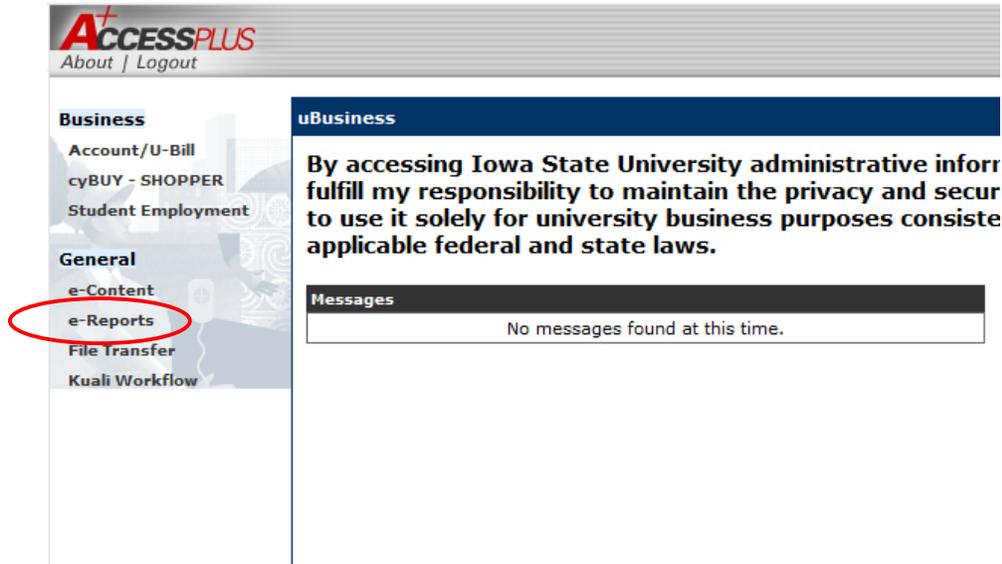# Modifications to Section Offering (graybar) e-Report

Step 1: E-Reports can be found in AccessPlus under the *u*Business tab.

Step 2: Select Continue to the e-Report confidentiality agreement.

Step 3: Click on the RGSTN-Crse Section Offerings report for term course section offerings. Click on RGSTN-Crse Unpublished Sections for unpublished course offerings. Reminder – the first time you access the report you will need to find it in the All Searches folder.
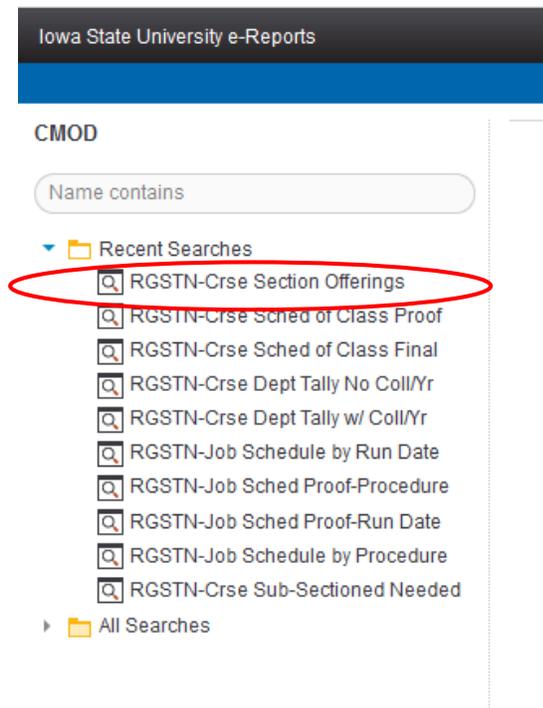
Step 4: Search criteria can be set.

Step 5: Results will provide course section offerings by department.

Step 6: Select the desired department section offering.

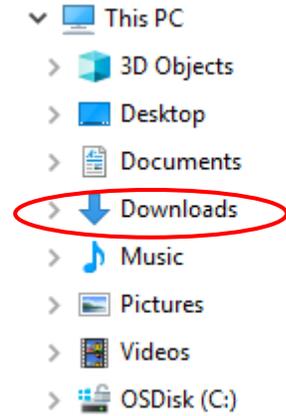**Step 7**: Select the Download option to the right hand corner of the e-Report – Viewer.

Step 8: Go to your Downloads and find the department e-Report. You will want to save it to your working directory and name it for example: S21 AN S graybar (term / year / department).

Step 9: Once the document is open, select the Comment option on the right side menu.
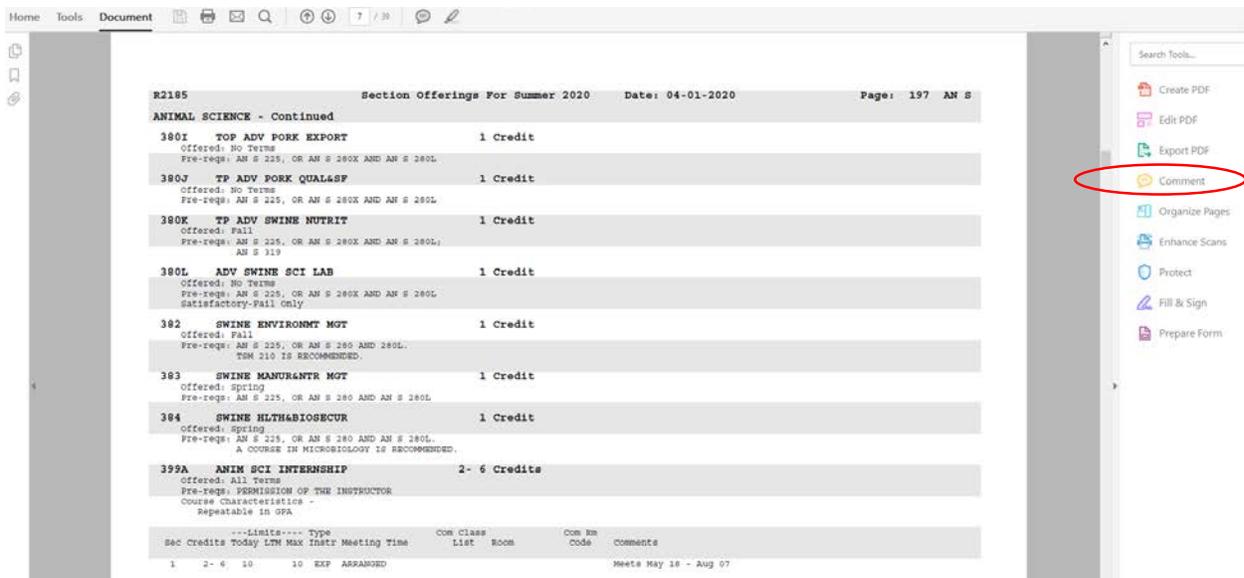
Step 10: Select the Comment icon.

Step 11: Use the cursor and place the comment icon on the PDF, preferably next to the area you want to update. Once you have determined your placement, enter the information you want to update. Make sure to reference the exact course / section you are referring to when applying updates. Select "POST" comment if your version allows. You can then see your comment when you hover over the comment icon. You can also move the comment icon to any location if necessary.

Step 11: You can also use the highlighter tool (you may choose to use red color) to show courses you would like removed. Once you have highlighted an area, you can leave a comment to further explain the highlighted area.

Step 11: When you are done making comments for updates, make sure you SAVE the document (and save often). When you are finished with your review / comments, please submit to the Office of the Registrar using CyBox instructions (included on the Tutorials page).