

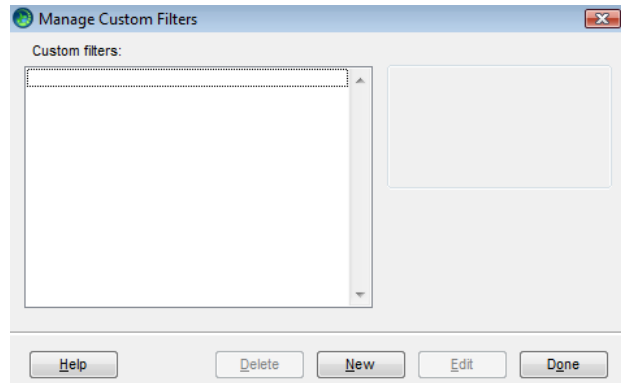


ExamView Quick Step Guide

Create Custom Filters

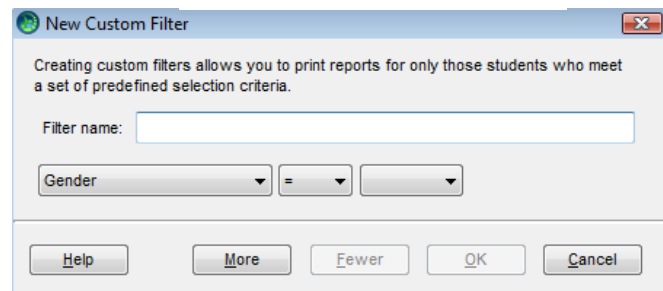
Custom filters let you generate reports for only those students who meet a set of predefined selection criteria, such as gender, date of birth, ethnicity, or other student data. When you apply a filter to a report, the report data, such as a class average, is based on the students that match the filter.

1. Choose **Report** from the menu options.
2. Select any report. The report configuration window will appear.
3. Click **Filters...** The Manage Custom Filters window will appear.
4. From the Manage Custom Filters dialog, click **New** to create a new filter. The New Custom Filter window appears.



Manage Custom Filters window

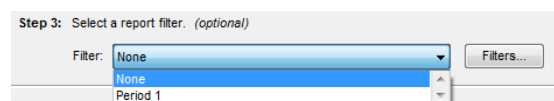
5. Enter/edit the name for your filter (e.g., **4th graders**).
6. Set up your selection criteria (e.g., **Grade Level = 4**).
7. If you wish to include multiple criteria in your filter, click **More** and set up another set of criteria.
8. Select **and** if you want to list students who meet both sets criteria.
9. Select **or** if you want to list students who fit either set of criteria.
10. Click **Fewer** to remove criteria from the filter.
11. Click **OK** to record your changes.



New Custom Filter window filter,

Apply a Filter

Filters are available in most Test Manager reports. A filter will alter a report in different ways depending on the selected report. To apply a filter, simply select the appropriate filter from the drop-down box when creating a report.



Apply Filter option

