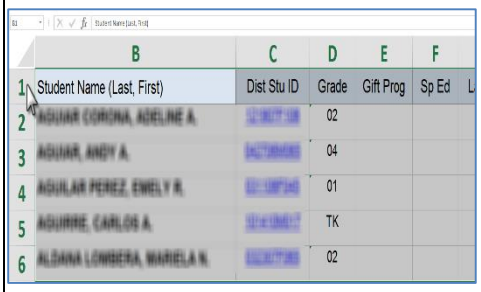
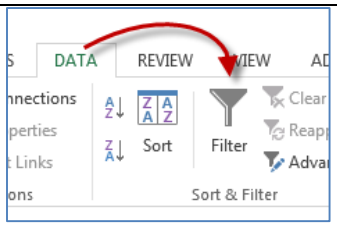
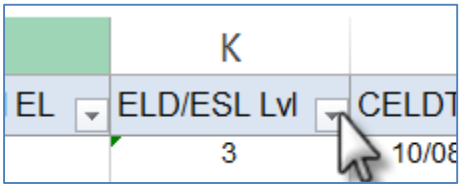
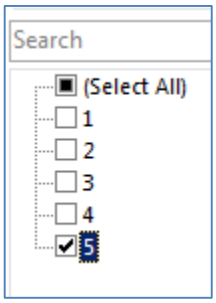
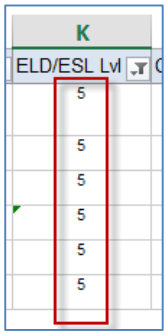
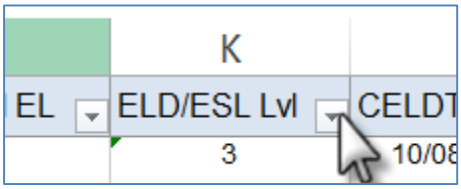
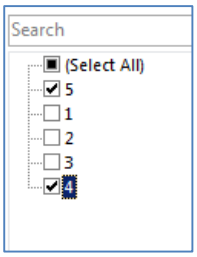
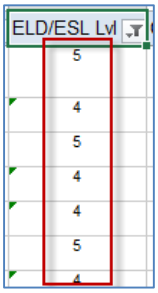
How do I sort and filter the records once I have exported the report to MS-Excel?

Once your report is in Excel, you can filter your records to customize your report according to your needs. Below are a few scenarios that show different ways of customizing your report using the auto-filter function in Excel.

A. How do I display only students at ELD Level 5 on the report?

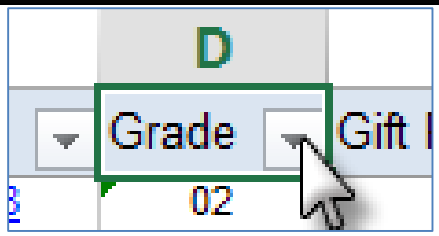
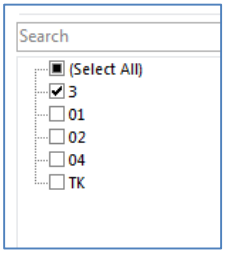
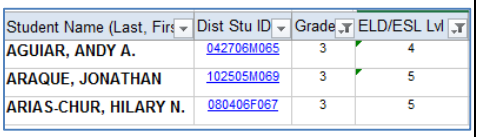
Step #	Step	Icon/Link	Comments
1.	On the Excel spreadsheet, click on the header row, i.e, the column that shows the headings.		This will highlight the entire row.
2.	From the menu bar, click on **DATA** tab, then **Filter**.		Notice that all column headings will display a down-arrow to the right of each heading.
3.	From the **ELD/ESL Level** column, click the down-arrow This will activate a filter selection panel. This shows all the possible values within the column. Check only the values you want displayed. Check only value **5**. Click OK.	  	Your report will now display only students which are at **ELD Level** 5. Notice that the down-arrow has changed. This indicates that the column has an active filter.

B. What if I want to select ELD Levels 4 and 5?

Step #	Step	Icon/Link	Comments
1.	From the **ELD/ESL Level** column, click the down-arrow Check values 4 and 5. Click OK.	  	Your report will now display students which are at **ELD Level** 4 and 5.

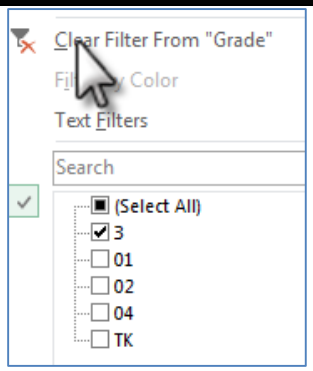
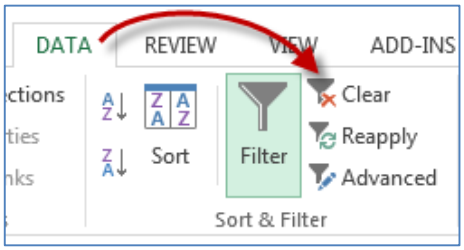
C. Can I add another filter to the report in addition to ELD Levels 4 and 5?

Yes, for example, you can include all 3rd grade students with ELD Levels 4 or 5.

Step #	Step	Icon/Link	Comments
1.	From the **Grade** column, click the down-arrow Check value 3. Click OK.	  	Your report will now display 3rd **Grade** students which are at **ELD Levels** 4 and 5. Notice that the down-arrow has changed for both the **Grade** and **ELD/ESL Level** columns indicating an active filter.

C. How do I remove the filter?

You can remove a filter in two ways:

Step #	Step	Icon/Link	Comments
1.	Remove one filter and leave the other filters active. Click the down-arrow indicating an active filter, then click **Clear Filter From**		
2.	Remove all filters. From the menu bar, click on the **DATA** tab, then click on **Clear**.