

grade_reporting_schedule_audit

Table of Contents

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A record is created when a course is changed, added, deleted, withdrawn, or reentered.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.

The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

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

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

*

Print	Print the audit log. **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.
Cancel	Close the window.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover