



## Select Course for Reports



# Table of Contents

**Select Course for Reports** ..... 1



# Select Course for Reports

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
<b>School Year</b>	<p>The current school year is displayed.</p> <ul style="list-style-type: none"> <li>• If the report is for the current year only, the field cannot be changed.</li> <li>• If the report can be run for a prior school year, the field is enabled. Select another school year if necessary.</li> </ul>
<b>School Year</b>	<p>The current school year is displayed.</p> <ul style="list-style-type: none"> <li>• If the report is for the current year only, the field cannot be changed.</li> <li>• If the report can be run for a prior school year, the field is enabled. Select another school year if necessary.</li> </ul>

[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.



## Back Cover