



## **scheduling\_load\_stu\_w\_pre\_assigned\_body**



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☐ Enter report criteria:


<b>Grades</b>	Select a grade level, or select <i>All</i> to include all grade levels.
<b>Student ID</b>	Type the student ID. Leading zeros are not required. Or, click <b>Directory</b> to select one or more students from the <a href="#">directory</a> . Leave blank to include all students.
<b>Include Pre-assigned Sem</b>	<p>Select to display the report with semester information.</p> <ul style="list-style-type: none"> <li>• If selected, the directory displays the students in the selected grade level, and only students who had either a course-section or semester assigned on their schedule are listed.</li> <li>• If <i>not</i> selected, the directory displays students in the selected grade level, and only students who had a course-section assigned on their schedule are listed.</li> </ul>

☐ Click **Retrieve Report**.


- [Review, save, or print the report.](#)

**Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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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