How to use Search

There are three types of Searches: **Custom**, **Shared**, and **Pre-defined**.

To create a **Search**:

1. Click **Search** from the **Navigation Bar**.

2. When creating a **Custom Search**, follow the prompts on the **Search Attribute** screen and click the items you would like to search by. Then click **Search**.
Your search results will look like the picture below. These results are able to be sorted, much like an excel document, by clicking the table header.

There is also a feature where you can view the attributes that are in your current list to help remind you exactly what group of students that you are looking at.
To **Share** your search, click the box with the arrow pointing down. Make sure you name your search as a unique name.

You will be able to view all of your past searches as well as the dates that they were created.

**Search Actions** Key:

1. Share Search
2. Delete Search
3. Edit Search