

student_directory_body2

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- If more students are retrieved than can be displayed on one page, you can page through the list.

- In most applications, the **Total Students** field in the bottom-right corner of the directory displays the total number of students retrieved.

^Save Filter For Prev Next|

In Grade Reporting and Registration, this field is displayed once you click **Search**.

Select to save any criteria you have selected and apply the criteria as you scroll through this students on the page from which you clicked **Directory**. This saved information is only for the session.

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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** or **Close** to return to the previous page without selecting a student.


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