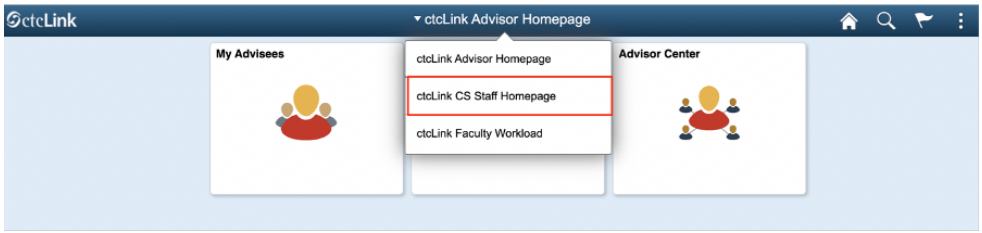
ctcLink Tutorial

How to Search for Classes

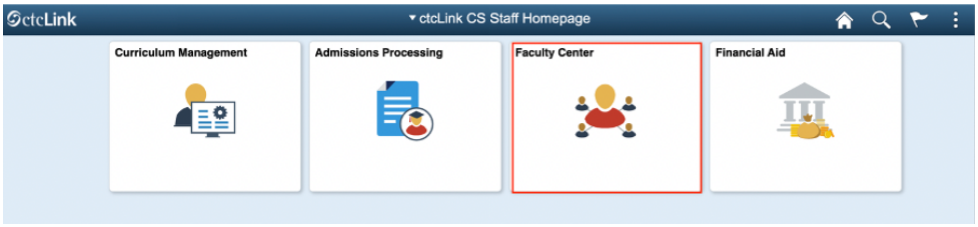
This guide will show faculty how to search for classes.

Directions

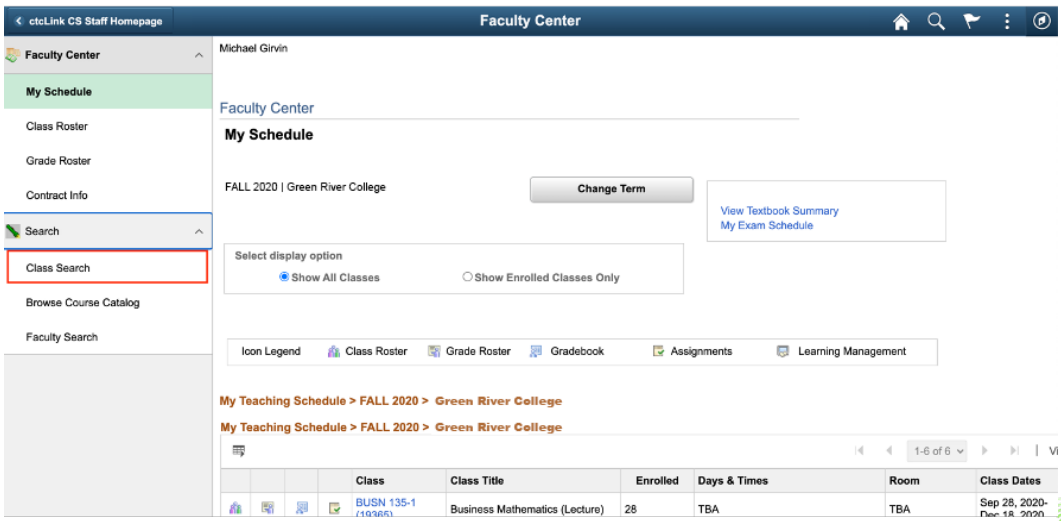
1. If you are not already on the **CS Staff Homepage**, use the drop-down menu to navigate there.



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



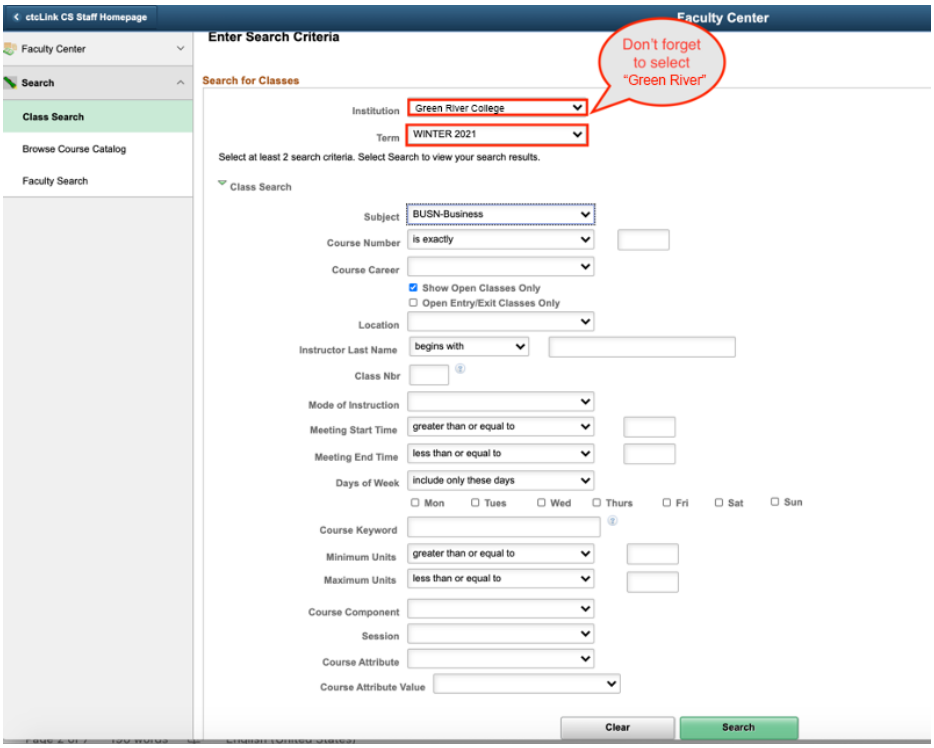
3. The My Schedule page will display. On the left panel, select the Search menu item and click Class Search.



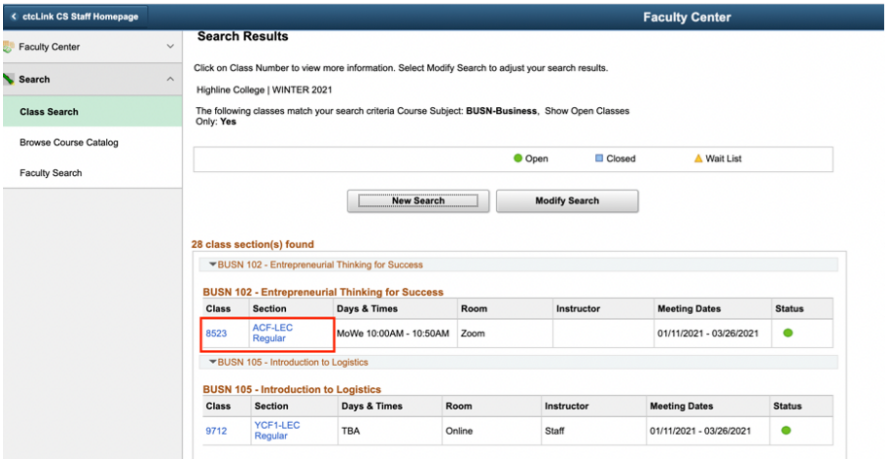
4. In the **Search for Classes** area select:

    - **Institution**
    - **Term**
    - **Subject**

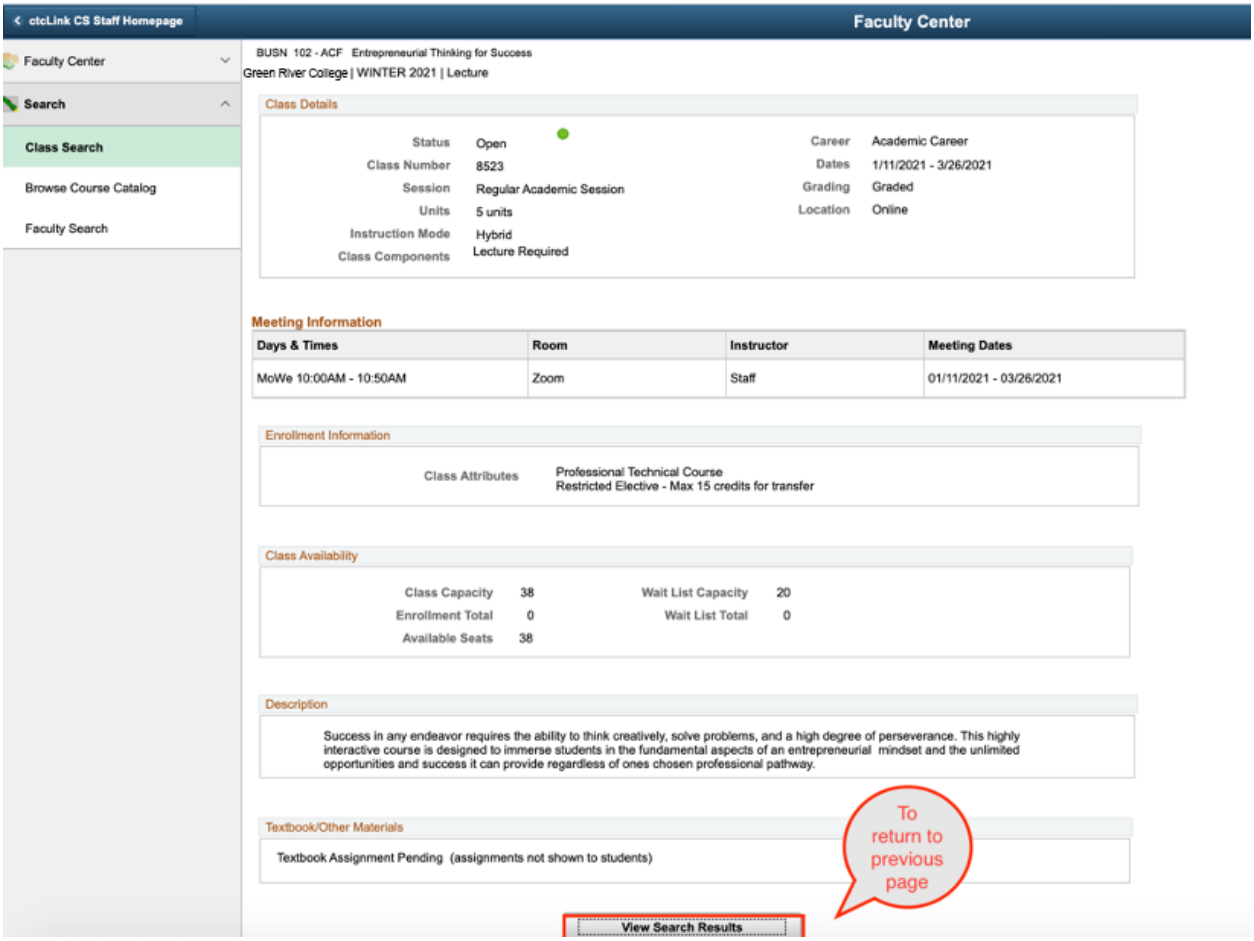
5. Select any other search criteria desired.
6. Scroll to the bottom of the page and click the **Search** button.



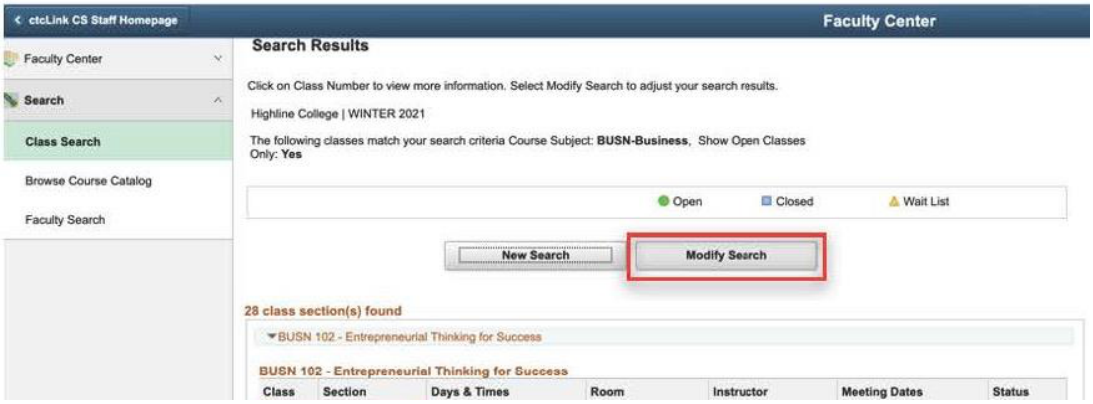
7. When the **Search Results** load, select a **Class** number for more detail.



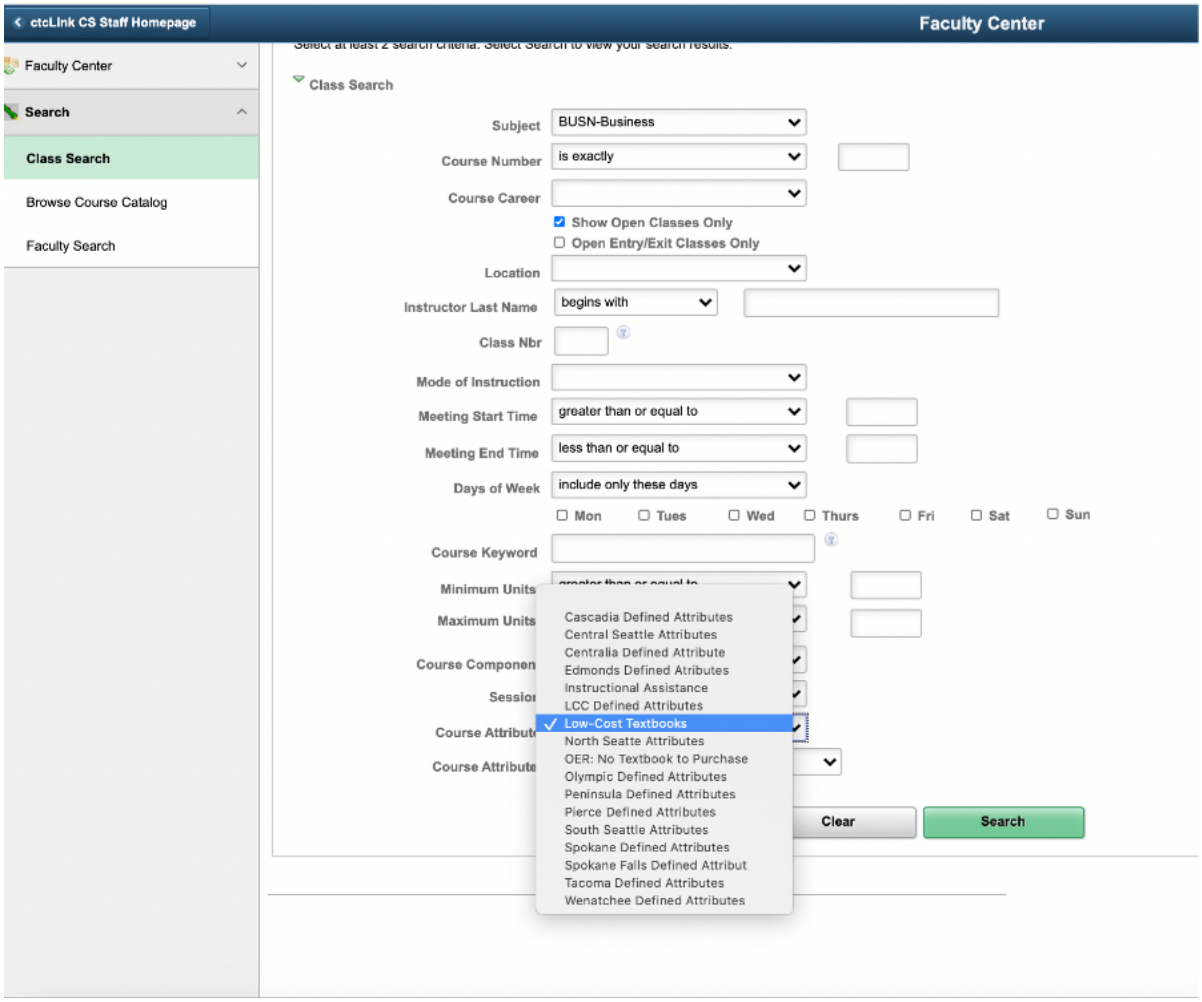
8. The **Class Details** page will display. Use the **View Search Results** button to return to the previous page.



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



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.



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.