samegoal

Deadlines Filter

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August 2, 2024

An additional filter has been added to the **Students / create new** page that returns students based on their deadlines.

While users were already able to list students based on their deadlines using the deadlines reports, this new filter will help simplify the process and save users time.

Steps *To filter students by deadline:*

1. Navigate to the **Students / create new** page.
2. Click on the **deadlines** filter.
3. Select one or more deadlines to filter students by. You can search for specific deadlines by name or scroll through the list to find the deadline(s) you're looking for.
4. Click **OK**.
5. Hit **Search**.

Tip Once you have filtered students by deadline, use the **Select all** button in the top left and bulk create the document that's needed to satisfy the deadline.