If you want to see all scheduled courses during a period of time, use the following steps:

1. **Expand the Courses Menu.**

2. **Click the Course Dates link.**

3. **Select Course Group.**

4. **Select a Course Group.**
   Use the Search feature in the Course Type/Group field to select a Course Group.

   Helpful hints:
   When you use the search feature a Course Dates pop-up may appear. Use the drop down menu to select the same object type (Course Type or Course Group) as you selected using the radio buttons.
   If you selected Course Group using the radio button you must select a Course Group in this field. The entries must match.

5. **Select a Reporting period.**

6. **Scroll to the bottom of the page to the Selection Options block.**
   You can use the Location field to pull courses only occurring in a specific location.

   To pull courses in a specific location:
   Use the search feature in the Location field to find the location.
   The "Location" pop up window appears.

   Helpful hints: In the Search Term field use asterisks around a part of the name if you are not sure how the location has been entered in LSO. Double click on the location and you will return to the input screen.

7. **Click Execute.**
   Results will populate the screen.

   Helpful hints: If the "No data found for the values entered" message appears at the bottom of the page that indicates no courses have been scheduled during the selected time period.

Please contact your agency training officer for assistance.

October 15, 2012