

Filtering Graduation Programs

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Tool Search: Academic and Graduation Programs

When viewing Graduation Programs, users may use the filter option to narrow the number of displayed Programs or to refine the displayed programs to a specific program.

1. To filter graduation programs, be sure **Graduation** is toggled ON in the upper-right corner of the main Academic and Graduation Programs screen.
- 2.



Once Graduation is toggled on, press **Filter** in the upper-left corner of the screen. The Graduation Program Filter displays.

Graduation Program Filter

Status:

Name:

Credit Group:

Available for Selection on Portal:

State Reported:

Allow Planning of Alternates:

Code:

Cohort/Graduation Active Start Year:

Cohort/Graduation Active End Year:

Diploma Type:

DPSA Tier:

School:

Flagged:

Close

Graduation Program Filter

Users may apply as many or as few filters as desired.

Graduation Program Filters

Filter	Description
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Filter	Description
Status	To filter programs by their Active/Inactive status, use the drop-list to select the appropriate value. Selecting <i>Active</i> means only currently active programs display while selecting <i>Inactive</i> means only programs that are not currently active display.
Name	The Name filter allows programs to be filtered by name. Use the drop-list to select the desired program name or type in the name of the program by which to filter.
Credit Group	To display only programs from a specific credit group, use the drop-list to select the desired group.
Available for Selection on Portal	Use this filter to display programs based on their availability for selection on the portal.
State Reported	To display programs by their State Reported status, use the drop-list to select Yes or No . Selecting <i>Yes</i> means only programs that are state-reported display, while selecting <i>No</i> means only programs that are not state-reported display.
Allow Planning of Alternates	Use this filter to display programs based on their option to allow, or not allow, the planning of alternate courses.
Code	The Code filter allows users to filter programs based on the programs identifying code.
Cohort/Graduation Active Start Year	Use this filter to sort graduation programs based on the academic year a student officially begins their program.
Cohort/Graduation Active End Year	This filter allows users to sort graduation programs based on the academic year a student officially ends their program.
Diploma Type	Use the Diploma Type filter to filter programs based on the program's diploma type.
DPSA Tier Only used in Minnesota and Wisconsin	This filter allows users to filter programs based on the tier associated with the Graduation program.
School	If populated, this program is only available to students enrolled at the selected school. If not populated, this program is available to students across the district.

Filter	Description
Flagged	When marked, the program displays with an icon next to the student's name. The default selection for an Academic Program is the Graduate image in orange, but this can be changed to any of the other 30 available images and 12 available colors. Images and colors only display when this checkbox is marked.