Selection Editor

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Selection Editor

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PATH: Ad hoc Reporting > Filter Designer > Selection Editor

The Selection Editor provides a list of all students (currently enrolled and ended enrollment) in the selected calendar chosen in the Campus toolbar who can be selected for the query. Once chosen, this selection is saved and can be used in standard reports. An attendance clerk may be given access to this selection and easily record attendance for those chosen students.

Image 1: Filter Designer - Selection Editor
Creating a New Filter Using the Selection Editor

Image 2: Creating a New Filter - Selection Editor

Filter and Data Type

1. Select the Create a New Filter Using the Selection Editor option.
2. Select the Filter Data Type of Student. The Selection Editor is not available for Census/Staff or Course Section data.
3. Click the Create button. The screen will display a list of items to select in order to create the filter. All students in the selected Calendar are listed by default, first by grade, then last name, then first name. Additionally, students may be sorted by last and first name only by selecting the Name sort option. Students are available whether they are active or inactive.
Student Selection

1. Enter a **Selection Name** as well as a **Short** and/or **Long Description** about the filter. For more information, see the Defining/Viewing Filter Descriptions section of the Filter Designer page.

2. To filter students within the All Students list, enter **Active Today**, **Grade**, **Name** and **Sort** values within the Quick Search area. See the Quick Searching for Students section below for more information.

3. Select the students to include in the selection filter from the **All Student** list on the left by highlighting the name and clicking the right-pointing arrow key. This will move the student name to the **Selected Students** column.

4. Remove a student from the selected students list by clicking the left-pointing arrow key.

5. To select all students appearing in the list, highlight the first student and scroll to the very end of the list. Hold down the SHIFT key on the keyboard and select the last student. All student names should now be highlighted. Hold the Ctrl key on the keyboard to select individual students.

6. Select which group to **Save To**. Selecting the **User Account** radio button will provide the option of saving the filter to the current user or saving the filter to a specific folder. See the Saving Filters to Folders section for more information. Selecting the **User Groups** radio button allows the filter to be saved to a user group or multiple user groups.

   ![Warning]
   
   If a filter is saved to more than one User Group, a separate copy is stored for each group. Each group can independently edit the filter without affecting another group’s copy.

7. Click the **Save** icon when finished. The new filter will be listed in the Saved Filters list on the main page of the Filter Designer.

Selection editor lists are static. Any changes must be made manually.

Once a selection query is saved, it can be used in the Letter Builder to create detailed letters or used to export data via the Data Export tool.

Quick Searching for Students

The Quick Search area is used to filter student results within the All Students list.
Image 3: Quick Search

To filter students:

1. Select an Active Today value:
   - Yes - Filters students to only those which have an active enrollment record as of the current date.
   - No - Filters students to only those which do not have an active enrollment record as of the current date. Inactive students will appear in red.
   - Both - Filters students to those which have and do not have active enrollment records as of the current date. Inactive students will appear in red.
2. Select the Grade by which to filter students.
3. Enter a Name (last name, first name) by which to filter students. Students are actively filtered as characters are entered into the field.
4. Select a Sort option to filter students first by grade, then by last and first name (default option), or by last and first name only. If Grade is selected, Sort is disabled.
Image 4: Student Results Narrowed by Quick Search

In the example above, students were filtered by a Name of "test." Because the Name field filters students in real-time, adding additional characters to this field would further filter student results (i.e., adding "s" to "test" would filter the All Students list to only display Testson, Tim).

Saving Filters to Folders

Ad hoc filters can be saved to specific folders created in the Filter Designer tool. For more information about saving and organizing filters into folders, see the Filter Designer page.
Creating a District Selection Editor for State Edition Users

As of the E.1230 Release (July 2012), State Edition users can create a selection editor that contains a list of districts. This allows a filter to be selected when creating State Edition User Notices.

New Filter

1. Select the Filter Type of Selection Editor.
2. Select the Data Type of District.
3. Click the Create button.
District Selection

1. Enter a **Selection Name** for the new filter.
2. Enter a Short Description and **Long Description** of the filter, if desired.
3. Select the **Districts** to include in the filter by selecting the district name from the left hand column and using the arrow keys to move the district to the right hand column.
4. Determine the **Save To** options - a **User Account** or **User Groups**.
5. Click the **Save** icon. The new filter will be listed in the **Saved Filters** list with the data type of **District** before the name of the filter.