

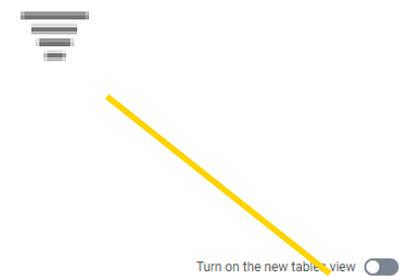
STUDENT/STAFF/FACULTY

Filter Data and Export Data

How to Filter Data in a Table

The table icons mentioned in this guide appear for all tables offering data.

1. Select the *Select to filter grid data icon* from the options in the righthand corner of the table.

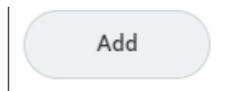


My Completed Courses

3 items

	Course Listing	Credit hours	Grading Basis	Grade	Completed Sections							Start Date	End Date
					Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor			
Q	HLP 1081 - Concepts of Life Fitness	3	Graded	A	HLP 1081-4821 - Concepts of Life Fitness	Lecture	In-Person	M 6:00 PM - 8:40 PM	Completed		01/07/2022	05/06/2022	
Q	ENC 1101 - English Composition I	3	Graded	F	ENC 1101-9700 - English Composition I	Lecture	Online		Completed		01/31/2022	05/06/2022	
Q	MAT 1033 - Intermediate Algebra	3	Graded	A	MAT 1033-TESTMAT1033B - Intermediate Algebra	Lecture	Online		Completed	Ken Johnson	01/07/2022	03/04/2022	

2. Select *Add*.
3. Follow the *prompts* to filter the data.



Note: You can also filter and sort by clicking on column titles.

How to Export data to Excel

The table icons mentioned in this guide appear for all tables offering data.

1. Select the *Export to Excel* icon from the options in the righthand corner of the table.
2. Select **Download** from the Export Document pop-up window.



Note: Depending on your device settings, the file may open automatically in Excel or you will need to select it from your Downloads.

