

Select Course for Reports

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The course directory is used to retrieve a course for a report if you do not know the course number.

Search for a course:

Enter data in one or more of the following fields. Not all fields are displayed in all applications.

Field	Description
School Year	The current school year is displayed. • If the report is for the current year only, the field cannot be changed. • If the report can be run for a prior school year, the field is enabled. Select another school year if necessary.
School Year	The current school year is displayed. • If the report is for the current year only, the field cannot be changed. • If the report can be run for a prior school year, the field is enabled. Select another school year if necessary.

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.

Click **Cancel** to close the lookup without selecting a course.


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