



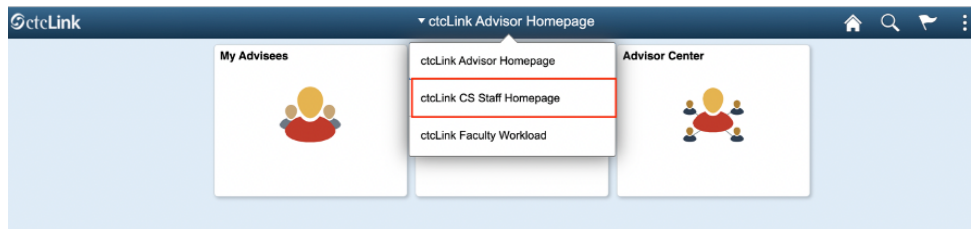
ctcLink Tutorial

How to Search for Classes

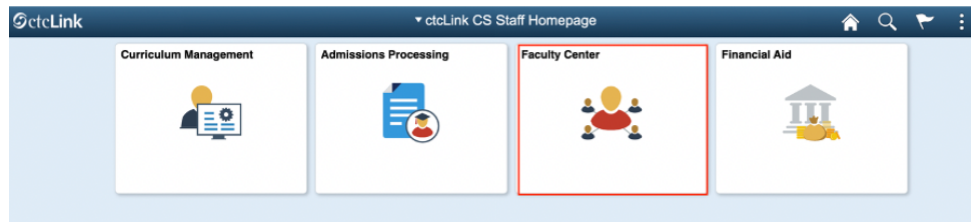
This guide will show faculty how to search for classes.

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 | Green River College

Change Term

View Textbook Summary
My Exam Schedule

Select display option

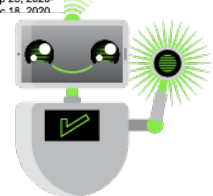
Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > FALL 2020 > Green River College

My Teaching Schedule > FALL 2020 > Green River College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BUSN 135-1 (10/26/20)	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.

Faculty Center

Enter Search Criteria

Search for Classes

Institution: Green River 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:

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

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.

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

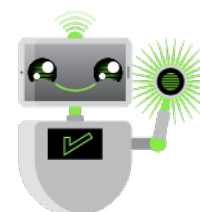
28 class section(s) found

BUSN 102 - Entrepreneurial Thinking for Success

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

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	Open





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

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

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**

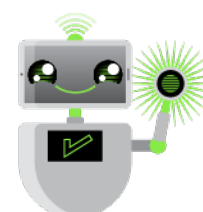
Open Closed Wait List

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 Green River-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.

ctcLink CS Staff Homepage Faculty Center

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

Class Search

Subject: BUSN-Business

Course Number: is exactly

Course Career:

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

Days: Mon Tues Wed Thurs Fri Sat Sun

Course Keyword:

Minimum Units: greater than or equal to

Maximum Units:

Course Component:

Session:

Course Attribute: **Low-Cost Textbooks**

Course Attribute:

Clear Search

- Cascadia Defined Attributes
- Central Seattle Attributes
- Centralia Defined Attribute
- Edmonds Defined Attributes
- Instructional Assistance
- LCC Defined Attributes
- Low-Cost Textbooks**
- North Seattle Attributes
- OER: No Textbook to Purchase
- Olympic Defined Attributes
- Peninsula Defined Attributes
- Pierce Defined Attributes
- South Seattle Attributes
- Spokane Defined Attributes
- Spokane Falls Defined Attribut
- Tacoma Defined Attributes
- Wenatchee Defined Attributes

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.

