



# sort\_report



# Table of Contents

**Sort Report Data** ..... 1





# Sort Report Data

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

## Sort Data:

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

<b>(Left grid) Columns Available for Sorting</b>	Click the field by which you want to sort, and then click  . The field moves to the right grid. Continue moving fields to the right grid as needed.
<b>(Right grid) Sort Columns</b>	<p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> <li>• In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</li> <li>• To remove a field from the sort, select the field, and then click  to move it back to the left grid.</li> </ul>

You can [filter](#) report data to include only students who are enrolled in special programs.

When filtering report data for At Risk, PRS, and GT programs, you must select *1 (Yes)* or *0 (No)* in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and *Yes* in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.



## Back Cover