

Select Grade Level for Reports

Table of Contents

Select Grade Level for Reports 1

Select Grade Level for Reports

The grade level lookup displays all grade levels for the selected campus in alphanumeric order. Some reports allow you to select multiple grade levels.

Select a grade level:

To search for a grade level, begin typing the grade level in the **Search** field. The list is automatically filtered to display the grade levels that contain the characters you have typed.

When you locate the grade level(s) you want to retrieve:

- If the report allows you to select only one grade level, click the grade level. The lookup closes, and the parameter is populated with the grade level.
- If the report allows you to select multiple grade levels, select the check box(es) for one or more grade levels, and then click **Select**. The lookup closes, and the parameter is populated with the grade levels separated by commas.

Click **Cancel** to close the lookup without selecting a grade level.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover