


## Show Selected

Use the **Show Selected** option to narrow down the group of records you need to view or work with just this one time.


Use **Show Selected** when you only need to keep a small portion of the records you are currently viewing. Use **Omit Selected** when you only need to remove a small portion of the records you are currently viewing.

To return to viewing the entire list, click the **Filter** menu , and click **All Records**.

**Note:** If there is a group of records that you work with regularly, it makes sense to create a query or snapshot of those records instead.


### To use the 'Show Selected' option:

1. Go to any list page, such as the Student List:

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global									
Options Reports Help									
Student List									
1: Ackerman, James 0 of 760 selected  Primary Active Students									
	Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1	
<input type="checkbox"/>	Ackerman, James	293479	1345564569	11	C107	8/19/1992	Active	jackerman@comcast.com	
<input type="checkbox"/>	Adam, Monique	206544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com	
<input type="checkbox"/>	Adams, Tyler	297230	1652226004	12	D107	7/10/1991	Active	tlewis@worldmail.com	
<input type="checkbox"/>	Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com	
<input type="checkbox"/>	Allen, Diana	208672	1129254645	09	E107	12/26/1993	Active	dallen@scl.com	
<input type="checkbox"/>	Alper, Heather	248235	1062556430	11	C206	11/15/1993	Active	halper@blueyonder.com	
<input type="checkbox"/>	Amico, Elaine	244040	1304051361	12	B206	8/20/1991	Active	epilla@hotmail.com	
<input type="checkbox"/>	Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com	
<input type="checkbox"/>	Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com	
<input type="checkbox"/>	Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com	
<input type="checkbox"/>	Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com	
<input type="checkbox"/>	Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com	
<input type="checkbox"/>	Anderson, Rose	255264	1188397751	12	C108	5/3/1992	Active	rAnderson@eudora.com	

2. Select the checkboxes next to the names of the students you want to view.

**Note:** The number of records you selected appears in the record counter

12 of 760 selected 

To quickly deselect these records, click the **Eraser** icon .

3. From the **Options** menu, click **Show Selected**:

The screenshot shows the 'Student List' interface. At the top, there are navigation tabs: Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, and Global. Below these are 'Options', 'Reports', and 'Help'. The main area is titled 'Student List' and contains a table of student records. Above the table, it says '0 of 12 selected' and 'Custom Selection'. The table has columns for Name, LASID, SASID, Grade, Homeroom, DOB, EnrStatus, and Email 1. The records listed are:

Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
Skorupka, Rasily	243858	1015018177	12	C284	8/14/1992	Active	
Gildea, Anne	244172	1086262222	09	M115	7/24/1995	Active	aaabraham@hotmail.com
Larsen, Ariana	236452	1319637174	11	B105	8/28/1993	Active	aaarnold@comcast.com
Balbio, Aaron	212884	1252179011	10	A201	6/27/1994	Active	abalbio@aol.com
Colpcys, Andy	279898	1103334720	12	Intern	1/8/1992	Active	abaratta@msn.com
Smith, Aaron	282960	1347765249	10	LABB	1/8/1994	Active	abarman@msn.com
Koert, Alice	266058	1229049414	09	B206	4/18/1995	Active	abarashi@comcast.com
Weng, Anthony	268512	1381656801	09	A209	1/21/1995	Active	abarhley@topica.com
Beardon, Andrew	212841	1071310016	09	A209	10/21/1994	Active	abarardon@yahoo.com
Bossi, Ann	200553	1357434960	11	D107	2/5/1993	Active	abarossi@msn.com
Powell, Ashley	289793	1321650544	11	LABB	3/23/1993	Active	abarunopane@worldmail.com
Burke, Alan	223419	1226501816	09	D101	10/14/1994	Active	abarurke@webfoot.com

The system displays only the records you selected. Notice that the text below the icons displays **Custom Selection** to alert you that you are viewing a list of students you filtered.

**IMPORTANT:** Your list page (in this case the Student List) should display only the records you want to perform a function for or that you want to include on a report. If you only select checkboxes for a few records and then run a report without clicking **Show Selected**, the report runs for all records – not just those you selected.

## Omit Selected

Use the **Omit Selected** option to narrow down the group of records you need to view or work with just this one time.

Use **Omit Selected** when you only need to remove a small portion of the records you are currently viewing. Use **Show Selected** when you only need to keep a small portion of the records you are currently viewing.

To return to viewing the entire list, click the **Filter** menu , and click **All Records**.

**Note:** If there is a group of records that you work with regularly, it makes sense to create a query or snapshot of those records instead.


### To use the 'Omit Selected' option:

1. Go to any list page, such as the Student List:

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global									
Options Reports Help									
Student List									
1: Adkerman, James 0 of 760 selected Primary Active Students									
Details	<input type="checkbox"/>	Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
Contacts	<input type="checkbox"/>	Adkerman, James	293479	1345564569	11	C107	8/19/1992	Active	jadkerman@comcast.com
Attendance	<input type="checkbox"/>	Adam, Monique	206544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com
Conduct	<input type="checkbox"/>	Adams, Tyler	297230	1662226004	12	D107	7/10/1991	Active	tlewis@worldmail.com
Transcript	<input type="checkbox"/>	Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com
Assessments	<input type="checkbox"/>	Allen, Diana	208672	1129254645	09	E107	12/26/1993	Active	dallen@aol.com
Schedule	<input type="checkbox"/>	Alper, Heather	248235	1062556430	11	C208	11/15/1993	Active	halper@blueyonder.com
Membership	<input type="checkbox"/>	Amico, Elaine	244040	1304051361	12	B206	6/20/1991	Active	epilla@hotmail.com
Transactions	<input type="checkbox"/>	Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com
Documents	<input type="checkbox"/>	Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com
Snapshots	<input type="checkbox"/>	Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com
	<input type="checkbox"/>	Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com
	<input type="checkbox"/>	Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com
	<input type="checkbox"/>	Anderson, Rose	256264	1188397751	12	C108	5/3/1992	Active	randerson@eudora.com

- Select the checkboxes next to the names of the students you *do not* want to view.

**Note:** The number of records you selected appears in the record counter

40 of 760 selected 

To quickly deselect these records, click the **Eraser** icon .

- From the **Options** menu, click **Omit Selected**:

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global									
Options Reports Help									
Student List									
1: Adkerman, James 0 of 720 selected Custom Selection									
Details	<input type="checkbox"/>	Name	LASID	SASID	Grade	Homeroom	DOB	EnrStatus	Email 1
Contacts	<input type="checkbox"/>	Adkerman, James	293479	1345564569	11	C107	8/19/1992	Active	jadkerman@comcast.com
Attendance	<input type="checkbox"/>	Adam, Monique	206544	1302499311	11	E207	1/20/1993	Active	madam@blueyonder.com
Conduct	<input type="checkbox"/>	Adams, Tyler	297230	1662226004	12	D107	7/10/1991	Active	tlewis@worldmail.com
Transcript	<input type="checkbox"/>	Aldoriso, Mingle	232039	1172991282	10	4	11/13/1993	Active	maldoriso@eudora.com
Assessments	<input type="checkbox"/>	Allen, Diana	208672	1129254645	09	E107	12/26/1993	Active	dallen@aol.com
Schedule	<input type="checkbox"/>	Alper, Heather	248235	1062556430	11	C208	11/15/1993	Active	halper@blueyonder.com
Membership	<input type="checkbox"/>	Amico, Elaine	244040	1304051361	12	B206	6/20/1991	Active	epilla@hotmail.com
Transactions	<input type="checkbox"/>	Amico, Joseph	205314	1215480988	11	H201	1/2/1993	Active	jamico@eudora.com
Documents	<input type="checkbox"/>	Amico, Timothy	241387	1062645502	09	GYMA	1/14/1995	Active	tamico@eudora.com
Snapshots	<input type="checkbox"/>	Anderson, Isabella	283490	1260305854	09	B105	5/12/1995	Active	ipost@earthlink.com
	<input type="checkbox"/>	Anderson, Lee	260687	1208266062	10	D114	2/24/1994	Active	lvenkatesh@earthlink.com
	<input type="checkbox"/>	Anderson, Margaret	236301	1395487850	11	C108	6/20/1992	Active	manderson@comcast.com
	<input type="checkbox"/>	Anderson, Rose	256264	1188397751	12	C108	5/3/1992	Active	randerson@eudora.com

The system displays all of the records, except for the ones you selected. Notice that the text below the icons displays *Custom Selection* to alert you that you are viewing a list of students you filtered.

**Important:** Your list page (in this case the Student List) should display only the records you want to perform a function for or that you want to include on a report. If you only select checkboxes for a few records and then run a report without clicking **Omit Selected**, the report runs for all records – including those you selected.