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.

2) By selecting a filter variable from the menu, Precision Campus will automatically sort the enrollment data based on that variable.
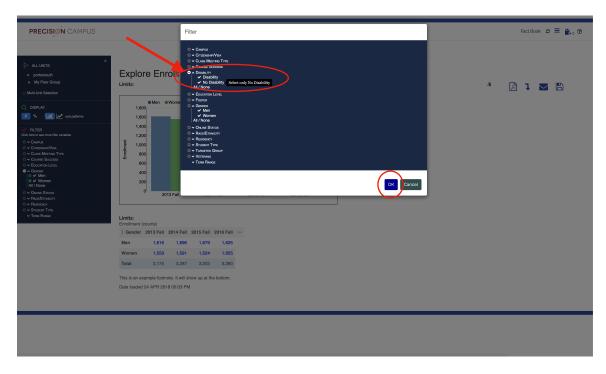
3) By clicking on the header "FILTER" in the menu a new window will appear that displays additional filter variables available to sort and filter the data.

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.

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

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