Filter a SharePoint list using Power Automate

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

2   Click on the three dots.

3 Click "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

tus ∨	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_Signl

⚡ Automate ∨   ⊞ Integrate ∨   ⋯

Reason ∨	Other ∨	Teacher ∨	Status ∨	Time_In ∨	Time_(
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"

	Reason ⌄	Other ⌄	Teacher ⌄	Status ⌄	Time_In ⌄	Time_(
	Homework		A to Z	ecked Out	3:18 PM	4:00 PM
	Homework		Z to A	ecked Out	3:20 PM	4:00 PM
	Homework		Filter by	ecked Out	3:08 PM	3:30 PM
	Homework		Group by Teacher	ecked Out	3:09 PM	3:30 PM
	Homework		Column settings ›	McGee Checked Out	3:21 PM	3:33 PM
	Homework		Totals ›	McGee Checked Out	3:21 PM	3:31 PM

Automate ⌄   Integrate ⌄   · · ·

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6 Click "☐"

CollegeCenter   LC_Sign_Ins   Library_SignIns   CounselingOffice   · · ·

Filter by 'Teacher'   ✕

Type text to find a filter

☐ McGee

☑ Wilhelm

☐ Wood, V.

Apply   Clear all

tus ⌄	Time_In ⌄	Time_Out ⌄	Course ⌄
cked Out	3:18 PM	4:00 PM	College Algebra
cked Out	3:20 PM	4:00 PM	College Algebra
cked 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   ...

Filter by Teacher (1)   ✕

Type text to find a filter

☐ McGee

☑ Wilhelm

☐ Wood, V.

Apply   Clear all

tus ∨	Time_In ∨	Time_Out ∨	Course ∨
cked Out	3:18 PM	4:00 PM	College Algebra
cked Out	3:20 PM	4:00 PM	College Algebra
cked Out	3:08 PM	3:30 PM	College Algebra
cked Out	3:09 PM	3:30 PM	College Algebra