9. Click the   icon ⇅ to change the sort order of the list. Click any field once to sort in ascending order. Click the field again to sort in descending order.

    Only one field can be actively sorted at a time.

10. Click the   button ✏ to grant, deny, or revoke a permission request. A window is displayed that shows all permissions that were requested by the student, as well as any new permissions that may now be required in order for the student to enroll, such as a permission if a class has a ...

It may take several minutes for the look up page to appear. When the results page appears, click _____ to expand the section and enter all or part of the student's name or network ID and click Search. Locate the correct student, and click anywhere on the student row.

19. Enter the four- or five-digit class number in the _____ box or click the look up icon to search for a class. Permissions may only be added for a class you are teaching. If using the class lookup, click any column header to sort the results. Locate the correct class, and click anywhere on the class row.

20. After the student ID and class number have been selected, click ___. Permissions that are required for the student to enroll in the class are displayed. Enter comments to the student, select an expiration date, then click ___. A message is displayed if no permissions are required.

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