



Other functions and features:

Table of Contents

Click **+Add** to add a group.

A pop-up window opens.

ID	Type a unique code for the group, up to three characters. The ID cannot already exist on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor .
Description	Type the description of the code. A quotation mark ("") is not a valid character. You can type up to 60 characters.

Click **OK** to close the window.

Click **Save**.

Other functions and features:

 Edit a record. Update the fields as needed, click OK , and then click Save . The changes are displayed in the grid. Or, click Cancel to close the window without making changes. For the current year, you cannot edit a Reported By group that is used in a student discipline record.
 Delete a row. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save . You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No . You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). For the current year, you cannot delete a Reported By group that is used in a student discipline record.

Print Print location codes.

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



Back Cover