

Finding Members in Crosslisted Courses

As crosslisted courses will contain members from two or more sections, you can use the following features to locate and display only certain members in the **Grade Book** tabs. From any of the **Grade Book** tabs, you can determine the list of members that displays:

If you are working in a cross-listed course, you can display members according to the course they were originally enrolled in:

1. Click **Grade Book Options**. A menu appears.
2. Click **Find Members**. The *Find Members* screen appears.
3. Under **Column**, select the *Courses* check box.
4. Under **Condition**, select the course(s).

Tip: You can select multiple courses:

- To select consecutive courses in the list, hold the **Shift** key while selecting the courses.
- To select non-consecutive courses in the list, hold the **Ctrl** key (Windows users) or the **Command** key (Mac users) while selecting the courses.

5. Click **Run Query**. In the tab from which you initiated the query, only members originally enrolled in the selected courses are displayed.
6. To return to displaying all members, click **Grade Book** options. A menu appears.
7. Click **Show All Members**.