

Edited September 27, 2012 Course Restrictions __ Restricting Courses: 1) Go to Administration > ReportWriter » Other »> Course Restrictions: 2) Make sure the “Restrict” button is filled in, then choose “Next”: Edited September 27, 2012 3) Choose the courses you do NOT want to show up in ReportWriter/PLS (anything that says Restricted will not be available to the teachers). Once you have chosen all the courses you wish to restrict, choose the “Save” Button“. 4) You will receive the green confirmation box. That means your courses have been restricted. Edited September 27, 2012 ALLOWING COURSES: 1) Go to Administration > ReportWriter » Other »> Course Restrictions: 2) Choose the “Allow” button, and click on Next: Edited September 27, 2012 3) Choose the courses you wish to allow the teachers to use. As a note: ONLY COURSES ALLOWED WILL SHOW FOR THE TEACHERS. All courses that say “restricted” will no longer be available to assign from once you hit save. 4) You will see the green confirmation screen, confirming your courses have been saved.

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