



# PRECISION CAMPUS TUTORIALS

## HOW TO ADD ADDITIONAL FILTERS

1) On the left-hand side of your screen there is a menu displaying the available filter variables in Precision Campus.

The screenshot shows the Precision Campus interface. On the left, a dark sidebar menu is visible with a red circle around the 'FILTER' section. The 'FILTER' section contains a list of variables: Courses, Crossenroll/Visa, Class Meeting Time, Course Success, Education Level, Gender, Online Status, Race/Ethnicity, Residency, Student Type, and Term/Round. A red arrow points to the 'FILTER' section. The main content area is titled 'Explore Enrollments' and features a bar chart showing enrollment counts for four fall semesters: 2013 Fall, 2014 Fall, 2015 Fall, and 2016 Fall. The enrollment counts are 3,175, 3,287, 3,203, and 3,280 respectively. Below the chart is a table with the same data.

2013 Fall	2014 Fall	2015 Fall	2016 Fall
3,175	3,287	3,203	3,280

2) By selecting a filter variable from the menu, Precision Campus will automatically sort the enrollment data based on that variable.

The screenshot shows the Precision Campus interface with the 'Gender' filter selected in the sidebar menu. The main content area is titled 'Explore Enrollments' and features a grouped bar chart showing enrollment counts for Men and Women across four fall semesters: 2013 Fall, 2014 Fall, 2015 Fall, and 2016 Fall. The enrollment counts for Men are 1,616, 1,696, 1,679, and 1,625. The enrollment counts for Women are 1,559, 1,591, 1,524, and 1,655. Below the chart is a table with the same data.

Gender	2013 Fall	2014 Fall	2015 Fall	2016 Fall
Men	1,616	1,696	1,679	1,625
Women	1,559	1,591	1,524	1,655
Total	3,175	3,287	3,203	3,280

3) By clicking on the header “FILTER” in the menu a new window will appear that displays additional filter variables available to sort and filter the data.

The screenshot shows the 'Explore Enrollments' page in the Precision Campus system. On the left, a dark navigation menu has a 'FILTER' button highlighted with a red circle and a red arrow pointing to it. The main area features a bar chart titled 'Explore Enrollments' showing enrollment counts for Men (blue bars) and Women (green bars) across four fall semesters: 2013 Fall, 2014 Fall, 2015 Fall, and 2016 Fall. Below the chart is a table with the following data:

Gender	2013 Fall	2014 Fall	2015 Fall	2016 Fall
Men	1,616	1,696	1,679	1,625
Women	1,559	1,591	1,524	1,655
Total	3,175	3,287	3,203	3,280

4) The new window will display filter variables that are displayed both in the menu on the left, as well as additional filter variables which are not displayed on the menu on the left.

This screenshot shows the 'Filter' dialog box overlaid on the 'Explore Enrollments' page. The dialog box contains a list of filter variables with checkboxes. The variables listed are: Gender, Class Meeting Time, Course Success, Education Level, Formal, Gender (with sub-options for Men and Women), Online Status, Race/Ethnicity, Residency, Student Type, Transfer Group, VETERANS, and Time Period. The background shows the same enrollment data as the previous screenshot.

5) To add a filter variable, click on the variable you wish to use to sort your data and click the “OK” button.

The screenshot shows the Precision Campus interface with a 'Filter' dialog box open. The dialog box lists various filter variables. Under the 'Gender' category, 'Disability' is selected, and the 'OK' button at the bottom right of the dialog is circled in red. A red arrow points from the 'Disability' option to the 'OK' button. The background shows a bar chart titled 'Explore Enrollments' and a table of enrollment counts.

Gender	2013 Fall	2014 Fall	2015 Fall	2016 Fall
Men	1,616	1,696	1,679	1,625
Women	1,559	1,591	1,524	1,655
Total	3,175	3,287	3,203	3,280

6) After clicking ‘OK’, Precision Campus will automatically adjust to filter the data by the newly selected variable.

The screenshot shows the Precision Campus interface after filtering by 'Disability'. The 'Explore Enrollments' chart now displays two series: 'Disability' (blue bars) and 'No Disability' (green bars). The 'Disability' variable is highlighted in the legend. Below the chart is a table of enrollment counts for the filtered data.

Disability	2013 Fall	2014 Fall	2015 Fall	2016 Fall
Disability	618	625	629	687
No Disability	2,557	2,662	2,574	2,593
Total	3,175	3,287	3,203	3,280