

## Online Tutorial: Changing Terms

At times, you may need to change the school or term. This will help you access historical data and run more specific searches.

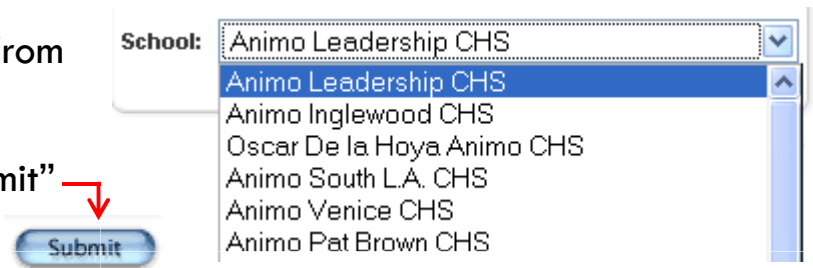
### Changing Schools

To change schools, click on the “School” link in blue at the top of your page.

**School:** Animo Justice CHS  
**Term:** 09-10 Year

Then, select the appropriate school from the drop-down menu.

When you’re finished, click the “Submit” button to return to the start page.



The screenshot shows a 'School:' label next to a dropdown menu. The menu is open, displaying a list of schools: Animo Leadership CHS (highlighted), Animo Inglewood CHS, Oscar De la Hoya Animo CHS, Animo South L.A. CHS, Animo Venice CHS, and Animo Pat Brown CHS. Below the dropdown is a blue 'Submit' button. A red arrow points from the 'School:' label to the dropdown menu, and another red arrow points from the 'Submit' button to the text 'When you’re finished...'.

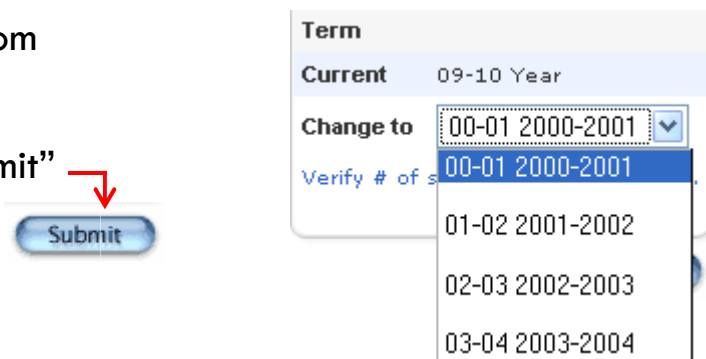
### Changing Terms

To change terms, click on the “Term” link in blue at the top of your page.

**School:** Animo Justice CHS  
**Term:** 09-10 Year

Then, select the appropriate term from the drop-down menu.

When you’re finished, click the “Submit” button to return to the start page.



The screenshot shows a 'Term' section with a 'Current' value of '09-10 Year'. Below it is a 'Change to' dropdown menu, which is open, showing a list of terms: 00-01 2000-2001 (highlighted), 01-02 2001-2002, 02-03 2002-2003, and 03-04 2003-2004. Below the dropdown is a blue 'Submit' button. A red arrow points from the 'Term:' label to the dropdown menu, and another red arrow points from the 'Submit' button to the text 'When you’re finished...'.