

grade_reporting_schedule_audit

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The Search for Schedule Changes window opens to display a detailed list of the student's current year schedule changes.

A record is created when a course is changed, added, deleted, withdrawn, or reentered. The schedule audit log includes data from all campuses for which the student has current year course records.

To narrow the list, enter one:

Course Nbr	Type the course number, or first few characters of the course number, to narrow the list by course number.
Title	Type the course title to narrow the list by course title.

Click **Search**. The student's schedule change records are displayed in the grid according to your search criteria.

Print	The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information. ++

The default sort order for the grid is by semester and period; however, the grid can be re-sorted.

To reset the grid to the default sort order, click Search.

If more records are retrieved than can be displayed on one page, you can page through the list.

Click Print to print the audit log.

Click Cancel to close the dialog box.


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