Filtering by Event Attendance

1. Select the Students tab in the upper left corner.
2. Select Connection desired from the list presented. (Instructor or Advisor). Then select the desired Term.

3. Click the Add Filters button under Additional Filters on the right side of the header bar, above your list of students.
4. From the Additional Filters menu, select Meetings and then check the following:
   - Students
   - Who have had/scheduled meetings
   - For Appointment Type/Reason, scroll down to find Events and then select Event Title
   - Date of Event (if unsure, leave this blank)
   - Click Submit

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Edit filters by clicking Edit Filters under Additional Filters. Clear all filters by clicking the X behind Edit Filters.