

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.
Course Title	Type all or part of the course name. For example, type bio to find all courses that *begin with* bio.
Campus ID	(Required) Click ⋮ to select the campus.

Click **Retrieve**.

- The courses that 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.

When you locate the course(s) you want to retrieve:

- If the report allows you to select only one course, click the course number.
- If the report allows you to select multiple courses, select the check box(es) for one or more courses, and then click **Select**.

The directory closes, and the parameter is populated with the course numbers separated by commas.

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


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