

ORGANIZATION FILTERS BEST PRACTICES FOR FILTERING STUDENTS & TRACKING ITEMS BY DEGREE ALIGNMENT

Introduction

Viking Success provides a variety of filters that allow you to reach a specific set of students for targeted support efforts. To filter students and their tracking items by their degree alignment, you will need to use the **Organization(s)** feature.

How Do I Use the Organization(s) Filter?

Navigate to your **Students** page. Select **My Students** to filter your *student roster* and **Tracking** to filter your student's *tracking items.*

Viking Succes	s	Q Search for Students			
MY STUDENTS		TRACKING		INTAKE	
Flag Referral	To-Do	s boccess Plan	Message Note	Download	≡

Set the Connection field to All My

Students, Term field to Active, and ensure you have nothing selected in the Cohort field.

Select the blue **Add Filters** button below the *Additional Filters* label. A new window will appear.

If you already have Additional Filters set-up, please be sure to select **Clear All Filters**, so you are able to see **all students in the desired degree alignment**.

Select the **Cohorts & Relationships** tab from the left column.

Select the checkbox next the **Organization(s)** label on the right. A blue box will now appear.

Select the program group from the **Search Results** column. Once highlighted, click the **>** button to move your selection to the **Selected Organizations** column.

Repeat the above step for each of the programs you wish to filter by.

Click the blue **Submit** button and you will be returned to your **Students** page.

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Tracking Items	Prospective Students	Show in results		
Cohorts & Relationships	Cohort	×		
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meetings	Connection	All My Students		
 Success Plans 		All My		
Attributes	section(s)	Students		
	Organization(s)			
	Find Organizations	Search		
	Search Results: 77	results » Selected Organizations		
	School of Arts, Human	nities, and 🔺 >		
	School of Business an	nd Professi		
	School of Mathematic	s. Science		
	School of Health Care	ers, Techn		
	TRIO Students (TRIO)			
	Art and Design (AS) (I	PLAN_ART		
	Accounting (AS) (PLA Marketing (AAS) (PLA	N BUSAL		

Clear All Filters

Please Note:

Filter settings DO NOT carry over from tab to tab -- for example, if you set filters in **My Students**, they will not automatically set filters in your **Tracking** tab. You will need to set your filters on each tab.

Questions?

If you have any questions or need assistance with using the Viking Success platform, please visit **www.sunywcc.edu/academics/viking-success** or email **vikingsuccessteam@sunywcc.edu**.

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