



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*.

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**.

Clear All Filters

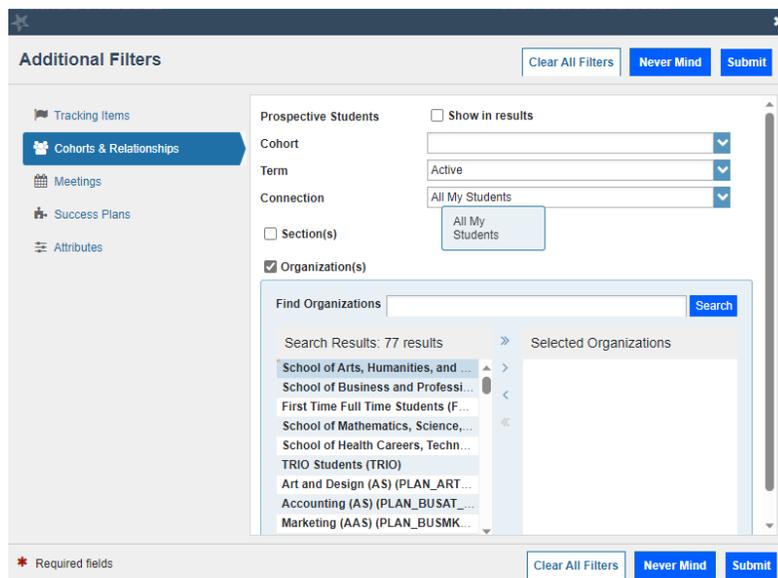
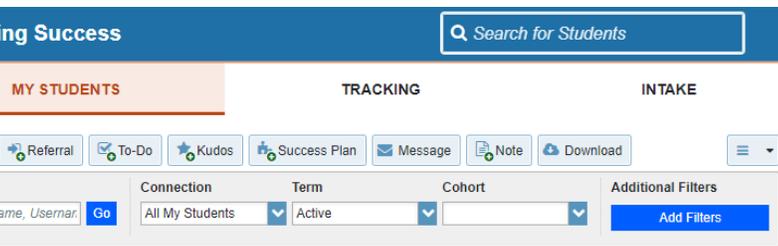
Select the **Cohorts & Relationships** tab from the left column.

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.



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.