Site Usage Instructions – Filtering and Sorting

Site Usage Instructions

Thank you for visiting our Continuing Education Portal. Because we want you to have a positive experience we've created this document to guide you through the account activation and registration process. If there is anything we can do that would enhance your experience please click on our **"Contact Us"** tab and send your comments to our support team.

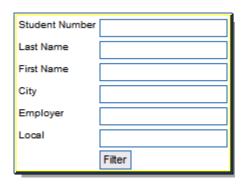Please feel free to browse around the site; we want you to feel comfortable with the navigation process.

If you want to view general information about our courses you can go to the **"Courses"** tab. When it opens you will see a list of the courses that are currently being offered and a short description of what the course covers. You will also find an explanation of our **Cut-off Date policy**. It is important that all users read and understand this policy.

Filtering:

As previously mentioned the filter feature will most likely be utilized by large companies.

Placing content into any of the fields and clicking on the **"Filter"** button will immediately display all of the information contained in the database for that particular member. (Information can only be entered into one field per filter)

For example, by placing the first letter of the last or first name of the individual who an employer is looking for and clicking the **"Filter"** button, the system will display all of the individuals working for that company whose first or last name starts with that letter.

Sorting:

All of the information contained in any of the fields can be sorted in either ascending or descenfing order by clicking on any of the titles above each column. This feature is normally utilized when there are large numbers of entries in the form.

View Result/ Select	Student Number	Student Name	Course Code	Section Code	On-Line Grade	Asqmt 1	Asqmt 2	Final Exam	Progress	Local	Remarks
	2008-000063	Jim Johnson	FM0000	00077	83%	PASS	PASS	87%	100%	GVHBA	
	2008-000063	Jim Johnson	PM0000	00098					63%	GVHBA	

When navigating within the site between the tabs at the top of the page and their secure area they can click on the **"Go to My Niche"** located in the top left corner of the page to take them back to their admin area.

Logout

Hello Jim Johnson. Welcome!
Go to My Niche.

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