

# MySuccess @ KU

## Filter on Attributes

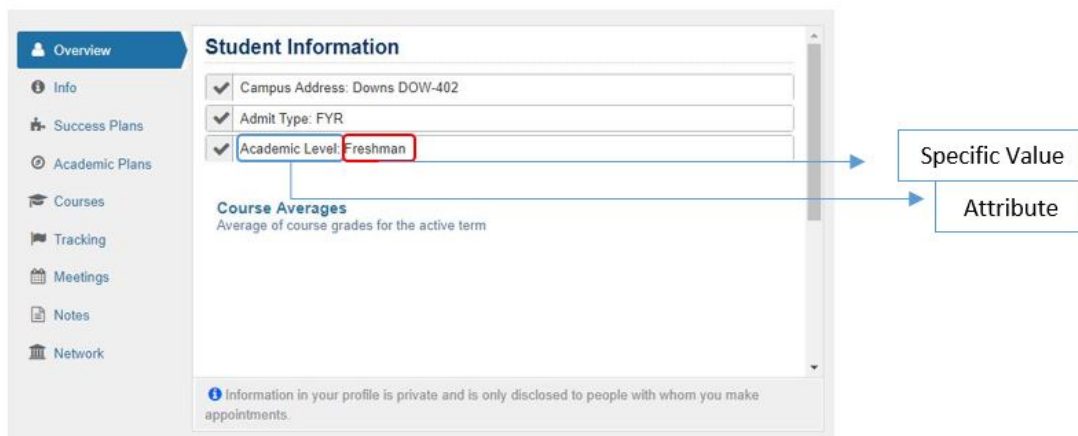
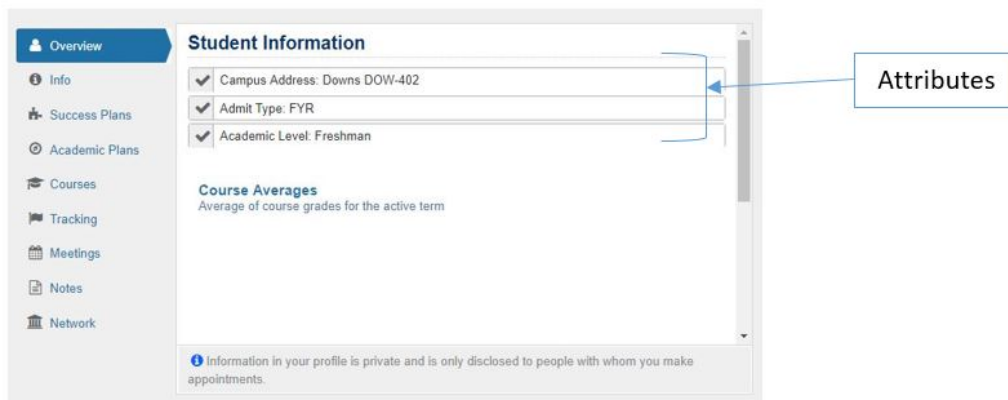
Last Updated 8/18/2017

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).



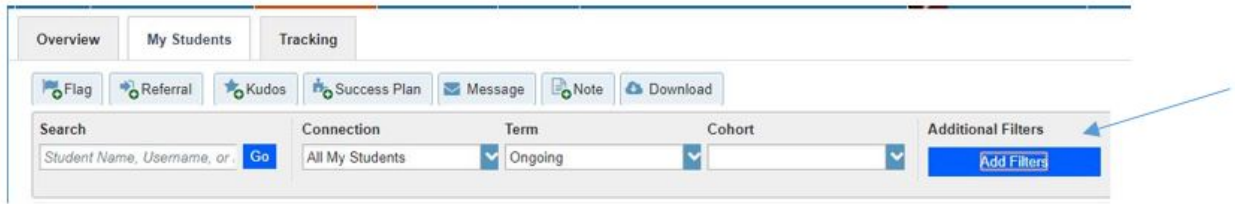
### Filtering Location

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**.

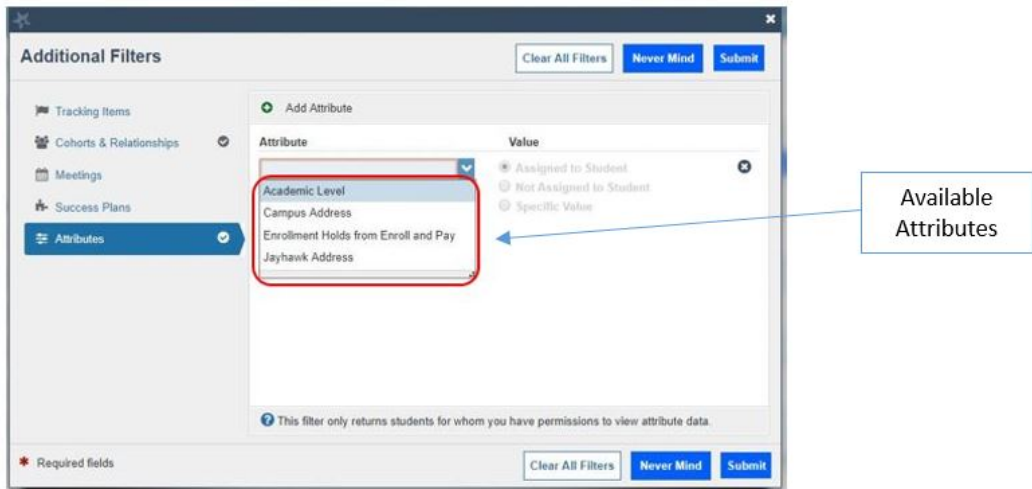
Questions?

Email us at [mysuccess@ku.edu](mailto:mysuccess@ku.edu)

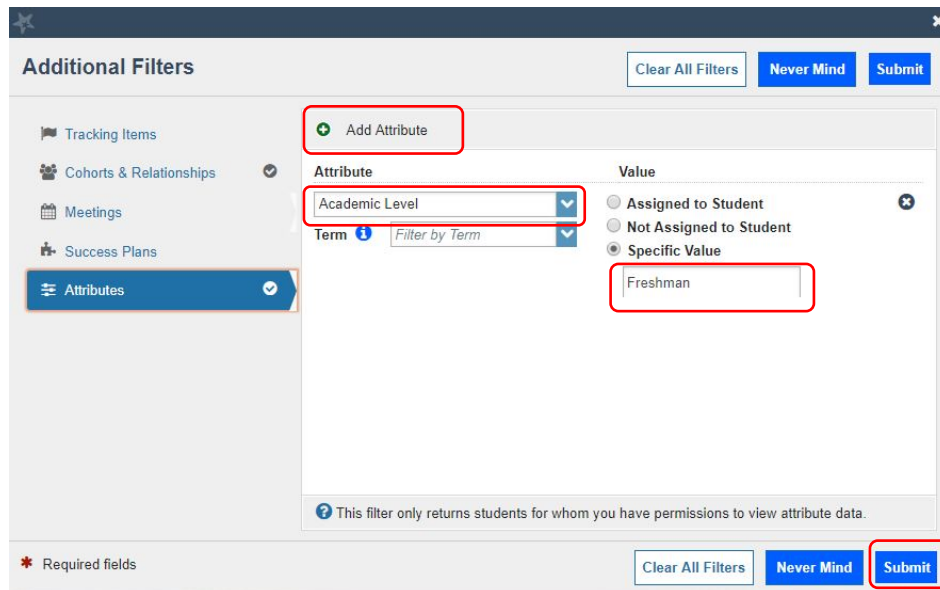
Resources available at <http://mysuccess.ku.edu/>



## Filtering Scenarios



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

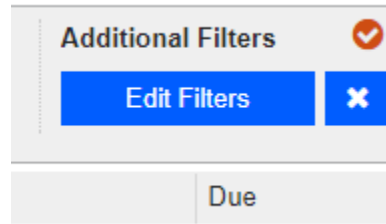


For a complete list of attributes and values, please see [MySuccess Attribute Guide](#) on the MySuccess website at [mysuccess@ku.edu](mailto:mysuccess@ku.edu).





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.

