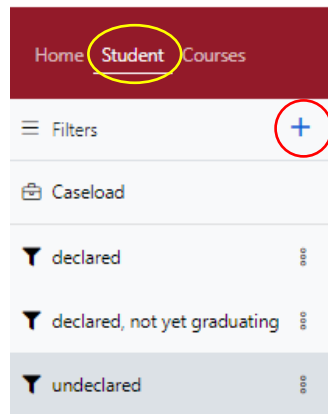


## Using Filters

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.

A few highlights for the filter tool:

### Tags

A list of current tags is provided in this document. Begin typing in the tag name if you don’t see it in the list. Tags have role-based permissions.

### Student Information

#### Campus:

In most cases, you will either select Indianola or West Des Moines. Begin keying in either name and select.

#### Registration terms:

Begin keying in the term you wish to use, for example, “Fall 2022...” and select the term.

#### Student types:

Options include “Traditional Day Student” & “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.

## Courses and Sections

Terms:

Provides options to select a specific term.

Course Sections:

Provide access to courses offered during the entered term.

You can select from the lists when you use the search tool (red circles) for Terms and Course Sections. Do not use Courses (blocked out above).

When you select the search tool, a window will pop up with options for you.

## Saving your filter

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