

Other functions and features:

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❑ 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 First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last 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.


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