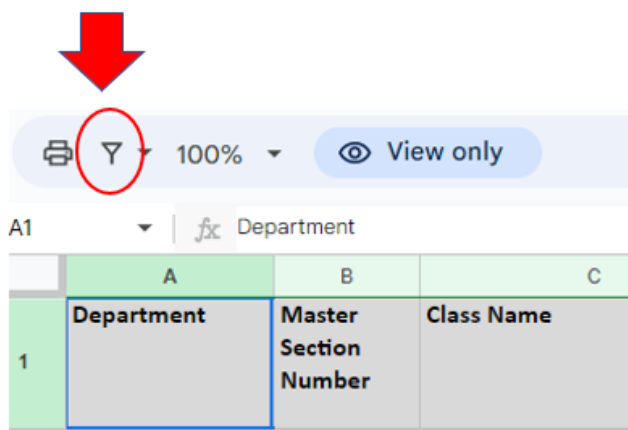


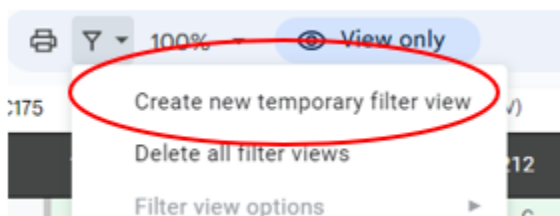
Instructions for Filtering Class Postings

Please make sure you scroll to the right for additional information if you cannot see all of the columns (depending on the type of device you are using).

To sort classes use the filter feature on the top left of the toolbar:



Create a temporary filter (this will not change the view for anyone but you):



Now you can use the filter icons in the header to filter by category of your choice:

| Department | Master Section Number | Class Name | Suggested Grade Level | Instructor Name | Instructor Last Name | Location | Day(s) of Week | Start Time | End Time |
|------------|-----------------------|------------|-----------------------|-----------------|----------------------|----------|----------------|------------|----------|
|------------|-----------------------|------------|-----------------------|-----------------|----------------------|----------|----------------|------------|----------|

For example, you can filter by Department (subject), Grade Level, Instructor, or by specific class meeting days.

To clear the filter, select the filter chosen and mark "Select All".

Sort A → Z

Sort Z → A

Sort by color

Filter by color

▸ Filter by condition

▼ Filter by values

[Select all](#)

[Clear](#)

