

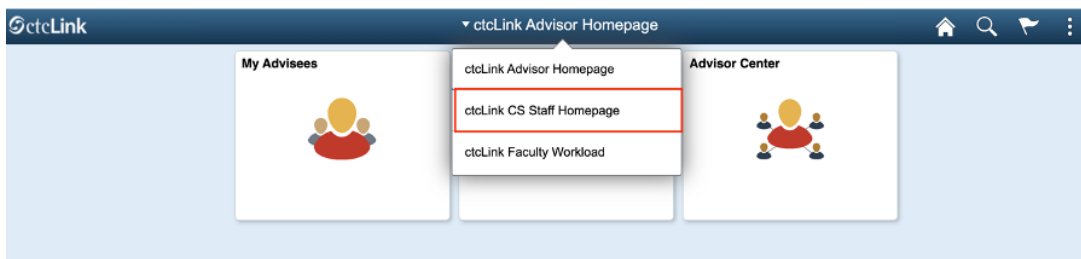


How to Search for Classes

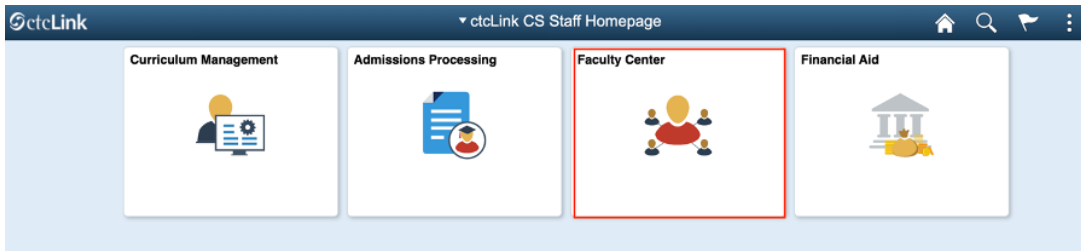
This guide will show faculty how to search for classes.

Directions

1. If you are not already on the **CS Staff Homepage**, use the drop-down menu to navigate there.



2. Click the **Faculty Center** tile.



3. The **My Schedule** page will display. On the left panel, select the **Search** menu item and click **Class Search**.

Faculty Center

My Schedule

FALL 2020 | Highline College

Change Term

View Textbook Summary
My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend [Class Roster](#) [Grade Roster](#) [Gradebook](#) [Assignments](#) [Learning Management](#)

My Teaching Schedule > FALL 2020 > Highline College

My Teaching Schedule > FALL 2020 > Highline College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BUSN 135-1 (19366)	Business Mathematics (Lecture)	28	TBA	TBA	Sep 28, 2020- Dec 18, 2020

4. In the **Search for Classes** area select:
 - **Institution**
 - **Term**
 - **Subject**
5. Select any other search criteria desired.
6. Scroll to the bottom of the page and click the **Search** button.

Enter Search Criteria

Search for Classes

Institution: Highline College

Term: WINTER 2021

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: BUSN-Business

Course Number: is exactly

Course Career:

Show Open Classes Only
 Open Entry/Exit Classes Only

Location:

Instructor Last Name: begins with

Class Nbr:

Mode of Instruction:

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

Mon Tues Wed Thurs Fri Sat Sun

Course Keyword:

Minimum Units: greater than or equal to

Maximum Units: less than or equal to

Course Component:

Session:

Course Attribute:

Course Attribute Value:

Clear Search

7. When the **Search Results** load, select a **Class** number for more detail.

Search Results

Click on Class Number to view more information. Select Modify Search to adjust your search results.

Highline College | WINTER 2021

The following classes match your search criteria Course Subject: **BUSN-Business**, Show Open Classes Only: **Yes**

Open Closed Wait List

New Search Modify Search

28 class section(s) found

BUSN 102 - Entrepreneurial Thinking for Success

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
8523	ACF-LEC Regular	MoWe 10:00AM - 10:50AM	Zoom		01/11/2021 - 03/26/2021	●

BUSN 105 - Introduction to Logistics

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
9712	YCF1-LEC Regular	TBA	Online	Staff	01/11/2021 - 03/26/2021	●

8. The **Class Details** page will display. Use the **View Search Results** button to return to the previous page.

Faculty Center

BUSN 102 - ACF Entrepreneurial Thinking for Success
Highline College | WINTER 2021 | Lecture

Class Details

Status	Open	Career	Academic Career
Class Number	8523	Dates	1/11/2021 - 3/26/2021
Session	Regular Academic Session	Grading	Graded
Units	5 units	Location	Online
Instruction Mode	Hybrid		
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:00AM - 10:50AM	Zoom	Staff	01/11/2021 - 03/26/2021

Enrollment Information

Class Attributes	Professional Technical Course Restricted Elective - Max 15 credits for transfer
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Class Availability

Class Capacity	38	Wait List Capacity	20
Enrollment Total	0	Wait List Total	0
Available Seats	38		

Description

Success in any endeavor requires the ability to think creatively, solve problems, and a high degree of perseverance. This highly interactive course is designed to immerse students in the fundamental aspects of an entrepreneurial mindset and the unlimited opportunities and success it can provide regardless of ones chosen professional pathway.

Textbook/Other Materials

Textbook Assignment Pending (assignments not shown to students)

View Search Results

To return to previous page

9. You will return to the **Search Results** page. If you'd like to modify your search, click the **Modify Search** button

Faculty Center

Search Results

Click on Class Number to view more information. Select Modify Search to adjust your search results.

Highline College | WINTER 2021

The following classes match your search criteria Course Subject: **BUSN-Business**, Show Open Classes Only: **Yes**

Open Closed Wait List

New Search **Modify Search**

28 class section(s) found

BUSN 102 - Entrepreneurial Thinking for Success

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
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10. You can add criteria such as time, day or instruction mode. The **Course Attribute** drop-down menu will allow you to search by OER, low-cost textbooks and many Highline-specific criteria, such as distribution requirement met, performance or activity class, and as we develop them, courses that are designated as “high-impact practice” courses.
11. Scroll to the bottom of the page and click the **Search** button.

The screenshot displays the 'Faculty Center' search interface. On the left, a navigation menu includes 'Faculty Center', 'Search', and 'Class Search'. The main search area is titled 'Class Search' and contains the following fields and options:

- Subject: BUSN-Business
- Course Number: is exactly
- Course Career: [Dropdown]
- Search Options: Show Open Classes Only, Open Entry/Exit Classes Only
- Location: [Dropdown]
- Instructor Last Name: begins with
- Class Nbr: [Text Input]
- Mode of Instruction: [Dropdown]
- Meeting Start Time: greater than or equal to
- Meeting End Time: less than or equal to
- Days of Week: include only these days (Mon, Tues, Wed, Thurs, Fri, Sat, Sun)
- Course Keyword: [Text Input]
- Minimum Units: [Text Input]
- Maximum Units: [Text Input]
- Course Component: [Dropdown]
- Session: [Dropdown]
- Course Attribute: **Low-Cost Textbooks** (selected)
- Course Attribute: [Dropdown]

At the bottom of the form, there are 'Clear' and 'Search' buttons. The 'Search' button is highlighted in green.

Note: Due to data conversion, the **Browse Course Catalog** option will show all courses we have on record, which includes very old ones. At this point, until we do some more clean up, it is not a useful link.

