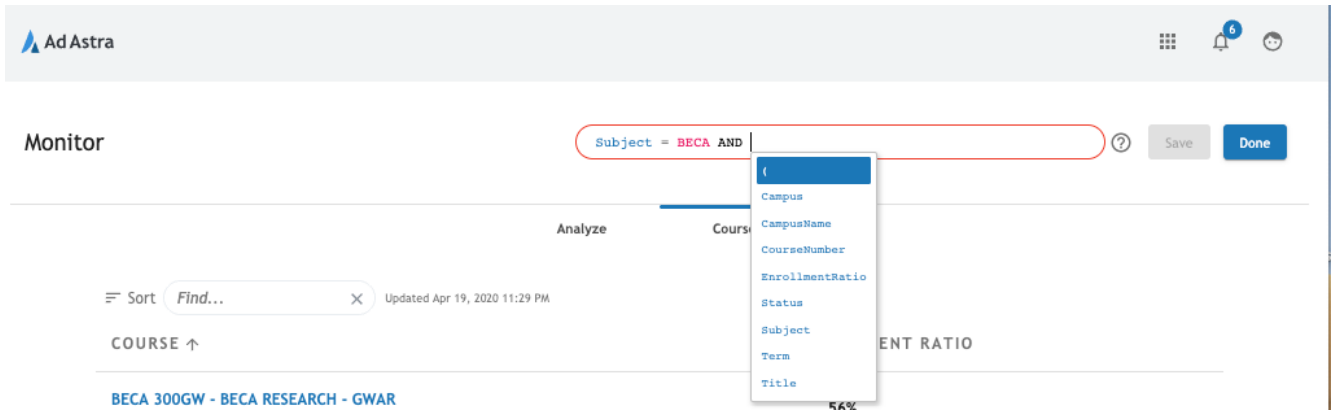
Select the Quick Filter of interest and then the filter icon. For this example, the BECA Quick Filter is being used.



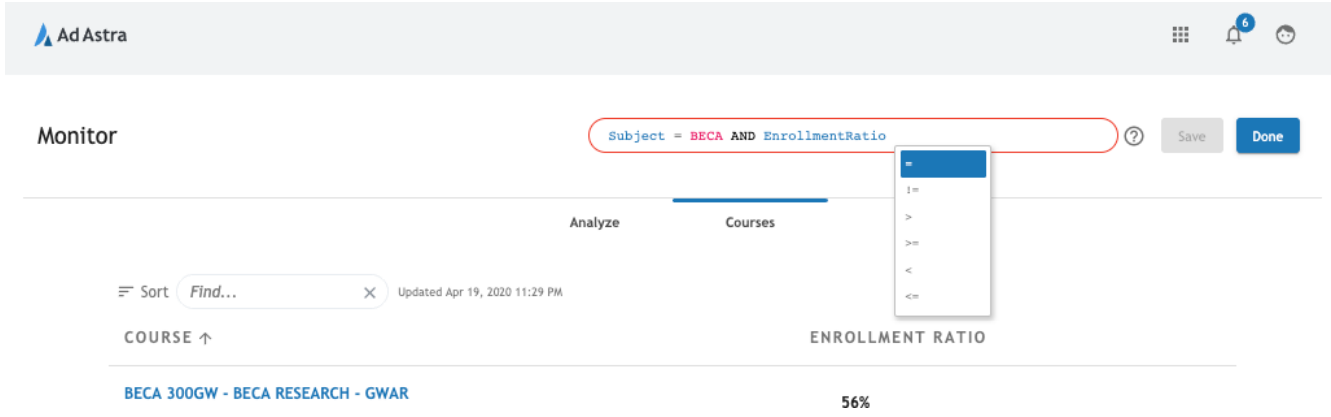
The query for the BECA Quick Filter will be displayed in the window. Add a space and the “AND” “OR” operators will be displayed.



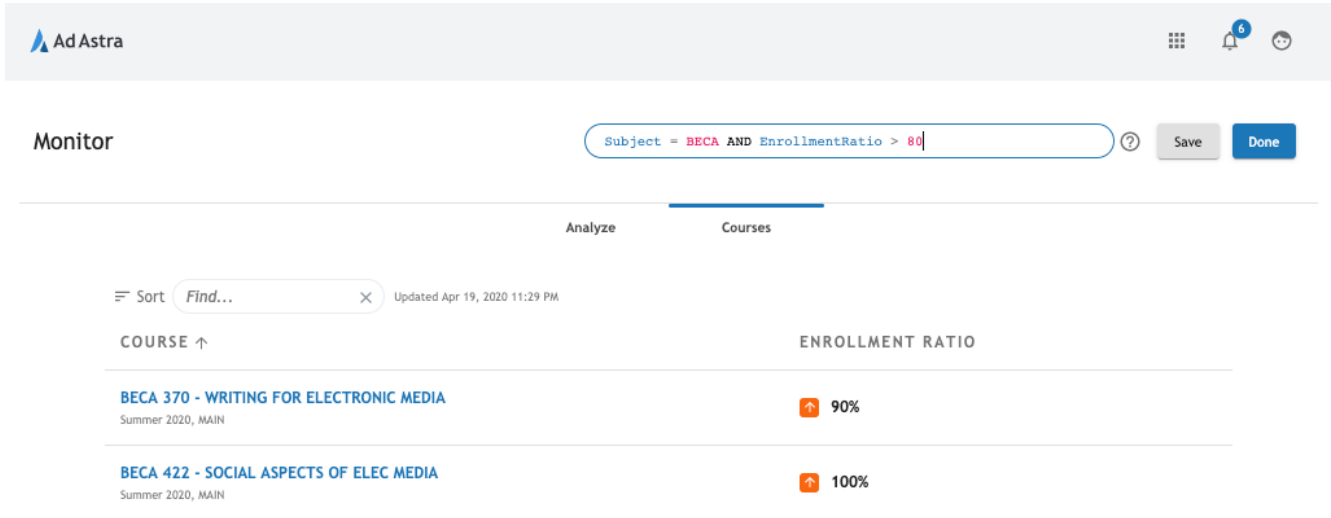
Select “AND”. The Field menu will be displayed.



Select "EnrollmentRatio" from this menu. Select ">" from the operator menu that will appear, then type 80.



When return is hit, the filter will be applied:



This filter can be saved by clicking on the save button. The saved filter will be kept in the Quick Filter menu.

Sharing and deleting filters: In the **Quick Filters** box, click on the arrow to display all saved filters. Click on the line of three dots next to the filter to see some additional icons. The trash icon can be used to

delete the filter. The share icon can be used to share the filter with another user in the system. Type in the name of the person to share the filter with or search for the person in the menu that comes up when you click into the select users window.

