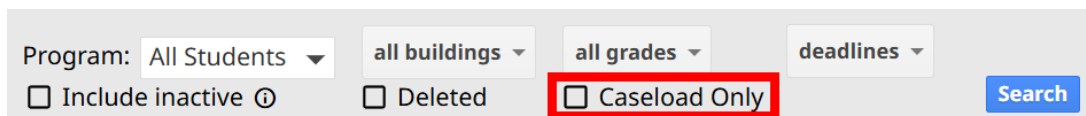


## Caseload Filter

*Caseload Filter on Students / Create New*  
*April 25, 2025*

A new filter has been added to the **Students / create new** page that will allow users to filter the list by students who have at least one document on their Caseload.

This will make it easier for users to find students relevant to them when trying to perform bulk actions such as bulk creating documents or requesting document access.



Program: All Students ▾ all buildings ▾ all grades ▾ deadlines ▾

☐ Include inactive ⓘ ☐ Deleted ☐ Caseload Only

**Steps** *To filter by students on your Caseload:*

1. Navigate to **Students / create new**.
2. Select the **Caseload Only** checkbox.
3. Click **Search**.