Filter the DIR by Class

1. In the Report Setup Navigator, specify a single class.

2. Generate the report.

   Right-click on the item you want to correct. Two boxes will appear:
   - one that will open a lister of the students, and
   - one that will give you a detailed report of the students which will include all information (missing or complete) for each student in that item.
3. From the lister you can correct information by going into each student’s record in this list.

4. Or, you can use the **Details Audit Report** to refer to when correcting information in the student record.