



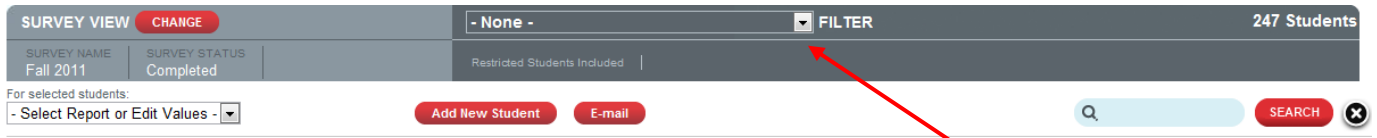
## Retention Data Center Quick Start – Filtering Student Records

[Video Tutorial](#)

For a Video Tutorial on adding users, click on:

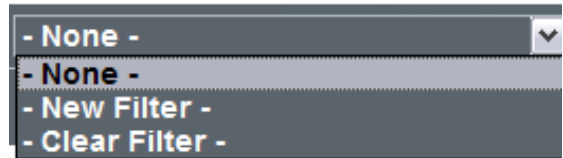
Filtering students allows you to view groups of students with specific criteria you identify.

Create a new filter, use an existing filter, or clear an applied filter at the drop down menu provided.

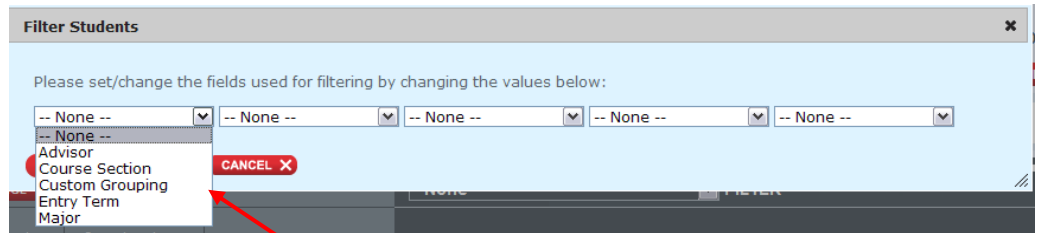


### Creating a New Filter

1. Select - New Filter – from the Filter Dropdown Menu (found on the STUDENTS Button, EXPORT DATA button, or SUMMARY RESULTS button) .



2. Select the field(s) for the filter using the drop down menus. Combinations of data fields may be applied by using multiple drop downs.



Note – if the dropdown menus do not appear, click [Select/Change Fields](#)

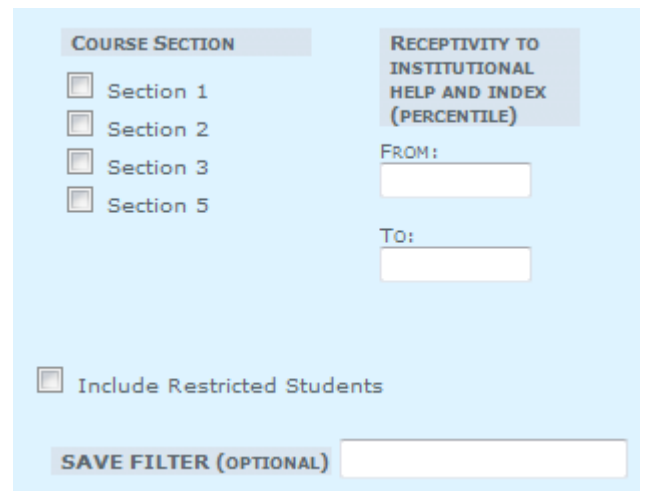
3. Select

**SAVE**

Selected fields will present a range selection. Where multiple fields are selected a student record must fall into the range of all selections to appear on the list.

4. Enter or select the range.
5. Enter a name in the *Save the Filter* to save for future use (optional).
6. Select

**APPLY FILTER ▶**



**Turn off a filter** by selecting **Clear Filter** from the drop down menu.

**Delete a saved filter:** Select **myFILTERS** in the upper right hand corner of the data center