



**Select a Student**



# Table of Contents

Select a Student ..... 1



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The student lookup allows you to find a student if you do not know the student's ID.

## Select a student:

To search for a student, begin typing the student ID or first, middle, or last name in the **Search** field. The list is automatically filtered to display the students whose name or ID *contains* the characters you typed.

- Students are listed in order by name. 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 student you want to retrieve, click the student ID. The lookup closes, and the field is populated with the student ID.

Click **Cancel** to close the lookup without selecting a student.



Back Cover