

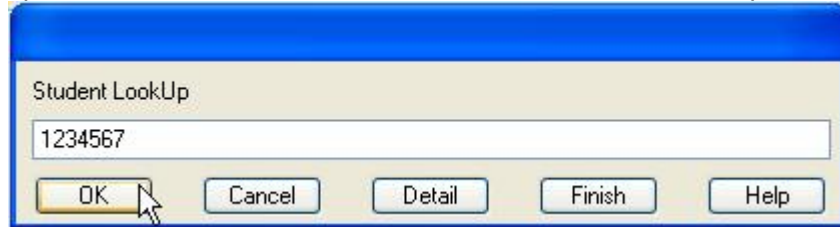
LOCR: Student Locator

Find a student (by class, room, time) on a given day.

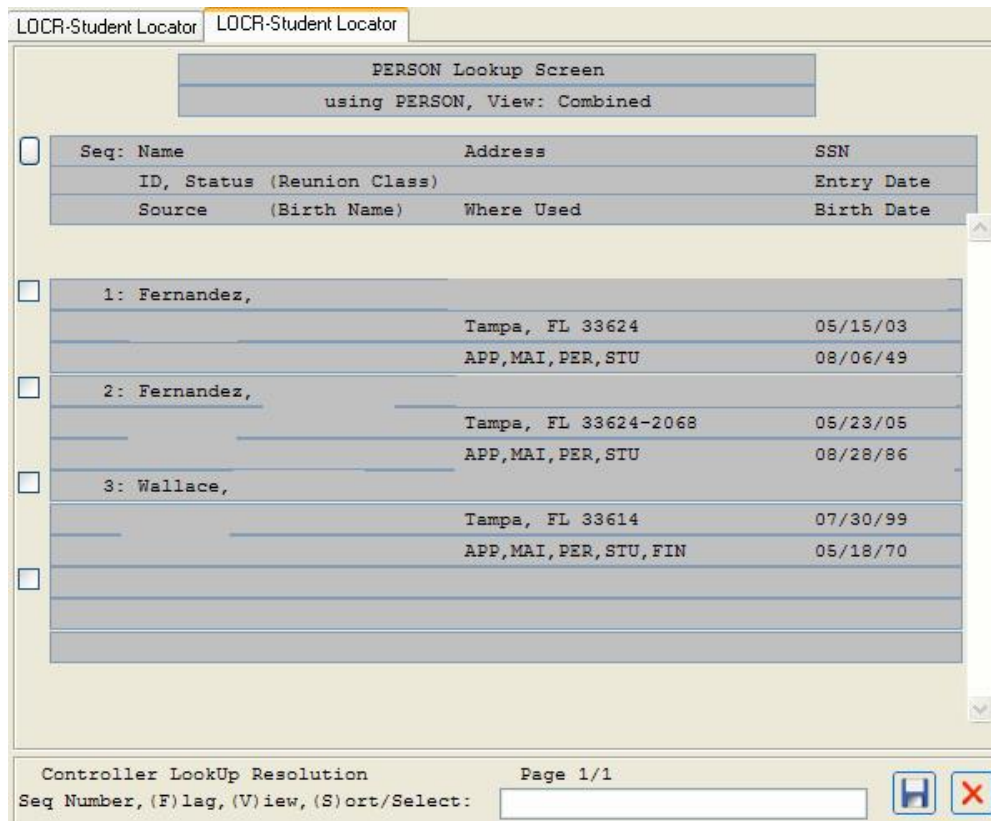
In the Quick Access field (mnemonic box), enter LOCR. Press enter on your keyboard or the green Go button.



On the Student LookUp window, enter the student's name, SSN, or ID. Click OK or press enter.



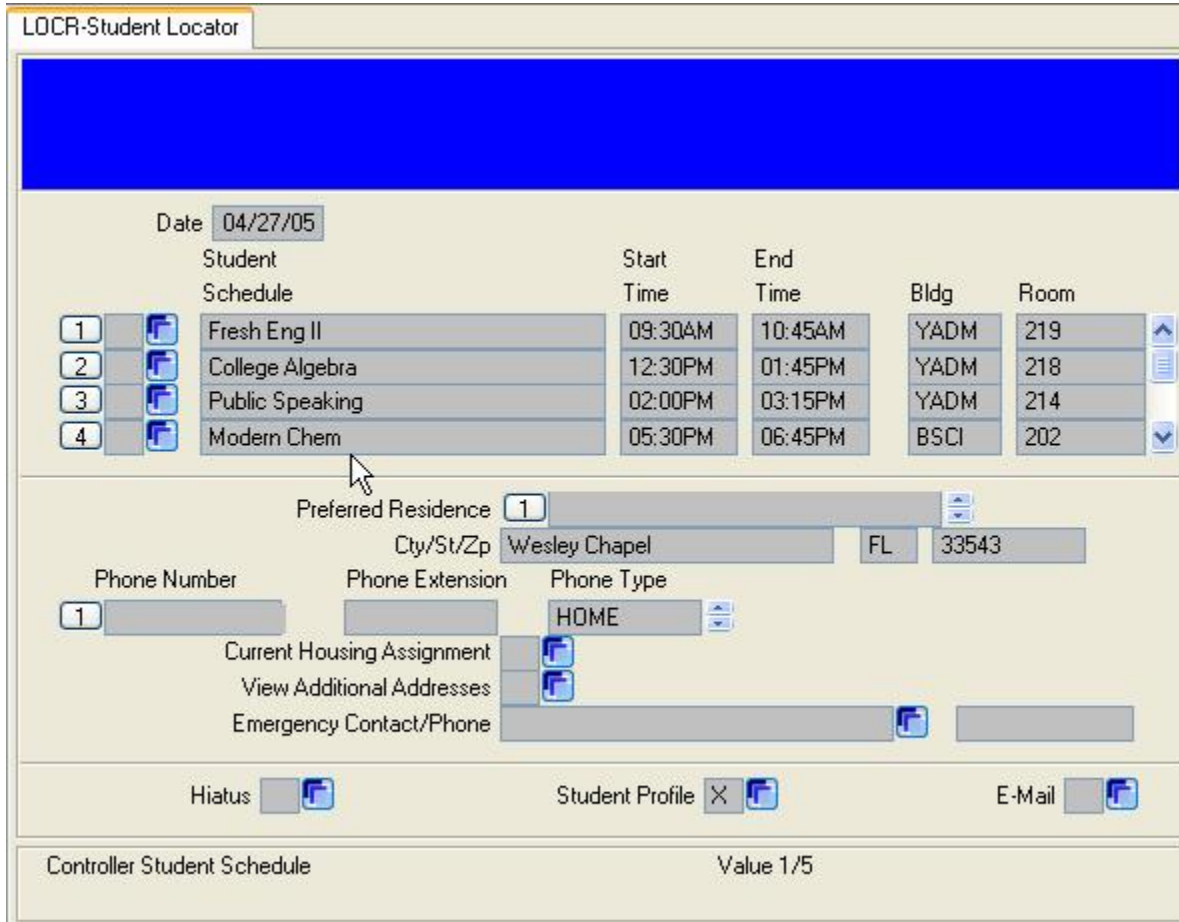
If you have entered the name of the student instead of the ID, a resolution screen will display with all the available choices. Select the student and enter the number to the left of that name in the text box below – or place a checkmark in the box next to the name and press the blue disc icon next to the red "X" to bring up the Locator screen. See the screenshot below (with the student's information blocked out)



An information window will appear that asks on what day you would like to find where the student is. It will be populated with today's date (as shown below).



The Student Locator screen will be displayed



When you are done, press F10 (and then the Update button to finish and return to the previous screen and/or access another student's information

Another option is to Press F9 and then the Update button to save anything you may have done and return to the main Colleague menu.