

Filtering a SharePoint List



1

Navigate to https://stpiusxhs.sharepoint.com/sites/PowerAutomateListRepository/Lists/Tutorial_SignIns/AllItems.aspx

2

Click on the three dots.

CollegeCenter LC_Sign_Ins Library_SignIns CounselingOffice ... Edit ☆ Not following Site access

All Items ▾

Status ▾	Time_In ▾	Time_Out ▾	Course ▾
checked Out	3:18 PM	4:00 PM	College Algebra
checked Out	3:20 PM	4:00 PM	College Algebra
checked Out	3:08 PM	3:30 PM	College Algebra

Tutorial_SignIns

Has access

Manage access

3 Click "Tutorial_SignIns"

				Tutorial_SignIns	
				All_Faculty	
				Grade Changes 2022-2023	
				Final_Exam_Exemption_Master_List	
				Faculty_Last_Names_Ex	
				courselist2	
				Grade Changes 2023-2024	
				Tutorial_SignIns	
				FacNames	
				Site contents	
atus	Time_In	Time_Out	Course		
cked Out	3:18 PM	4:00 PM	College Alg		
cked Out	3:20 PM	4:00 PM	College Alg		
cked Out	3:08 PM	3:30 PM	College Algebra		
cked Out	3:09 PM	3:30 PM	College Algebra		
cked Out	3:21 PM	3:33 PM	College Algebra		
cked Out	3:21 PM	3:31 PM	College Algebra		

4 Click "□"

Home Documents Pages Course Changes 22-23 Faculty_Last_Names CollegeCenter LC_Sign_Ins Library_SignIns						
⚙ Automate ▾ 🗪 Integrate ▾ ⋮						
	Reason ▾	Other ▾	Teacher ▾	Status ▾	Time_In ▾	Time_Out ▾
II	Homework		McGee	Checked Out	3:18 PM	4:00 PM
	Homework		McGee	Checked Out	3:20 PM	4:00 PM
	Homework		McGee	Checked Out	3:08 PM	3:30 PM
	Homework		McGee	Checked Out	3:09 PM	3:30 PM

5 Click "Filter by"

⚙ Automate ▾ 🗪 Integrate ▾ ...

	Reason ▾	Other ▾	Teacher ▾	Status ▾	Time_In ▾	Time_Out ▾
1	Homework		A to Z	Checked Out	3:18 PM	4:00 PM
			Z to A			
	Homework		Filter by	Checked Out	3:20 PM	4:00 PM
			Group by Teacher			
	Homework		Column settings >	Checked Out	3:08 PM	3:30 PM
	Homework		Totals >	Checked Out	3:09 PM	3:30 PM
1	Homework		McGee	Checked Out	3:21 PM	3:33 PM
	Homework		McGee	Checked Out	3:21 PM	3:31 PM

6 Click "X"

				Filter by 'Teacher' ×	
CollegeCenter LC_Sign_Ins Library_SignIns CounselingOffice ...				Type text to find a filter	
				<input type="checkbox"/> McGee	
				<input checked="" type="checkbox"/> Wilhelm	
				<input type="checkbox"/> Wood, V.	
				Apply Clear all	
Status ▾	Time_In ▾	Time_Out ▾	Course ▾		
Checked Out	3:18 PM	4:00 PM	College Algebra		
Checked Out	3:20 PM	4:00 PM	College Algebra		
Checked Out	3:08 PM	3:30 PM	College Algebra		

7

Click "Apply"
Click to apply filters to list and close panel."

CollegeCenter

LC_Sign_Ins

Library_SignIns

CounselingOffice

...

Status ▾	Time_In ▾	Time_Out ▾	Course ▾
Checked Out	3:18 PM	4:00 PM	College Algebra
Checked Out	3:20 PM	4:00 PM	College Algebra
Checked Out	3:08 PM	3:30 PM	College Algebra
Checked Out	3:09 PM	3:30 PM	College Algebra

Filter by Teacher (1)

Type text to find a filter

☐ McGee

☒ Wilhelm

☐ Wood, V.

Apply

Clear all