



# Select Instructor



# Table of Contents

Select Instructor ..... 1



# Select Instructor

The instructors lookup displays all instructors for the selected campus in ID order. Some pages/reports allow you to select multiple grade levels.

## Select an instructor:

1. To search for an instructor, begin typing the ID or name in the **Search** field. The list is automatically filtered to display the instructors whose names or IDs *contain* the characters you have typed.
2. When you locate the instructor you want to retrieve, click the instructor ID. The lookup closes, and the field/parameter is populated with the instructor ID.

Click **Cancel** to close the lookup without selecting an instructor.



## Back Cover