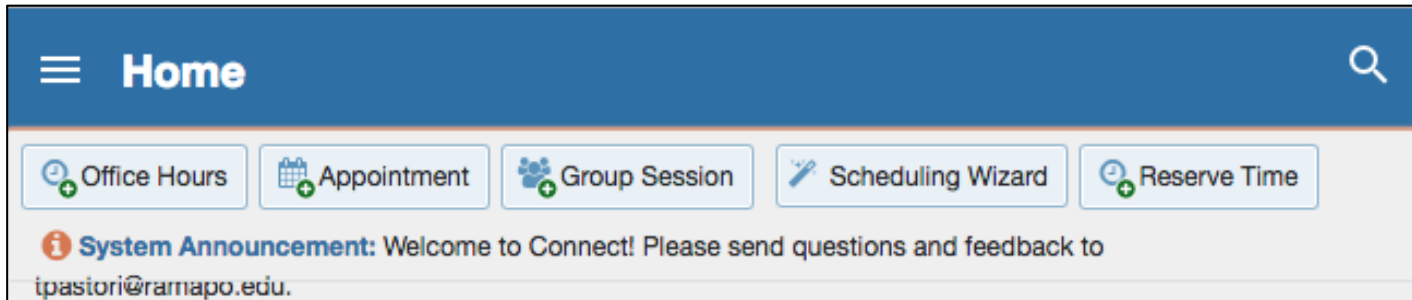




Using Additional Filters Button on Connect

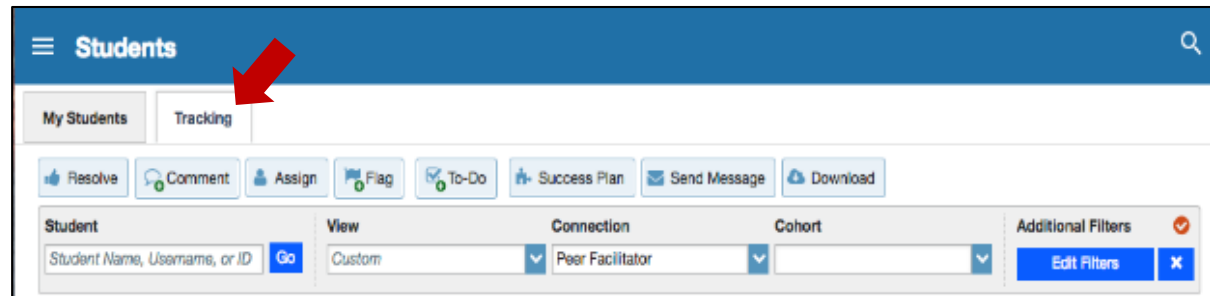
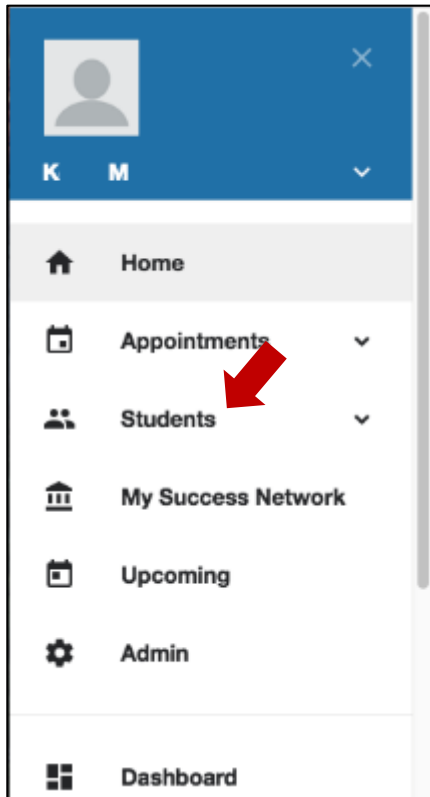
Using the Additional Filter Button on Connect

- To Filter for Students with Flags:
- Log into Connect
- Click on the three bars to the left of “Home”
- A menu of options will appear
- Select the “**Students**” tab



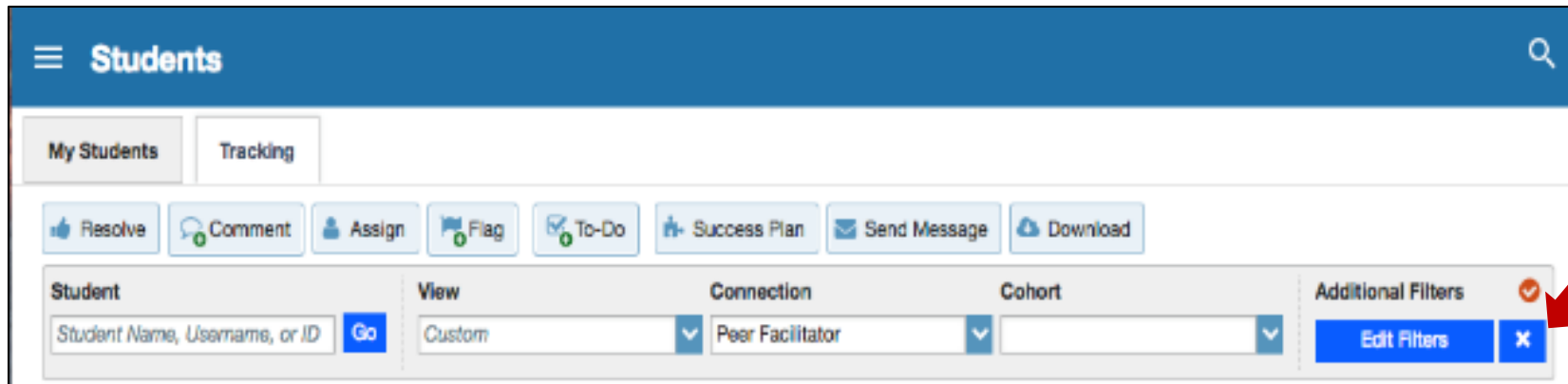
Using the Additional Filter Button on Connect

- A menu of options will appear: Select the “**Students**” tab
- On the “Students” page, select the “**Tracking**” tab



Using the Additional Filter Button on Connect

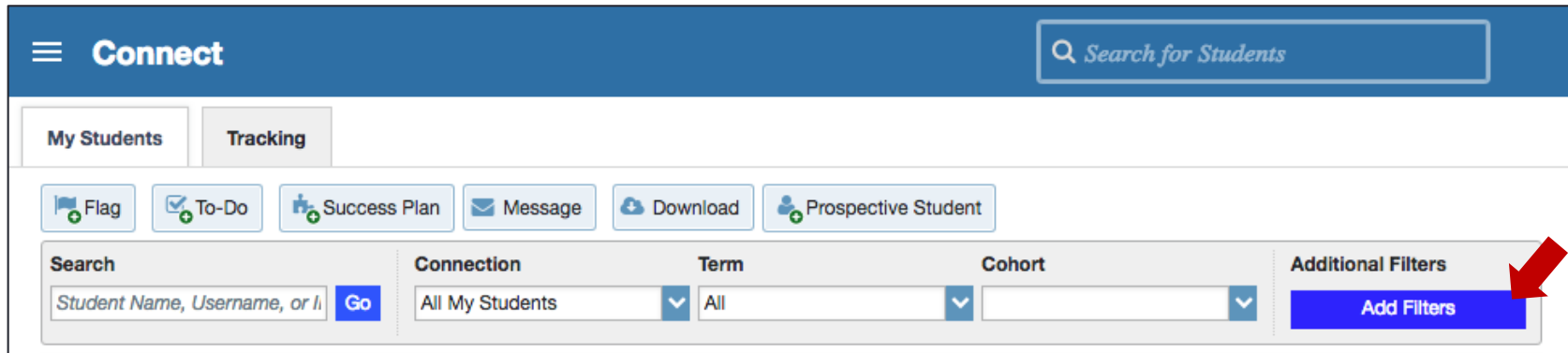
- Note: If a small “X” appears on the top right corner of the screen next to Edit Filters, please be mindful of clearing the previous filters before starting a new one.
 - This can be done by clicking on the “X” button



The screenshot shows the 'Students' interface. At the top, there is a blue header with a menu icon, the text 'Students', and a search icon. Below the header, there are two tabs: 'My Students' and 'Tracking'. A row of action buttons includes 'Resolve', 'Comment', 'Assign', 'Flag', 'To-Do', 'Success Plan', 'Send Message', and 'Download'. The main section contains filter options: 'Student' (with a search box and 'Go' button), 'View' (set to 'Custom'), 'Connection' (set to 'Peer Facilitator'), and 'Cohort' (empty). To the right of these filters is an 'Additional Filters' section with a checkmark icon and a blue 'Edit Filters' button. A red arrow points to a small 'X' icon next to the 'Edit Filters' button.

Using the Additional Filter Button on Connect

- Under Additional filters, click on the “**Add Filters**” Button
 - A new screen will appear when this is done



The screenshot shows the 'Connect' interface. At the top, there is a blue header with a hamburger menu icon, the word 'Connect', and a search bar containing the text 'Search for Students'. Below the header, there are two tabs: 'My Students' and 'Tracking'. Underneath the tabs, there is a row of action buttons: 'Flag', 'To-Do', 'Success Plan', 'Message', 'Download', and 'Prospective Student'. Below the action buttons, there is a search and filter section. It includes a search input field with the placeholder text 'Student Name, Username, or I', a 'Go' button, and three dropdown menus labeled 'Connection' (with 'All My Students' selected), 'Term' (with 'All' selected), and 'Cohort'. To the right of these dropdowns is a blue button labeled 'Add Filters', which is highlighted with a red arrow.

Using the Additional Filter Button on Connect

- Under Additional Filters, Tracking Tab:
- Check “**Students with Tracking Items**”
- Set the status of the flags you are looking for. These options include: Active, Resolved, and Both
- Then select the “**Tracking Type**” in the drop down below.
- To search for a student with flags, you would select flag
- To search for a specific flag, select the “**Item name**” in the drop down below
- Automatically, Connect will mark “Active” in the Status option and “Anyone” in the Created By column. Other options are available for both settings

The screenshot shows the 'Additional Filters' dialog box. On the left, a sidebar lists filter categories: Tracking Items (selected), Cohorts & Relationships, Meetings, Success Plans, and Attributes. The main area is titled 'Additional Filters' and contains a list of filter items. The 'Students with Tracking Items' filter is checked. Below this, the following filter criteria are visible:

- Count: [] Tracking Items matching criteria
- Status: Active Resolved Both
- Tracking Type: Flag
- Closure Reason: []
- Item Name: Missing Assignments
- Created By: Anyone Me Role []
- Course Context: []
- Due Date: []
- Creation Date: Start [] to End []

At the bottom of the dialog, there are buttons for 'Clear All Filters', 'Never Mind', and 'Submit'. A legend at the bottom left indicates that a red asterisk (*) denotes 'Required fields'.

Using the Additional Filter Button on Connect

Under Additional Filters: Cohorts & Relationships

1. Click on the “**Cohorts & Relationship**” tab, which appears as the second option to the left.
2. In this setting, change the Term to the current term (For example, Fall 2018)
3. Make sure Connection is set to “**All My Students**”
4. When this is completed, select “**Submit**” at the bottom right of the screen
5. All students with this flag will then appear

The screenshot shows a window titled "Additional Filters" with a close button (X) in the top right corner. At the top of the window are three buttons: "Clear All Filters", "Never Mind", and "Submit". On the left side, there is a sidebar with several tabs: "Tracking Items", "Cohorts & Relationships" (which is highlighted in blue), "Meetings", "Success Plans", and "Attributes". A red arrow points to the "Cohorts & Relationships" tab. The main area of the window is titled "Prospective Students" and contains a "Show in results" checkbox. Below this are three dropdown menus: "Cohort", "Term", and "Connection". The "Term" dropdown is currently set to "Fall 2018" and is highlighted with a red border. A red arrow points to the "Term" dropdown. Below the dropdowns are two checkboxes: "Section(s)" and "Organization(s)". At the bottom of the window, there is a "Required fields" indicator (a red asterisk) and three buttons: "Clear All Filters", "Never Mind", and "Submit". A red arrow points to the "Submit" button.