

Course/Instructor

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This tab allows you to view and print the Courses Assigned to Teachers report and the Teachers with Fixed Courses report. The reports display information entered in the **Courses** section of the Instructors tab. You can select a combination of courses and instructors.

View report:

Field	Description	
Sort Report By	**Course**	Select to sort by course number then by instructor ID.
	Instructor	Select to sort by instructor ID then by course.
Course	Select a course, or select *All* to produce the report for all courses.	
Instructor	Select a instructor, or select *All* to produce the report for all instructors.	

Click **Retrieve Report**. Review, save, or print the report.


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