


# scheduling_load_partial_sched_st_body

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❑ Enter report criteria:

| | |
|---|---|
| **Grades** | Select a grade level, or select *All* to include all grade levels. |
| **Student ID** | Type the student ID. Leading zeros are not required. Or, click **Directory** to select one or more students from the directory. Leave blank to include all students. |

❑ Click **Retrieve Report**.

- Review, save, 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.


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