

4. For example, Autumn River is mostly complete, but missing Birthdate and also has a pre-/post-test pair with less than 40 hours of instruction.

Student	No DOB, not 16-110	0 hours	1-11 hours	No Years of School	No Highest Degree	No Gender	No Race/Ethnicity	No Labor Force	No Entry	No Update	No Pretest	No Post-Test	No Valid Pair	No Update Status	Pretest high score	Pre/Post less 40 hr
	01	02a	02b	03a	03b	04	05	06e	07a	07b	08	09	10	19d	21	22
298349872 River, Autumn	•															•

5. Click anywhere inside the cell with a ● to drill down and view the lister that contains the DIR issue in question.



6. In this example, clicking Rick Williams' cell for Item 2a, 0 hours of instruction, drills down to the Class Records lister, where you can open Rick's record to review and edit this information.

7. Input 45 hours to Rick's Participations and then click Save.

Class Record Information

Site: [1 - North Campus](#)
 Class Description: [1 - ABE](#)

Student: [005208216 / Rick Williams](#)
 Class Status: Active
 Record Date: 9/20/2012

Activity in Class

Record Date: 9/20/2012

Participations:

Student Update (Cumulated)
 Daily Attendance
 Student Observation
 Student Test
 Student Update 45

Provider Uses:
 Add Provider Use

8. Generate the report again, and note that Rick Williams no longer is marked for item 2a.

Student	No DOB, not 16-110	0 hours
	01	02a
005208216 Williams, Rick		