

InformationNOW – Student Filters

Overview

A *filter* may be described as a set of criteria that is used to create a subset of students for which to generate reports or execute searches.

Student Filters

To access student filters, go to **Students | Student Filter**.

A list of existing filters will display including the filter name, user who created the filter, and the date it was built.

Note: After a filter is created, when it is used to generate reports or searches, the program will pull the latest list of students who meet the criteria. For example, if a filter for 10th grade students is created, whenever it is used the latest list of 10th grade students will be pulled. There is no need to rebuild filters once they are created.

Add a Filter

To create a new filter, click **Add**.

Add Student Filter

*Filter Name: Active Public Filter Private Filter

Description:

Copy From Filter:

Main Custom User Defined Access

First Name: Last Name: Social Security Number:

Student Number: Guardian First Name: Guardian Last Name:

Gender: Race: Nationality:

Female
Male

American Indian
Asian
Black

Afghanistan
Aland Islands
Albania

Current School Program: Current Lunch Code: Current Transport Code:

21st Century Charter School
Band
Beta

Free
Full Pay
Reduced

Handicapped Bus
Hazardous Transport
Regular Transport

Enrollment Status: Residency Status: Special Education Status:

Currently Enrolled
Withdrawn
Registered

Deseg In
DesegOUT
Federal Lands

Active
Inactive
Not Eligible

Enrollment Code: Course: Homeroom:

Death
Dropped Out
Expulsion

10a
10B
10c

Min Grade Level: Max Grade Level: Grade Level Go Green

Create Cancel

Filter Testing

Academic Sessions Year:

2012

Academic Sessions:

Hometown High School - 2011-2012 A/B
Hometown High School - 2011-2012 All Year

Test

A filter may be created based on the following criteria options. These options are “and” options meaning that if a grade level of 10 is selected and an ethnicity of Hispanic is selected, all 10th grade Hispanic students will be included in the filter.

- **Filter Name:** Enter a meaningful and unique description for this filter, ex. Free Lunch students. Filter name is limited to 50 characters.
- **Active:** This is used to denote whether the filter is active or inactive. Once a filter is set inactive by unchecking the box, it will not be available to use for generating reports or executing searches.
- **Public Filter:** Public filters may be viewed and/or edited by any user with the appropriate privileges.
- **Private Filter:** Private filters will be seen only by the user who created the filter.
- **Description:** Optional. Enter a brief description of the filter.

- **Copy From Filter:** To copy criteria from another filter to this new filter, select that filter from the available list.

One or more of the following criteria may be specified in a Student Filter:

Main Tab

Note: Search criteria are not case-sensitive.

- **First Name:** Enter the full or partial first name of the student(s) to be included in the filter. For a list of students whose first name begins with the letter *A*, enter an *A* in this field.
- **Last Name:** Enter the full or partial last name of the student(s) to be included in the filter. For a list of students whose last name begins with the letters *An*, enter *An* in this field.
- **Social Security Number:** Enter the Social Security Number of the student(s) to be included in this filter. It is not necessary to enter the format of *xxx-xx-xxxx*. Enter the 9 digits and the number will be formatted to an SSN when the filter is created.
- **Student Number:** Enter the auto-generated number of the student to be included in the filter (ex.: *S1001* or *S1094*).
- **Guardian First Name:** Enter the full or partial first name of the guardian of the student(s) to be included in the filter. For a list of students whose guardian's first name begins with the letter *A*, enter *A* in this field.
- **Guardian Last Name:** Enter the full or partial last name of the guardian of the student(s) to be included in the filter. For a list of students whose guardian's last name begins with the letters *An*, enter *An* in this field.
- **Gender:** Select the gender of the student(s) to be included in the filter.
- **Race:** To create a filter of students with a specific ethnicity, select it here.

Note: Filters based on race pull from the Race Code displayed on the student's *Main* tab and also from additional ethnicities which may be assigned to students by using the **More** link.

- **Nationality:** Select the current nationality of the student(s) to be included in the filter.
- **Current School Program:** Select the Current School program into which students have been added. Students may be added to groups under **Students | Student Maintenance**. Open a student record and click **School Programs** under the *Manage* menu option.
- **Current Lunch Code:** Select the current lunch code of the student(s) to be included in the filter.

Note: Filters based on lunch pull from the lunch code displayed on the student's *Main* tab. It is not based on the historical lunch status. Therefore, if a filter is created for free lunch students and a student was changed from free lunch to full pay as of May 14th, they will not be included on a report that is generated on May 15th using the free lunch filter because the student is no longer considered a free-lunch student.

- **Current Transports Code:** Select the current Transportation code of the student(s) to be included in the filter.

Note: Filters based on Transportation codes lunch pull from the Transportation code displayed on the student's *School* tab. It is not based on the historical transportation status. Therefore, if a filter is created for regular transported students and a student was changed from regular transported to non-transported on May 14th, they will not be included on a report that is generated on May 15th using the regular transported filter because the student is no longer considered regular transported.

- **Enrollment Status:** To create a filter of students who are either currently enrolled, withdrawn or registered, select that code here.
- **Residency Status:** To create a filter based on the student's residency status, select from the list of available code(s).
- **Special Education Status:** To create a filter based on the student's current special education status, select from the list of available code(s).
- **Enrollment Code:** To create a filter based on the student's current enrollment code (for enrolled students) select from the list of available code(s).
- **Course:** To create a filter of students who are enrolled in a course, enter the course number (ex. 101). The section number may also be entered to create a filter of students in one specific section of a course. To filter to a section, enter the course and section number separated by a period.
- **Homeroom:** To create a filter based on the student's current homeroom, select the homeroom(s) from the available list.
- **Grade Level:** Check to enable the *Min Grade Level* and *Max Grade Level* fields.
 - **Min Grade Level:** The minimum grade level of the students to be included.
 - **Max Grade Level:** The maximum grade level of the students to be included.
- **Go Green:** To create a filter based on student's who have been marked as *Go Green*, check the available box.

Custom Tab

All custom fields will display on the *Custom* tab. Users may select filter criteria for one or more custom field.

User Defined Tab

The *User Defined* tab may be used to insert one or more students into a filter who do not necessarily have factors in common. To insert students into a user-defined filter, click **Add**. Enter search criteria. Place a check next to students to be added to the filter and click **Include**. Continue adding any additional necessary students.

Saving Filter

Once the criteria are entered, use one of the following options:

- Click **Test** to view the list of students to be included in the filter. Click **Close** to return to the filter add screen.

Note: The list includes the student's file number, name, grade level, date of birth, and gender.

- Click the **OK** button to save the filter.
- Click the **Cancel** button to cancel the operation and dismiss the filter add screen.

Edit a Filter

To view/edit a student filter, go to **Students | Student Filter**. Either,

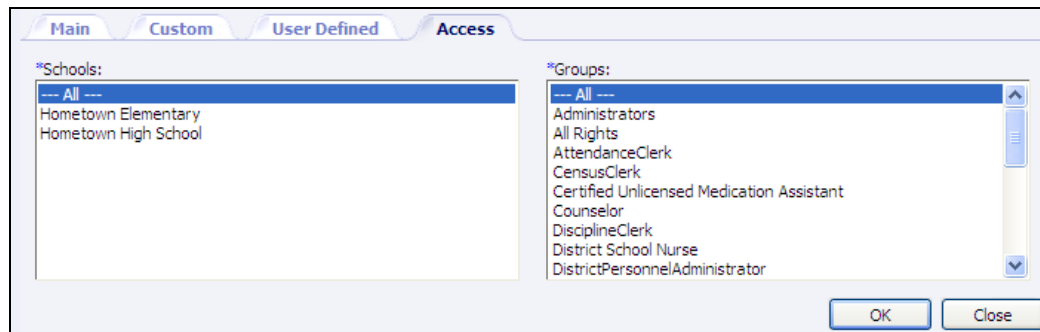
- Click the filter name, which is a link, under the *Name* column in the *Student Filter List* screen; or,
- Check the checkbox(es) in one or more rows and click the **View** button in the *Student Filter List* screen.

Either of the two options will open the edit screen.

Access Tab

When editing an existing filter, the *Access* tab is available. This tab allows users to define which users of *InformationNOW* are able to utilize the filter.

Note: The *Access* tab is used to define which users will be able to select the filter from the various drop lists in the program such as the report screens. This does not control which users are able to edit the filter.



- **School(s)**: To limit access to this filter for staff of a specific school, select that school(s) from the available list. Staff members who do not have access to the selected school(s) will not see the filter when accessing various menus and report screens.
- **Group(s)**: To limit access to this filter for staff of a specific user group, select that group(s) from the available list. Staff members who are not assigned to the selected group(s) will not see the filter when accessing various menus and report screens.

Delete a Filter

To delete a student filter, go to **Students | Student Filter**. Place a check next to the name of the filter to be deleted. Click **Delete**.