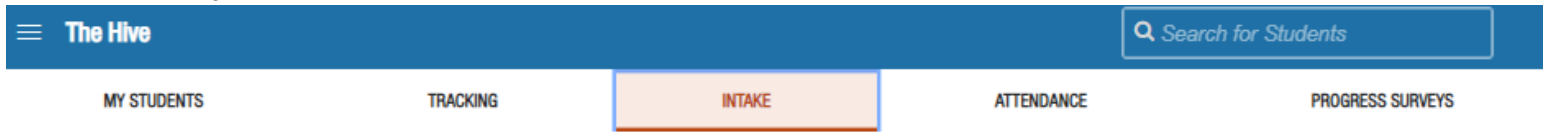


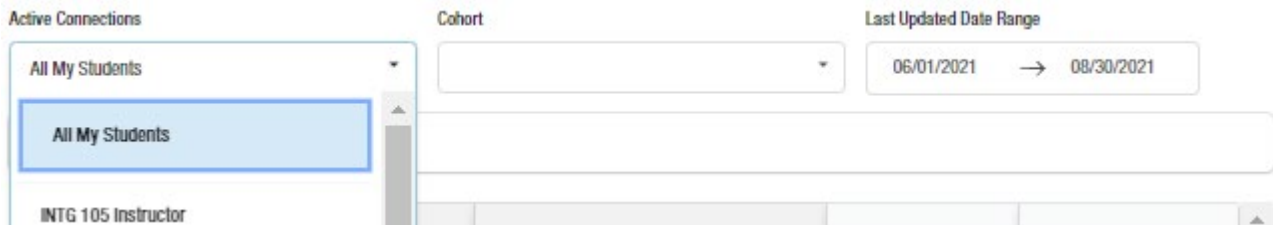
## How to filter the INTAKE tab in the Students channel.

Start by going to the Menu at the top left of your screen.

- Go to Students.
- Then go to Intake.



- Adjust your connection to All My Students, INTG 105 Instructor or Primary/Secondary Faculty Advisor
- Adjust the Last Updated Date range to begin 06/01/2021 when our form went live



To review individual students responses open their file by clicking on their name then go to the bottom of the Info Tab

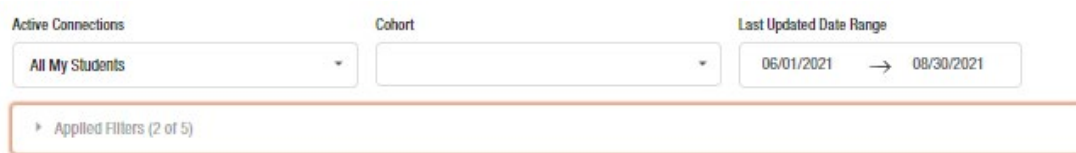
To filter responses to look for themes:

- Click on a question/topic area
  - Select the response you want to see
  - Click on the Filter Students button

### IMPORTANT NOTE:

If you use two filter categories it will be an AND result

Example: Those who want to work on writing skills AND who plan to be athletes.



Expand the Applied Filters area to see applied filters and/or to clear filters

