



Peek #8: Class Search

This Peek provides a look at the class search feature available to students, faculty, and staff.

Students have access to the class search feature through the **Student Center**. Faculty access it through the **Faculty Center**. Staff will find a link to **Class Search** under **Curriculum Management** on their left menu bar.

However it is arrived at, **Class Search** displays this page:

The screenshot shows the 'Class Search' page with the following elements:

- Header: 'Class Search' with a 'Help' link.
- Instructions: 'Select an institution, term and search method. Click GO to continue.'
- Form fields: 'Institution' (University of Maine at Machias) and 'Term' (2008 Fall), both circled in red.
- Search options: 'Search for Classes' (selected) and 'Browse Catalog'.
- GO button: A green button labeled 'GO', also circled in red.

To start your search, enter or look up and select an **Institution** and a **Term** and click **GO**. (You also have the option of looking at course information by browsing an institution's catalog.)

On the **Search for Classes** page you can enter search criteria such as subject, course catalog number, and course career:

The screenshot shows the 'Search for Classes' page with the following elements:

- Header: 'Class Search' with a 'Help' link.
- Section: 'Search for Classes'.
- Instructions: 'Select at least 2 search criteria. Click Search to view your search results.'
- Context: 'University of Maine at Machias | 2008 Fall'.
- Form section: 'Class Search Criteria' with fields for 'Course Subject' (select subject), 'Course Number' (is exactly), and 'Course Career'.
- Options: 'Show Open Classes Only' (checked) and 'Show Open Entry/Exit Classes Only'.
- Additional Search Criteria: A green bar with a red circle around the 'Additional Search Criteria' link.
- Buttons: 'CHANGE SELECTION', 'CLEAR CRITERIA', and 'SEARCH'.

Clicking on **Additional Search Criteria** provides more options to refine your search:

The screenshot shows the 'Additional Search Criteria' page with the following elements:

- Instructions: 'Use Additional Search Criteria to narrow your search results.'
- Section: 'Additional Search Criteria' (expanded).
- Form fields: 'Meeting Time' (between and), 'Day of Week' (Include Only These Days, Mon-Sun), 'Instructor Last Name' (is exactly), 'Class Nbr' (example: 1136), 'Course Title Keyword' (example: statistics), 'Course Component', 'Session', 'Mode of Instruction', and 'Location'.
- Option: 'Check if you want to search by General Education category'.
- Buttons: 'CHANGE SELECTION', 'CLEAR CRITERIA', and 'SEARCH'.