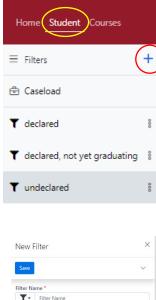
## **Using Filters**

Filters in Aviso can be helpful to how you work with the students who are part of your advising caseload.



Creating a filter is relatively straightforward in Aviso. You begin with navigating to your "Student" tab: For users with no filters, the view will include "Filters" and "Caseload". Select + to create a filter (red circle).

In the example to the left, the user (Sal Meyers), has created filters focused on advisees and their respective status. You can create filters focused on your advising caseload using fields available in the filter creation process.

Below are screenshots from aspects of the Filter tool - it's a lengthy set of options for creating a filter. Some of the fields are restricted based upon the Aviso role(s) you may have.

Depending upon your needs and what information you want in a filter, you will likely experiment with setting up filters. In most cases, if you have a specific filter outcome and are unsure how to approach creating the filter, a 30-minute individualized training may best meet your needs. Please contact Corey Landstrom to schedule a time for training.

New Filter ×	Student Information	Last Key Engagement Age More Than	Success Team	A few highlights for the filter tool:
New Filter × Save   Filter Name * Filter Name Search Followers Only Address	Campus Select v	Last Key Engagement Age More Than any days Major GPA From To Cumulative GPA From To Cumulative Credit Hours	Success ream         Academic Advisor         Select         Only show students that with the selected people as their Academic Advisor         Academic Advisor         Select         Only show students that with the selected people as their Academic	<b>Tags</b> A list of current tags is provided in this document. Begin typing in the tag name if
Primary Address City Primary Addr State Select V	Active degrees shown in dropdown. Click lookup for all.           Degrees Exclude         Select         V         Q           Active degrees shown in dropdown. Click lookup for all.         Programs Include         Include	Last Assignment Submission         To           Greater Than         Less Than         days           Include students based on when they last engaged with their coursework via Assignment Submission. Cluber for more information.         days	Courses and Sections Terms Select	you don't see it in the list. Tags have role-based permissions. Student Information
Primary Addr Zip Tags Tags Tags Selectin Selecti	Select       V       Q         Active programs shown in dropdown. Click lookup for all.         Programs Exclude       V       Q         Active programs shown in dropdown. Click lookup for all.       Registration Terms Include       V       Q         Select       V       Q       Q       Q         Only show students that have registrations in the selected terms.       V       Q	Student Types Include         Select         Student Types Exclude         Select         Student Statuses Include         Select	This selector filters based on if the student has an enrollment in the courses and course sections selected in the Course and Course Section selectors below. It has no effect if no courses or course sections are selected. If left blank term will not be filtered on. Courses Select V @. Only show students with selected term enrollments for the selected courses Course Sections	Campus: In most cases, you will either select Indianola or West Des Moines. Begin keying in either name and select.
Selecting Any will exclude students who have any one of the selected tags. Selecting All will only exclude students who have all of the selected tags.	Only show students where regulated in the second when.       Registration Terms Exclude       Select       Only show students who are not registered for these terms.       Holds Include       Select       Holds Exclude	Student Statuses Exclude Select Student List	Select V Q Only show students with selected term enrollments for the selected course sections	Registration terms: Begin keying in the term you wish to use, for example, "Fall 2022…" and select the term.
	Select V			Student types: Options include "Traditional Day Student" &

Options include "Traditional Day Student" 8 "Continuing Education". Not all types will be relevant.

#### **Student Statuses:**

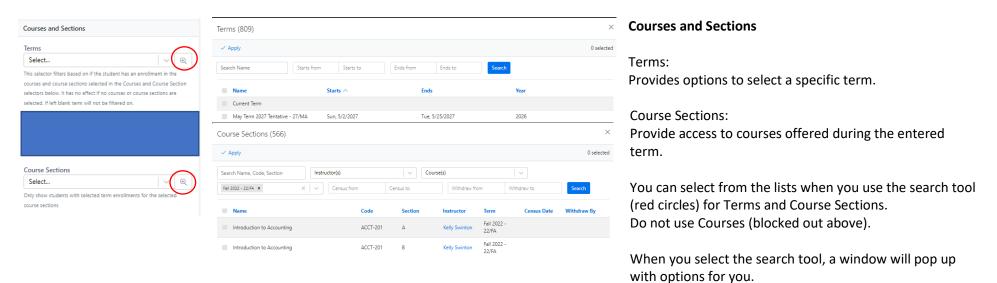
You can select from "Current", "Continuing", and or "Inactive"

### Student List:

You can create a filter by uploading Student ID numbers. Separate by comma or hard return. This will populate for those students in your caseload, including students you currently follow.

### **Success Team** -> Academic Advisor:

You can key in a name and select when you see your name in the list.



# Saving your filter

New	Filter	×
Save		~
Jave		
Filter Na	ame *	

The final step is to name and save your filter.

These are located at the top of the Filter tool.

Experimenting with filter set-ups is helpful as you work to create the filter you want to use. If you need support on a filter, please contact Corey Landstrom.

Tags

The following tags have been identified and built in Aviso and may be available to use for purposes of a filter.

Academic Suspension Account Hold Admissions Student Ambassadors Baseball CAB **Campus Activities Board** Cheerleading Committee Admit Community Assistant Continuing and Graduate Student Co-op 119 **Culver Fellow** Dance Debate **Disciplinary Dismissal Disciplinary Suspension** ESports First-Generation Football Foundations Peer Leader **High School Student** International Intramurals Jazz Ensemble

Men's Basketball Men's Cross Country Men's Golf Men's Gymnastics Men's Soccer Men's Swimming Men's Tennis Men's Track Men's Wrestling **Missing Graduation Application** Mock Trial Model UN Multicultural Opera at Simpson Peer Academic Leader (PAL) Pell Eligible Religious Life Community (RLC) Rugby SARA SCL Sexual Assault Response Advocates (SARA) SGA **Shooting Sports** Simpson College Chamber Singers

Simpson College Choir Simpson College Community Orchestra Simpsonian Softball Speech Speech and Debate Student Government (SGA) Symphonic Band The Madrigal Singers TRIO Wesley Service Scholar Women's Basketball Women's Cross Country Women's Golf Women's Gymnastics Women's Soccer Women's Swimming Women's Tennis Women's Track Women's Volleyball Women's Wrestling Writing Consultant