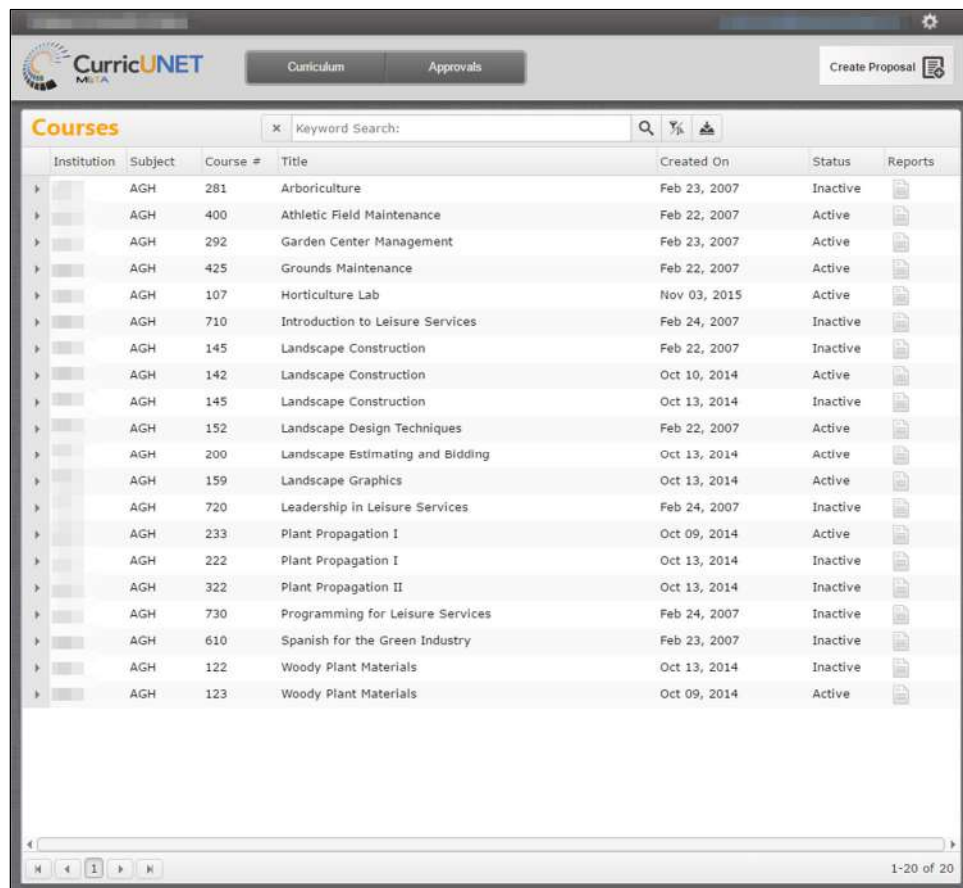


Searching Curriculum

All screenshots in this guide will be from the course search feature, 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. Proposals for which you are a co-contributor will appear highlighted green. After opening a proposal, the last proposal selected will appear highlighted blue.



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 keywords and any filters applied will appear in the results.

The keyword option 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 the exact phrase, “cell biology.” On the other hand, “cell, biology” will search for all proposals that include the word “cell” or the word “biology” in their hierarchy, proposal title, and proposal description.

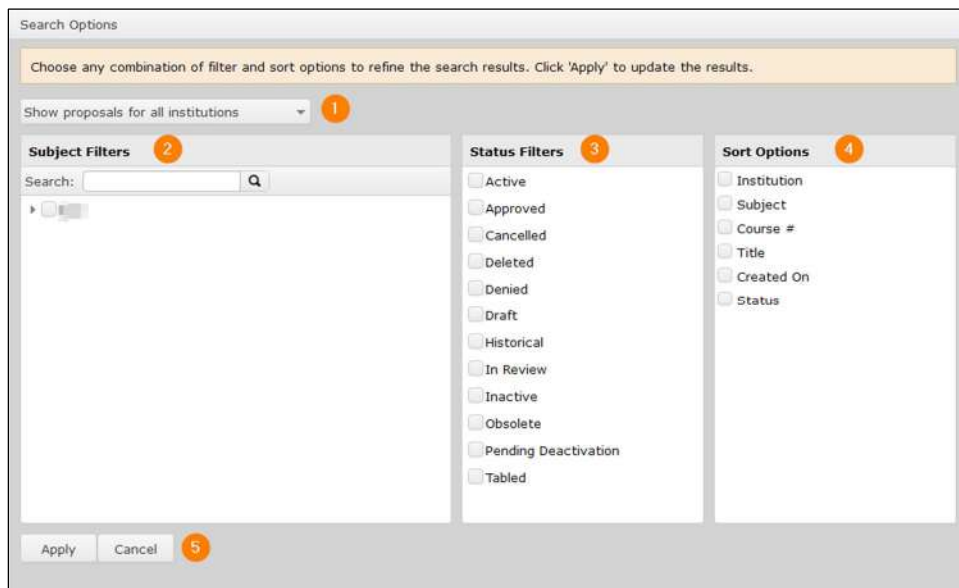


Filtering Search Results

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



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



Scope Filter

Use the **dropdown menu** (1), 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** (2) vary by curriculum type. Filter courses and packages by Subject. For all other curriculum types, such as programs, you will filter by Department or Division. Hierarchy options are collapsed under the institution title. To expand the hierarchy options, click the **Arrow** icon to the left of the institution, or click the checkbox by your institution title to include the whole institution in your search.

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: [] Q

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

Apply Cancel (5)

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

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

Subject Filters (2)

Search: [] Q

- ☐ (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
- ☐ (AGP) - Agriculture - Precision Ag

Status Filters

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

Sort Options

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

Apply Cancel

Status Filter

Select any proposal statuses to include in your search from the **Status Filters** checklist (3). 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' window. At the top, it says '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 red circle '1' next to it. The window is divided into three main sections: 'Subject Filters' (2), 'Status Filters' (3), and 'Sort Options' (4). The 'Subject Filters' section has a search bar and a list of subjects. The 'Status Filters' section has a list of status options. The 'Sort Options' section has a list of sort criteria. At the bottom, there are 'Apply' and 'Cancel' buttons, with a red circle '5' next to the 'Apply' button.

Sort Options

To sort the search results, select from the **Sort Options** (4) 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' window with the 'Subject Filters' section expanded. The expanded list shows various subjects with checkboxes next to them, 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', '(AGE) - Agriculture - Equine', '(AGH) - Agriculture - Horticulture', '(AGM) - Agriculture - Mechanics', and '(AGP) - Agriculture - Precision Agriculture'. The 'Status Filters' and 'Sort Options' sections are also visible, with the 'Sort Options' section highlighted by a red circle '4'. The 'Apply' and 'Cancel' buttons are at the bottom, with the 'Apply' button highlighted by a red circle '5'.

Apply/Cancel Search

To apply the search criteria selected in the Search Options window and view results, click the **Apply** button (5). To close this window without making changes to the search criteria, click **Cancel**.

Using Search Results

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

Courses

X

Keyword Search:



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

Select the file format from the dropdown menu.

Courses

Keyword Search:

1

Institution	Subject	Course #	Title	Export Results	Status	Reports
▶	AGH	281	Arboriculture	Export to Excel	Inactive	
▶	AGH	400	Athletic Field Maintenance	Export to Word	Active	
▶	AGH	292	Garden Center Management	Export to PDF	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: [redacted]	Created On: 2/23/2007
Subject Code: AGH	Last Modified:
Course Number: 281	
Athletic Field Maintenance	Active
College: [redacted]	Created On: 2/22/2007
Subject Code: AGH	Last Modified:
Course Number: 400	
Garden Center Management	Active
College: [redacted]	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 (1).

Courses							
Keyword Search:							
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 simultaneously.

Courses

Keyword Search:

Institution	Subject	Course #	Title	Created On	Status	Reports
<div></div>	AGH	211	Advanced Turfgrass Management	Aug 03, 2006	Active	<div></div>
<div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div><div><di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Search results are paginated to more easily access 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.

Courses							
Keyword Search:							
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		