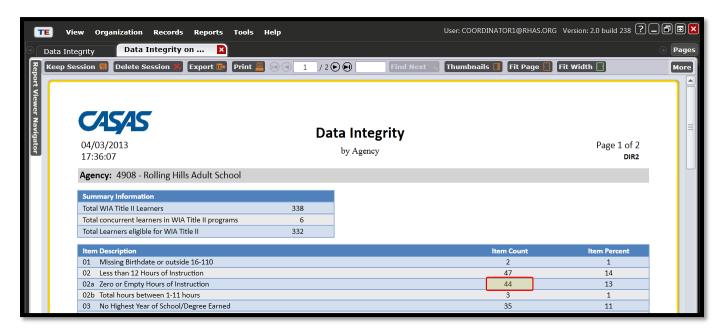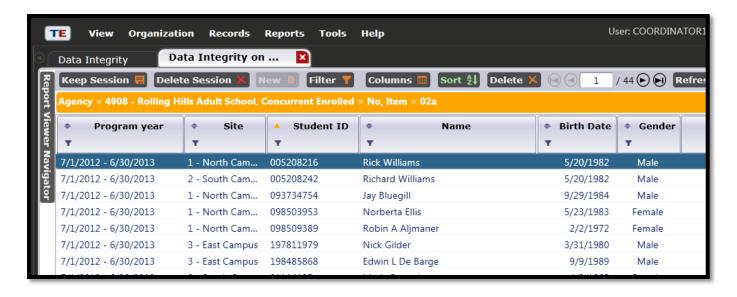# How to Manually Add Hours to Student Records

To manually add hours use the Data Integrity Report drill-down feature.
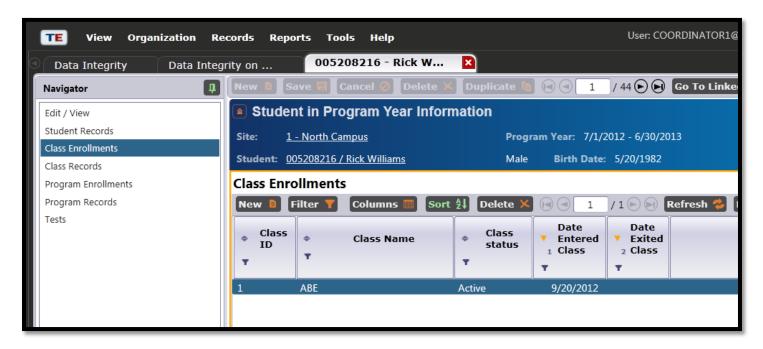
1. Double-click *02a. Zero or Empty Hours of Instruction.*

2. Double-click on a student record.

3. In the Navigator Bar, click on *Class Enrollments*.

4. Click on *Instructional Hours* in the Navigator Bar.
5. Click the *Edit* icon ✏️
6. Click the *Add* button to open a new hours column. Click *Save.*