

## Deadlines Calendar Filters

*New Filters on Deadlines Calendar*  
*November 22, 2024*

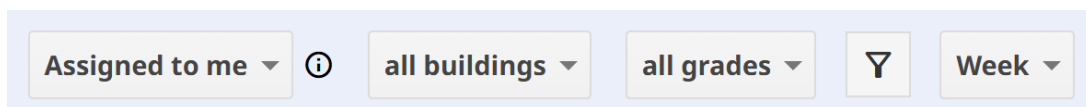
We're excited to announce that we'll be rolling out two additional filters on the **Deadlines** page in the coming weeks: **Building** and **Grade**.

This update is designed to give you more control over how you view and manage your deadlines, helping you stay organized. With the new **Building** and **Grade** filters, you'll be able to quickly refine your view and focus on the most relevant deadlines.

Once these filters are live for your district, they will appear in the top right corner of the **Deadlines** calendar. You'll be able to select one or both filters, along with any of the existing options, to narrow down the list of deadlines as needed.

### **Steps** *To use the filters:*

1. While on the **Deadlines** page, locate the filter you would like to apply in the top right corner.
2. Click on the filter dropdown.
3. Select which options you would like to display.
4. When you are finished, click **OK**.
5. Repeat for each filter you would like to apply.



The image shows a horizontal bar with five filter dropdowns: 'Assigned to me', 'all buildings', 'all grades', a funnel icon, and 'Week'. Each dropdown has a small downward arrow on its right side. An information icon (i) is located between the first and second dropdowns.