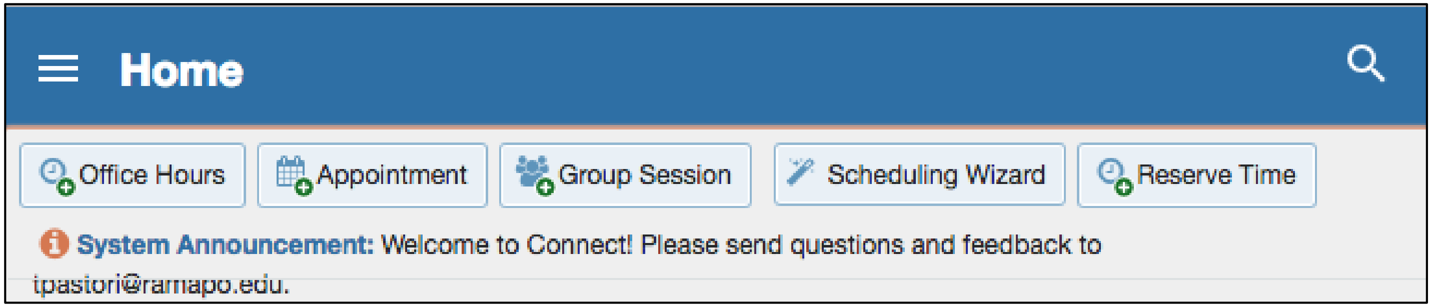
Using Additional Filters Button on Connect

Questions? Please e-mail connect@ramapo.edu.

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



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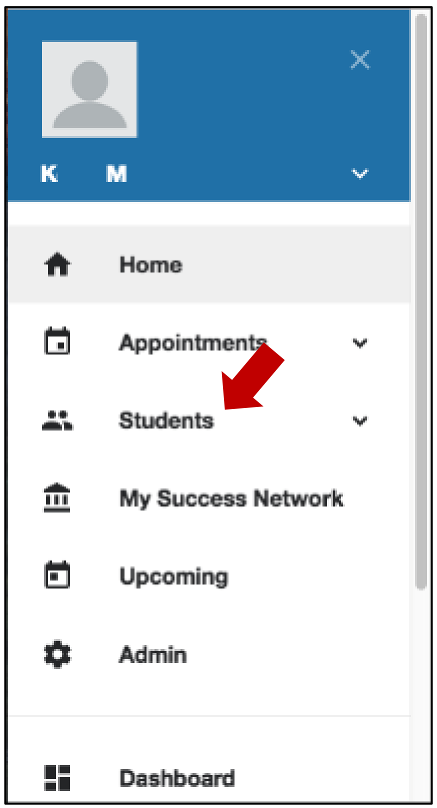
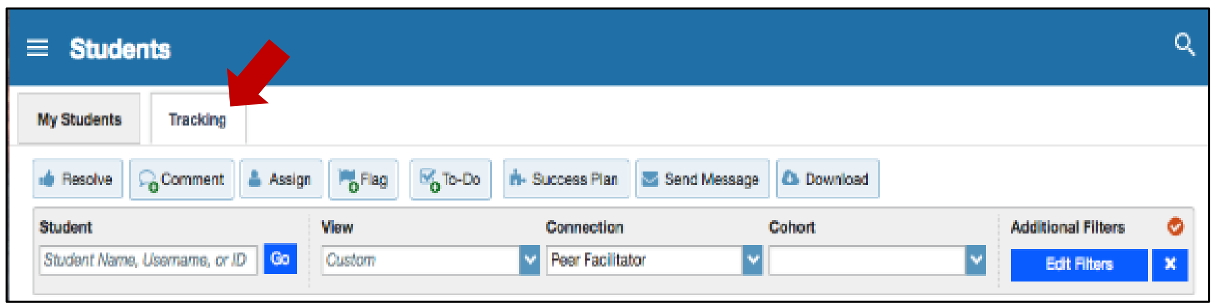
Using the Additional Filter Button on Connect

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





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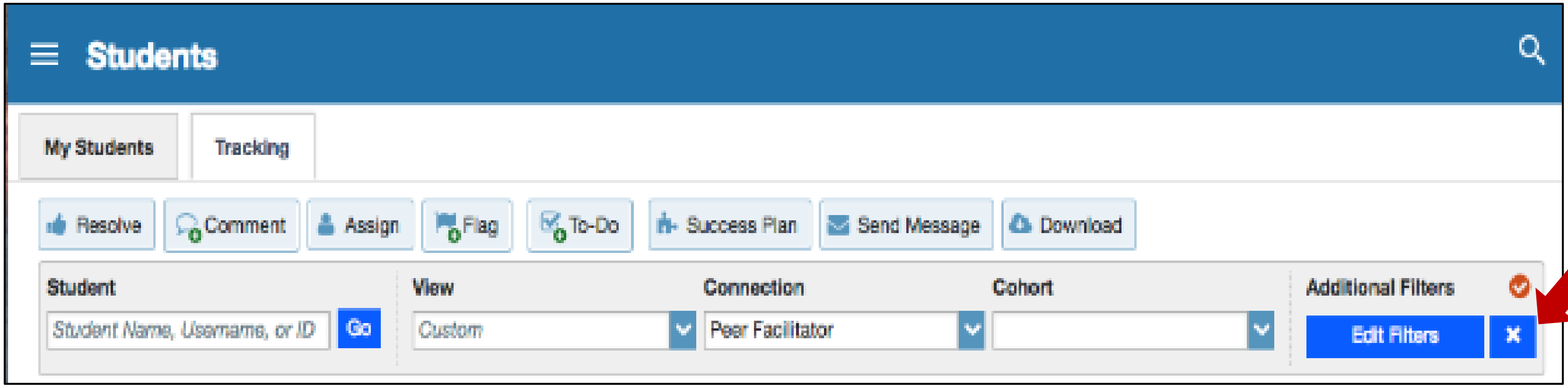
- Note: If a small "X" appears on the top right corner of the screen next to Edit Filters, please be mindful of clearing the previous filters before starting a new one.
  - This can be done by clicking on the "X" button



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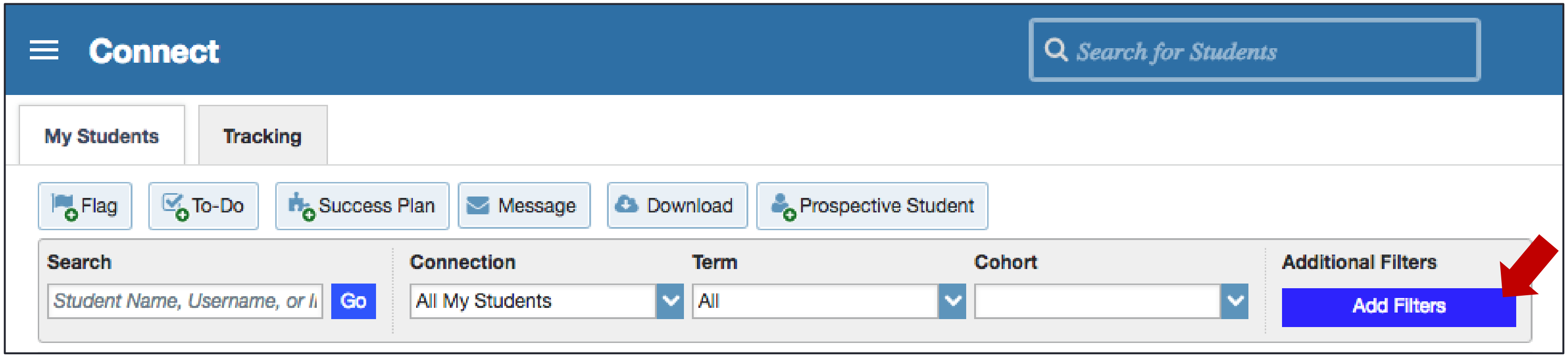
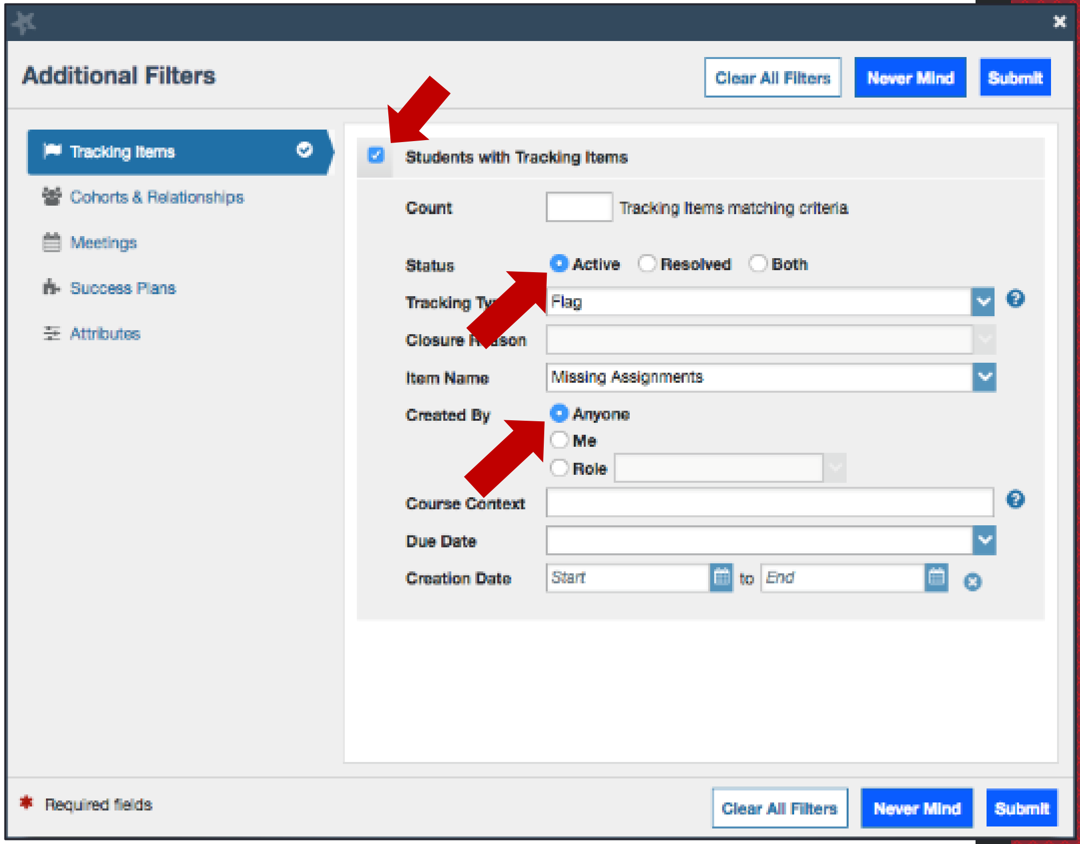
Using the Additional Filter Button on Connect

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



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



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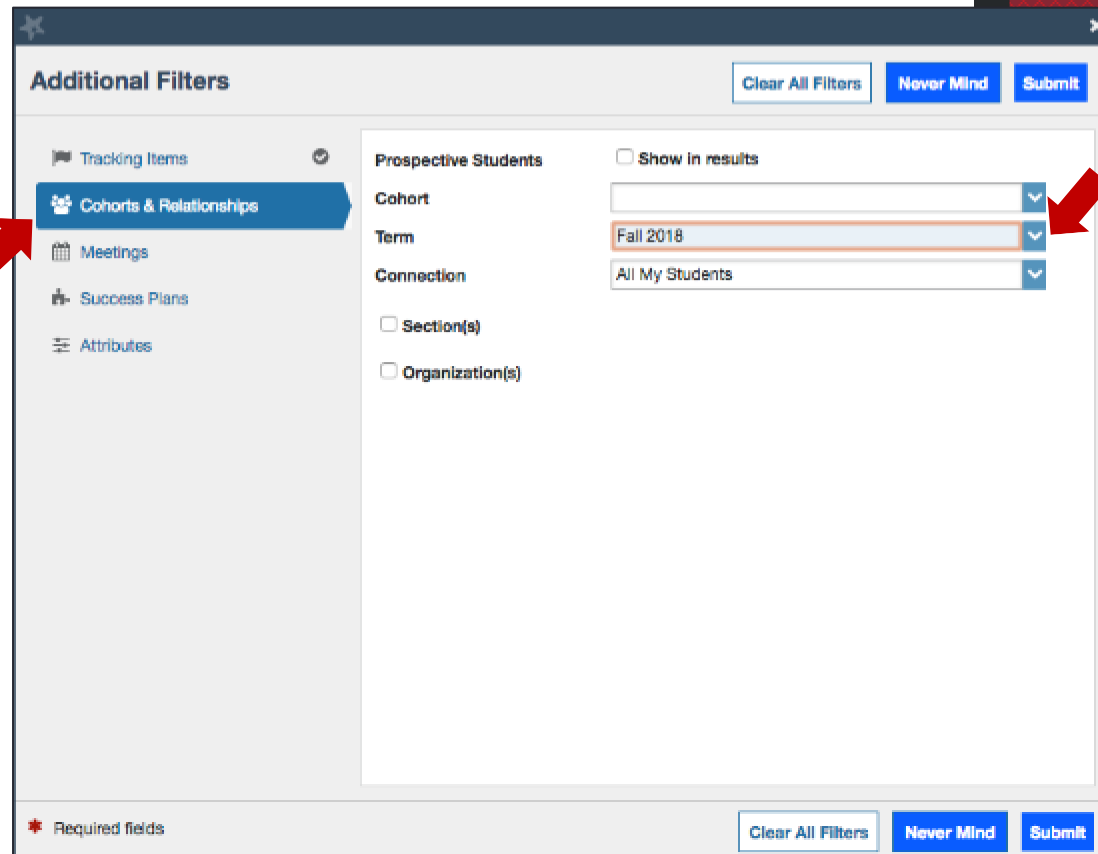
Using the Additional Filter Button on Connect

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