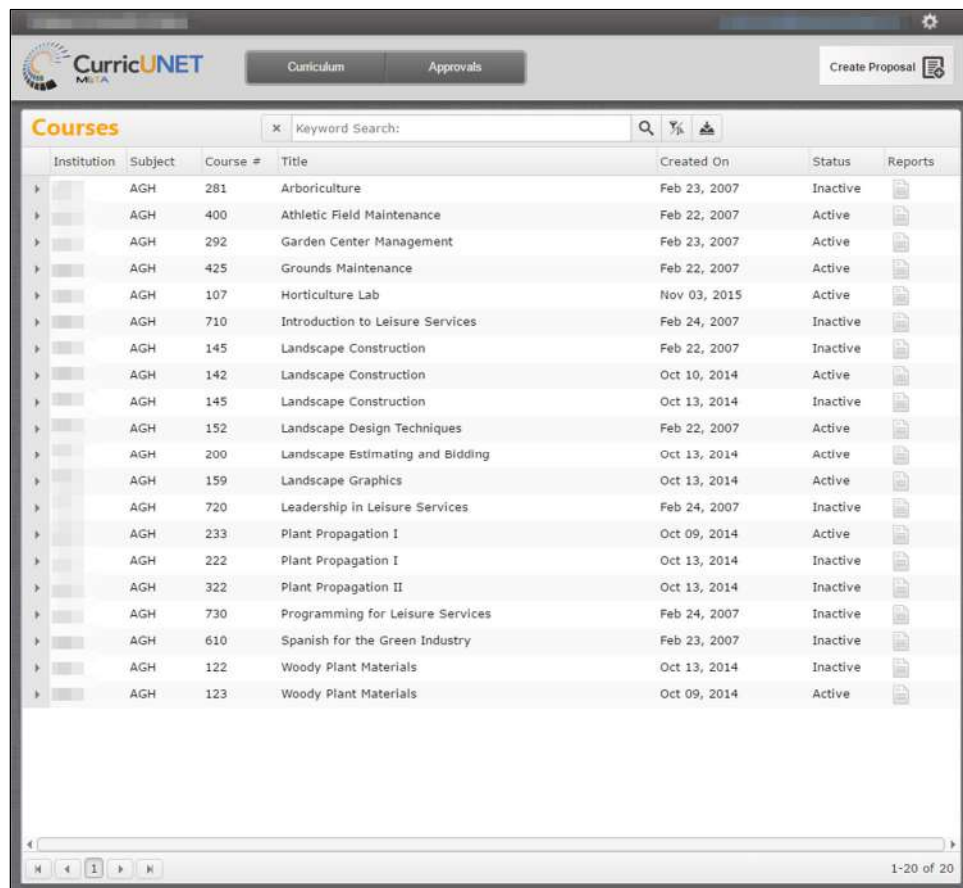## Searching Curriculum

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.

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.
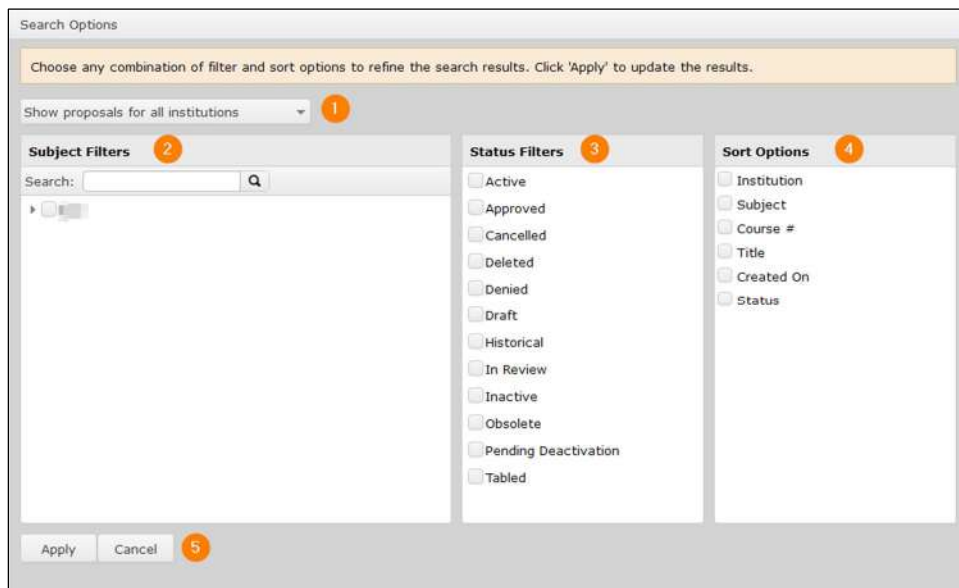

Filtering Search Results

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.

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

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.

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.

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.

Select the file format from the dropdown menu.

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.

Get additional information about the proposal in the search results screen by clicking the arrow to the left of the proposal title (1).

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.

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.