

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.

Click **Retrieve**.

- The courses meet the criteria entered are displayed. 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 the student ID for the student you want to retrieve. The directory closes, and the student's information is displayed on the page from which you accessed the directory.

Click **Cancel** to return to the previous page without selecting a course.

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


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