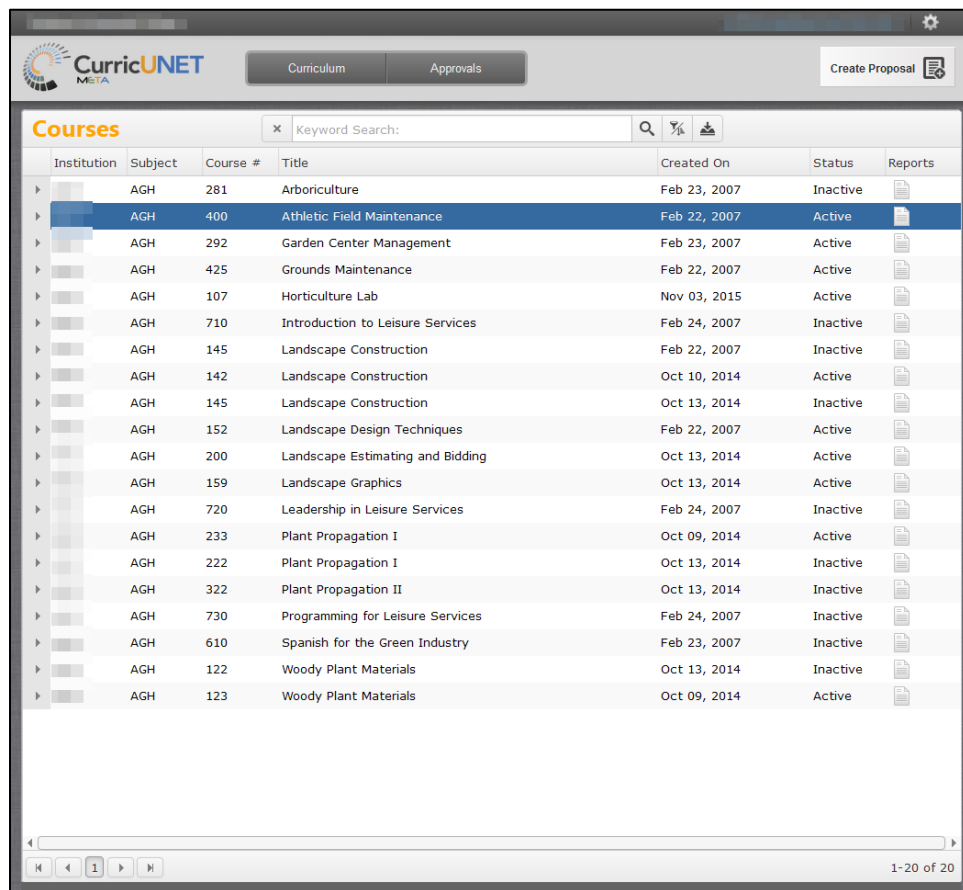


Introduction to the New META Search

CurriQūnet is pleased to introduce the new META curriculum search feature. We hope that the increased functionality and more intuitive interface will improve your user experience and help your curriculum process run more smoothly and efficiently. While this enhancement is focused on the curriculum search screens, there are some associated user interface changes that will be visible across the site.

You may need to disable your internet browser's popup filter to access all new features. There may be slight user interface differences between district and single institution META configurations.



The screenshot displays the CurriQūnet META search interface. At the top, there is a navigation bar with the CurriQūnet logo, a search bar, and buttons for 'Curriculum', 'Approvals', and 'Create Proposal'. Below the navigation bar, the 'Courses' section is visible, featuring a 'Keyword Search:' input field and a search icon. The main content area is a table with the following columns: Institution, Subject, Course #, Title, Created On, Status, and Reports. The table lists various courses, with the second row, 'Athletic Field Maintenance', highlighted in blue. The table is paginated, showing '1-20 of 20' results at the bottom.

Institution	Subject	Course #	Title	Created On	Status	Reports
AGH		281	Arboriculture	Feb 23, 2007	Inactive	
AGH		400	Athletic Field Maintenance	Feb 22, 2007	Active	
AGH		292	Garden Center Management	Feb 23, 2007	Active	
AGH		425	Grounds Maintenance	Feb 22, 2007	Active	
AGH		107	Horticulture Lab	Nov 03, 2015	Active	
AGH		710	Introduction to Leisure Services	Feb 24, 2007	Inactive	
AGH		145	Landscape Construction	Feb 22, 2007	Inactive	
AGH		142	Landscape Construction	Oct 10, 2014	Active	
AGH		145	Landscape Construction	Oct 13, 2014	Inactive	
AGH		152	Landscape Design Techniques	Feb 22, 2007	Active	
AGH		200	Landscape Estimating and Bidding	Oct 13, 2014	Active	
AGH		159	Landscape Graphics	Oct 13, 2014	Active	
AGH		720	Leadership in Leisure Services	Feb 24, 2007	Inactive	
AGH		233	Plant Propagation I	Oct 09, 2014	Active	
AGH		222	Plant Propagation I	Oct 13, 2014	Inactive	
AGH		322	Plant Propagation II	Oct 13, 2014	Inactive	
AGH		730	Programming for Leisure Services	Feb 24, 2007	Inactive	
AGH		610	Spanish for the Green Industry	Feb 23, 2007	Inactive	
AGH		122	Woody Plant Materials	Oct 13, 2014	Inactive	
AGH		123	Woody Plant Materials	Oct 09, 2014	Active	

Institutions whose META sites are not yet live will be converted to the new search screens prior to their production date.

For live clients, this change will be implemented in two stages. Immediately upon release, both versions of the search screen will be available to admin users to allow you to acquaint yourselves with the new feature and update any local training or help materials your college has for your users. Once you have had a chance to make those updates, the new search screens will be activated for all users and the previous version deactivated on your

site. You will receive additional information on the implementation of this change from your curriQūnet project manager.

Please contact your project manager or the curriQūnet support team with any questions or concerns. As we receive user feedback on this enhancement, we may make minor changes to available columns and instructional text over the next few releases.

We are updating the curriQūnet META user manuals with this information and will distribute the updated versions to you shortly.

Using the New Search Screen

All screenshots in this guide will be from the course search, but the appearance and functionality is the same across all curriculum types. Depending on your institution's configuration, you may see more or less columns than appear in the screenshots of the search results, but your search filters and the functionality are as described.

Upon logging in, the default view will be courses in all statuses originated by the user.

Institution	Subject	Course #	Title	Created On	Status	Reports
AGH		281	Arboriculture	Feb 23, 2007	Inactive	
AGH		400	Athletic Field Maintenance	Feb 22, 2007	Active	
AGH		292	Garden Center Management	Feb 23, 2007	Active	
AGH		425	Grounds Maintenance	Feb 22, 2007	Active	
AGH		107	Horticulture Lab	Nov 03, 2015	Active	
AGH		710	Introduction to Leisure Services	Feb 24, 2007	Inactive	
AGH		145	Landscape Construction	Feb 22, 2007	Inactive	
AGH		142	Landscape Construction	Oct 10, 2014	Active	
AGH		145	Landscape Construction	Oct 13, 2014	Inactive	
AGH		152	Landscape Design Techniques	Feb 22, 2007	Active	
AGH		200	Landscape Estimating and Bidding	Oct 13, 2014	Active	
AGH		159	Landscape Graphics	Oct 13, 2014	Active	
AGH		720	Leadership in Leisure Services	Feb 24, 2007	Inactive	
AGH		233	Plant Propagation I	Oct 09, 2014	Active	
AGH		222	Plant Propagation I	Oct 13, 2014	Inactive	
AGH		322	Plant Propagation II	Oct 13, 2014	Inactive	
AGH		730	Programming for Leisure Services	Feb 24, 2007	Inactive	
AGH		610	Spanish for the Green Industry	Feb 23, 2007	Inactive	
AGH		122	Woody Plant Materials	Oct 13, 2014	Inactive	
AGH		123	Woody Plant Materials	Oct 09, 2014	Active	

Keyword Search

Enter search terms in the **Keyword Search** text box, marked “1” in the screenshot below. Click the magnifying glass icon to the right of the box to apply this term, or the x icon to the left to remove the term. Only items that meet the criteria of both the keywords and filters applied will appear in the results.

The keyword search searches the hierarchy, proposal title, and proposal description. The search engine will search for the exact phrase entered, including any spaces or numbers. Adding a comma between keywords will add an implicit “or” to the search. For example, “cell biology” will search for that exact phrase, but “cell, biology” will search for all proposals that include the word “cell” or the word “biology” in their hierarchy, proposal title, and proposal description.



Filtering Search Results

Add filters to your search results by clicking the **Search Options**, or funnel, icon, marked “1” in the screenshot below.

Institution	Subject	Course #	Title	Created On	Status	Reports
▶	AGH	281	Arboriculture	Feb 23, 2007	Inactive	

After clicking the icon, a window will open for you to select any applicable filters. Multiple filters can be applied from this window, as highlighted by the numbers in the screenshot below.

Search Options

Choose any combination of filter and sort options to refine the search results. Click 'Apply' to update the results.

Show proposals for all institutions 1

Subject Filters 2

Search:

▶

Status Filters 3

- Active
- Approved
- Cancelled
- Deleted
- Denied
- Draft
- Historical
- In Review
- Inactive
- Obsolete
- Pending Deactivation
- Tabled

Sort Options 4

- Institution
- Subject
- Course #
- Title
- Created On
- Status

5

Scope Filter

Use the **dropdown menu**, marked “1” in the screenshot below, to select the scope of the search. Only one filter from this menu can be applied to a search at a time.

Filter options include:

- **Show only my proposals:** Only proposals meeting the other search criteria originated by the user will be returned.
- **Show all proposals for my institution:** All proposals at the institution meeting the other search criteria will be returned.
- **Show proposals for all institutions:** For clients with district configuration *and* when the user has roles at more than one institution in the district, all proposals at all institutions where the user has roles will be returned.

Hierarchy Filter

The **Hierarchy Filters**, marked “2” in the screenshot below, vary by curriculum type. For courses and packages, you will filter by Subject. For all other curriculum types, you will filter by Department or Division. Hierarchy options will be collapsed under the institution title. To expand the hierarchy options, click the arrow icon to the far left of the institution, or click the checkbox to include all hierarchy levels in your search.

The screenshot shows the 'Search Options' dialog box. At the top, there is a dropdown menu set to 'Show proposals for all institutions' (marked with a red circle 1). Below this are three columns: 'Subject Filters' (marked with a red circle 2), 'Status Filters' (marked with a red circle 3), and 'Sort Options' (marked with a red circle 4). The 'Subject Filters' column contains a search bar and a list of categories with checkboxes. The 'Status Filters' column lists various statuses like 'Active', 'Approved', 'Cancelled', etc., each with a checkbox. The 'Sort Options' column lists 'Institution', 'Subject', 'Course #', 'Title', 'Created On', and 'Status', each with a checkbox. At the bottom, there are 'Apply' and 'Cancel' buttons (marked with a red circle 5).

Select any categories to include in the search. To include all hierarchy groups in your search, select either *all* or *none* of these checkboxes.

This screenshot is similar to the one above, but the 'Subject Filters' column (marked with a red circle 2) is expanded. It shows a list of subjects with checkboxes, including '(ACC) - Accounting', '(ADI) - Advanced Diagnostic Imaging', '(ADM) - Administrative Assistant', '(ADN) - Associate Degree Nursing', '(AGA) - Agriculture - Agronomy', '(AGB) - Agriculture - Farm Mgt-Business', '(AGC) - Agriculture - Comprehensive', 'Miscellaneous', '(AGE) - Agriculture - Equine', '(AGH) - Agriculture - Horticulture', '(AGM) - Agriculture - Mechanics', and '(AGP) - Agriculture - Precision Ag'. The 'Status Filters' and 'Sort Options' columns remain the same as in the previous screenshot.

Status Filter

Select any proposal statuses to include in your search from the **Status Filters** checklist, marked “4” in the screenshot below. Your institution may have different statuses than shown here. To include all statuses in your search, select either *all* or *none* of these checkboxes.

The screenshot shows the 'Search Options' dialog box. At the top, there is a text box: 'Choose any combination of filter and sort options to refine the search results. Click 'Apply' to update the results.' Below this is a dropdown menu labeled 'Show proposals for all institutions' with a circled '1' next to it. The dialog is divided into three main sections: 'Subject Filters' (circled '2'), 'Status Filters' (circled '3'), and 'Sort Options' (circled '4'). The 'Status Filters' section contains a list of checkboxes for various proposal statuses: Active, Approved, Cancelled, Deleted, Denied, Draft, Historical, In Review, Inactive, Obsolete, Pending Deactivation, and Tabled. At the bottom of the dialog are 'Apply' and 'Cancel' buttons, with a circled '5' next to the 'Apply' button.

Sort Options

To sort the search results, select from the **Sort Options** checklist. Items in the search results will sort in descending order based on the columns selected. Click the checkbox labeled what to sort in ascending order. Sort options can be drag and dropped to prioritize the sort order.

This screenshot shows the 'Search Options' dialog box with the 'Sort Options' section (circled '4') highlighted. The 'Subject Filters' section (circled '2') is expanded, showing a list of subject categories with checkboxes, such as '(ACC) - Accounting', '(ADI) - Advanced Diagnostic Imaging', '(ADM) - Administrative Assistant', '(ADN) - Associate Degree Nursing', '(AGA) - Agriculture - Agronomy', '(AGB) - Agriculture - Farm Mgt-Business', '(AGC) - Agriculture - Comprehensive', 'Miscellaneous', '(AGE) - Agriculture - Equine', '(AGH) - Agriculture - Horticulture', '(AGM) - Agriculture - Mechanics', and '(AGP) - Agriculture - Precision Ag'. The 'Status Filters' section (circled '3') is also visible, showing the same list of checkboxes as in the previous screenshot. The 'Apply' and 'Cancel' buttons are at the bottom.

Apply Search

To apply the search criteria selected in the Search Options window and view results, select the **Apply** button. To close this window without making changes to the search criteria, click **Cancel**. These options are marked “5” in the screenshot below.

The screenshot shows a 'Search Options' window with the following elements:

- 1**: A dropdown menu at the top left showing 'Show proposals for all institutions'.
- 2**: A 'Subject Filters' section containing a search input field and a search icon.
- 3**: A 'Status Filters' section with a list of checkboxes: Active, Approved, Cancelled, Deleted, Denied, Draft, Historical, In Review, Inactive, Obsolete, Pending Deactivation, and Tabled.
- 4**: A 'Sort Options' section with a list of checkboxes: Institution, Subject, Course #, Title, Created On, and Status.
- 5**: 'Apply' and 'Cancel' buttons at the bottom left.

Using Search Results

Search results can be exported to several formats for review offline. Select the **Export** icon to download the document.

Courses						
Institution	Subject	Course #	Title	Created On	Status	Reports
▶	AGH	281	Arboriculture	Feb 23, 2007	Inactive	

Select the file format from the dropdown menu.

Courses						
Institution	Subject	Course #	Title	Created On	Status	Reports
▶	AGH	281	Arboriculture		Inactive	
▶	AGH	400	Athletic Field Maintenance		Active	
▶	AGH	292	Garden Center Management		Active	
▶	AGH	425	Grounds Maintenance		Active	

A file in the specified format will download to your computer with the search results in a table format, as seen in the example below. You may need to authorize the download.

Courses		Community College	
Arboriculture		Inactive	
College:		Created On:	2/23/2007
Subject Code:	AGH	Last Modified:	
Course Number:	281		
Athletic Field Maintenance		Active	
College:		Created On:	2/22/2007
Subject Code:	AGH	Last Modified:	
Course Number:	400		
Garden Center Management		Active	
College:		Created On:	2/23/2007
Subject Code:	AGH	Last Modified:	
Course Number:	292		

Get additional information about the proposal in the search results screen by clicking the arrow to the left of the proposal title.

Courses						
Institution	Subject	Course #	Title	Created On	Status	Reports
▶	AGH	211	Advanced Turfgrass Management	Aug 03, 2006	Active	
▶	AGH	281	Arboriculture	Feb 23, 2007	Inactive	
▶	AGH	400	Athletic Field Maintenance	Feb 22, 2007	Active	

This will open a summary of the proposal with additional identifying details. Click the arrow again to close the summary. You can view multiple summaries at the same time.

Institution	Subject	Course #	Title	Created On	Status	Reports
AGH		211	Advanced Turfgrass Management	Aug 03, 2006	Active	
<p>Institution: AGH</p> <p>Subject: AGH - Agriculture - Horticulture</p> <p>Course Number: 211</p> <p>Created On: Aug 03, 2006</p> <p>The course provides opportunities for students to learn techniques of golf course management and operation. Proper construction of specific golf course areas such as: greens, trees, bunkers, basic golf course design is presented. Budgets, irrigation, maintenance and an integrated pest management program are presented.</p>						
AGH		281	Arboriculture	Feb 23, 2007	Inactive	

Search results are paginated to more easily access items in the search results. Navigate between pages using the navigator at the bottom of the screen, marked “1” on the screenshot below. The result range, marked “2” in the screenshot below, indicates the visible proposals and the total number of proposals that meet the search results.

Institution	Subject	Course #	Title	Created On	Status	Reports
ACC		232	Intermediate Accounting II	Aug 03, 2006	Active	
ACC		111	Introduction to Accounting	Aug 03, 2006	Active	
ACC		115	Introduction to Accounting	Aug 03, 2006	Active	
ACC		231	Intermediate Accounting I	Aug 03, 2006	Active	
ACC		116	Introduction to Accounting II	May 11, 2012	Active	
ACC		190	Financial Analysis	May 11, 2012	Active	
ACC		222	Cost Accounting	May 11, 2012	Active	
ACC		265	Income Tax Accounting	May 11, 2012	Active	
ACC		803	Accounting Simulations	May 11, 2012	Active	
ACC		360	Accounting Spreadsheets	May 11, 2012	Active	
ACC		924	Honors Project	Apr 24, 2013	Active	
ACC		132	Principles of Accounting II	Sep 04, 2013	Active	
ACC		131	Principles of Accounting I	Sep 02, 2015	Active	
ACC		310	Computer Accounting	Sep 09, 2016	Active	
ACC		160	Payroll Accounting	Sep 16, 2016	Active	
ADM		108	Keyboarding Skill Development	Sep 26, 2013	Active	
ADM		203	Legal Office Concepts and Procedures	May 11, 2012	Active	
ADM		162	Office Procedures	May 10, 2012	Active	
ADM		131	Office Calculators	May 11, 2012	Active	
ADM		159	Proofreading and Editing	Apr 16, 2012	Active	
ADM		208	Legal Terminology	Apr 13, 2012	Active	
ADM		200	Legal Document Processing	May 08, 2012	Active	
ADM		148	Transcription	Nov 21, 2013	Active	
ADM		105	Introduction to Keyboarding	Jan 25, 2011	Active	
ADM		180	Administrative Management	Sep 10, 2015	Active	

1 2 3 4 5 6 7 8 9 10 ... 1-25 of 961