# Synergy Quick Tip
Filters!

Synergy filters are a great way to define and work with a select group of students or classes. However, if you are not careful, they could also hide important data or produce incomplete reports.

Creating Filters -- A filter is a saved search. If you search for a specific subset of students, you can save this search as a filter and use it over and over in other modules to obtain more information about that subset of students.

To create a filter, enter Find mode (click the magnifying glass) and search for students based on selected field values; this example finds 6th grade girls who speak Spanish as their primary language:
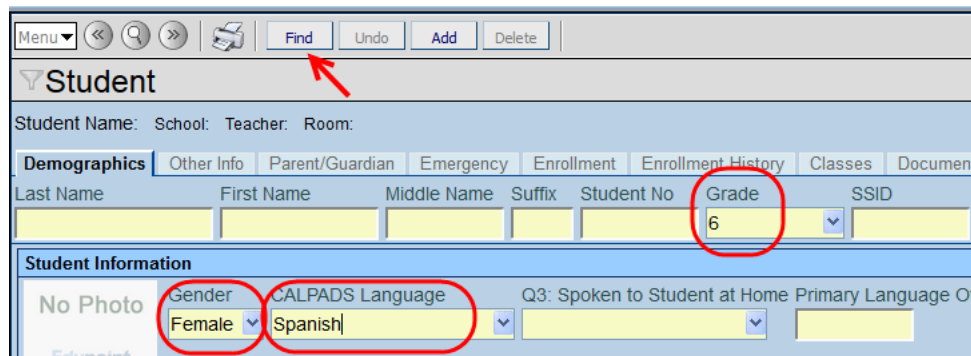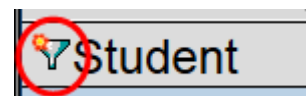

When you click **Find**, the results pop up in a separate window:
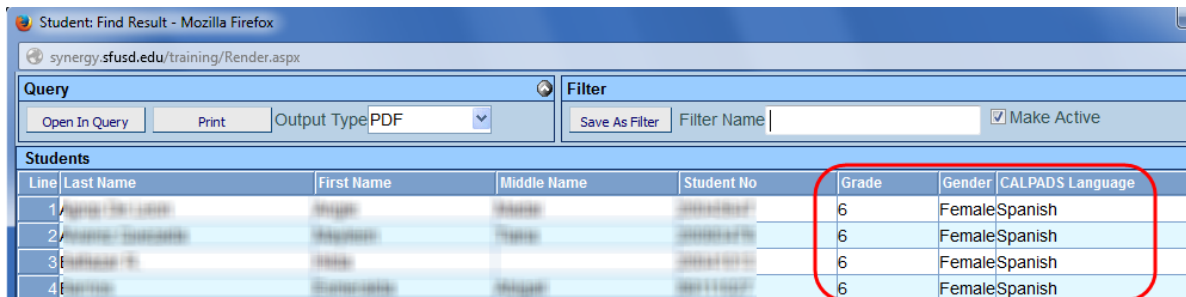
At the top-right of the results window, in the Filter area, enter a **Filter Name,** check the box to **Make Active** and click **Save As Filter:**
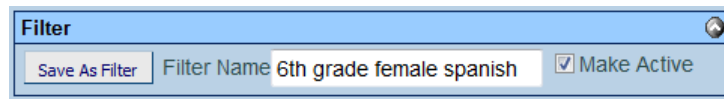

Back in the main window, the funnel icon next to the screen title highlights and has a red star:


Click the funnel icon next to the screen title to see your list of saved filters.

- A checked box indicates which filter is active. Multiple filters may be checked and active at the same time.

- To select or deselect a filter, check or uncheck the box and click **Apply**.

- To delete a filter, click the blue "X" next to the check box and click **Apply**.
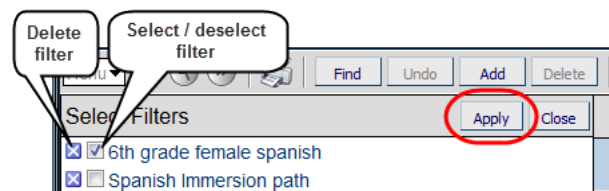
When no filter is active, the funnel is simply greyed out, without the red star:

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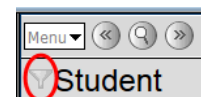
Filter tips – When a filter is active, you only see the set of records that match the filter. For the earlier example, only 6th grade girls who speak Spanish are shown as you scroll records.
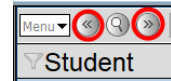
-- Filters remain active when using other Synergy tools.

Ex: Switch from the Student [icon] tool to the Student Grade [icon] tool, and you will still scroll through only 6th grade Spanish girls.

-- Create filters for broad categories of students, and then combine them to work with specific sub-groups.
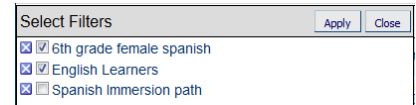
Ex: Create a filter for English Learners and make it active with the '6th grade Spanish female' filter to see only 6th grade female English Learners who speak Spanish.

-- Always create a new filter when no other filter is active. You do not want to "filter out" one part of the student population when doing primary searches.

-- Use a specific descriptive name to save a filter, so it is very clear what records are included by the filter.

-- Filters do not usually work with standard Synergy reports. But the initial search result used to create a filter may be printed as a custom report. In the Query box at the top left, click **Print** to save or print the result:
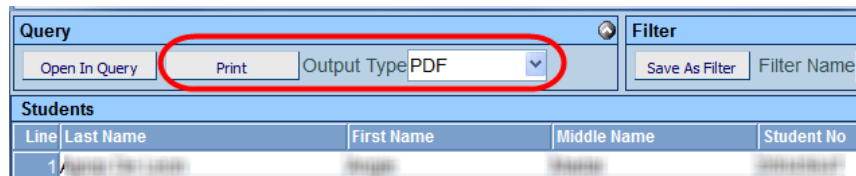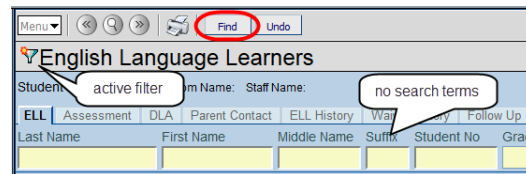
-- If you do not save the initial filter list as a report, you can still retrieve the list of records that match the filter:
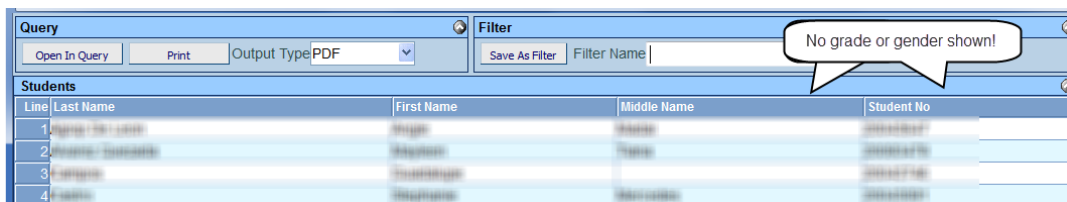1) Make the filter active:
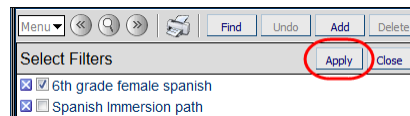
2) Perform a Find without using any search terms.
(Keep all yellow fields empty):

3) The results will contain all the records from the original search, but will not include the search fields that defined the filter (like gender, grade level, etc.). This is why it is important to use a descriptive filter name!

-- Filters are specific to the Focus Settings in effect at the time the filter was created! Do not change your Focus while a filter is active -- it will "lock" the filter and prevent changes! You must then switch your Focus back, sign out, and log in to Synergy again before you can change the filter.

-- Filters that rely on date ranges, grading periods, or other time-sensitive criteria should be updated as the school year proceeds to ensure an accurate data set.