

grade_reporting_individual_view_add_drop

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The **View Add/Drop List** link appears in the top-right corner.

Click the link to view the report which lists the courses dropped and added in the order in which the changes were made.

Review, save, and/or print the report.

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.

IMPORTANT: If there are more changes to make for the student, do not exit this page until all changes are made. This allows all changes to print on one report.

If you leave the page, the link will not appear when you return.

You CAN change tabs on this page without losing the link.

Click **Close Add/Drop List** to close the report view.


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