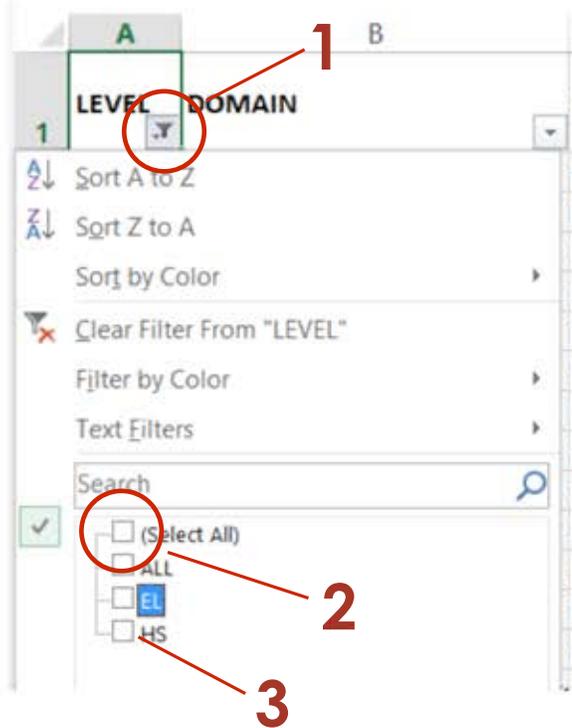


# How to filter the Session Catalog

**Note:** If your computer opens the Excel file in Protected Mode you must Enable Editing with the button in the yellow bar along the top.



1. Click the filter icon in column A.
2. Click on **SELECT ALL** which will clear the previously selected boxes.
3. Click on the level you wish to view.  
ALL= all grade levels  
EL= Elementary Level (PreK-8)  
HS = High School Level (9-12)
4. Click **OK**.
5. Click the filter icon in column C.
6. Click on **SELECT ALL** which will clear the previously selected boxes.
7. Check the box for the Session Type you wish to view. For example, New and Entry Year Teachers or Step Up to Quality.
8. Click **OK**
9. The same filtering process is used for each field. You may filter by each column heading such as the following: Session Description, Beginning date, Times, Hours, Location, key words and etc.

