Adding attributes to your filters in your “My Students” or “Tracking” features allow you to search for students based upon some information included in a student’s folder.

**Student’s Folder - Overview**
The items listed under the Student Information are called “attributes.” Some attributes can be used within the filtering tool during student searches.

In the boxes are attributes tied to a student folder. You will see an **Attribute** (such as Academic Level) followed by its **Specific Value** (e.g. Freshman).

**Filtering Location**
You can access the **Filter** functionality at the top right corner of the **My Students** and **Tracking** tabs. Select your **Connection** (or role) and **Term** then select **Add Filters**.
Filtering Scenarios

Below is a visual example for filtering on the Academic Level Attribute search criteria.

For a complete list of attributes and values, please see MySuccess Attribute Guide on the MySuccess website at mysuccess@ku.edu.
When filters are in place, you will see a red check next to the **Additional Filters** area.

In order to clear past filters, select the **Edit Filters** button and select the **Clear All Filters** button.