

SCNS STATE PROFILE (DESCRIPTION) REPORT

This report will list discipline/prefix and state description for each course, as well as all institutions that offer the course number.

1. On website main page (http://scns.fldoe.org/scns/public/pb_index.jsp), place cursor on “Reports”. A drop down box will appear.
2. Click on “Course Inventory (Excel)” report.
3. Using drop down box, select discipline area
Example: Accounting
4. Using drop down box, select prefix from that discipline or select “ALL”
Example: ACG or “ALL”
5. Hold “CTRL” down and click on “SUBMIT”

Report will run and show on screen. You can open report, and then save in Excel to your own computer.