






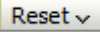
# FILTERS

**Placement of Filters** – Most filters are on the left-hand side of your screen, though occasionally there will also be filters above the report. The location filters are the first set of filters you see, followed by filters for time, student demographics, or other report-specific items (e.g., the CAHSEE Results by Content Strand report includes a filter for “Pass Indicator”).

**Types of Filters** – On most dashboard pages, there are two types of filters, **Dropdown**  and **Checkbox**  filter. A dropdown filter works like most internet dropdown menus. They allow you to select a single item from the list. A checkbox filter allows you to select several items from the list.

- Note: When you click on a checkbox you toggle its current state: selected  or unselected . Clicking on a selected checkbox will remove the check. Clicking on an unselected box will insert a check.

**Buttons** – The **Apply**  button will apply the selected filters within the filter set. In order for filters to work properly, you must click the **Apply** button for one set before you make changes to another set.

The **Reset**  button can reset filters values to: *last applied*, *default* or *clear all*. Similar to the **Apply** button, the **Reset** button resets only within the filter set.

- Note: Display filters that appear above a report DO NOT have an **Apply** button. Once you make your selection, the report will automatically refresh, applying the selected filter.