

## 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.

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	My Advisees	ctcLink Advisor Homepage	Advisor Center				
		ctcLink CS Staff Homepage	1				
	<b>``</b>	ctcLink Faculty Workload					

2. Click the Faculty Center tile.

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	Curriculum Management	Admissions Processing	Faculty Center	Financial Aid			
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3. The My Schedule page will display. On the left panel, select the Search menu item and click Class Search.

CtcLink CS Staff Homepage							Facult	y Center				â	Q	۲	: @
🐎 Faculty Center	^	Michae	Michael Girvin												
My Schedule		-													
Class Roster		My	Sche	dule											
Grade Roster															
Contract Info		FALL	. 2020	Green	River	College		Change	Term	Maria	Tauthank Summan				
💊 Search	^									My E	ixam Schedule				
Class Search	Т	Sel	iect dis	splay o Show	ption All C	lasses	O Show Enr	olled Classes Only	v						
Browse Course Catalog															
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		my re	achin	ig Schi	edule	> FALL 2020	Green River G	ollege			H		1-6 of 6	v ->	
						Class	Class Title		Enrolled	Days & T	ïmes	Roon	n	с	lass Dates
						D11011 400 4									



- 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.

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ctcLink CS Staff Homepage			Faculty Center
Taculty Center V	Enter Search Criteria		Don't forget to select
Search ^	Search for Classes		"Green River"
Class Search	Institution	Green River College	$\checkmark$
Browse Course Catalon	Term	WINTER 2021	~
biomas course outlang	Select at least 2 search criteria. Select Sea	rch to view your search results.	
Faculty Search	Class Search		
	Subject	BUSN-Business	<b>~</b>
	Course Number	is exactly	~
	Course Career		~
		Show Open Classes Only	
	Location	Open Entry/Exit Classes Only	v V
	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	×
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	Suju di Hook	Mon Tues W	Ned 🗌 Thurs 🔹 Fri 🔹 Sat 🔷 Sun
	Course Keyword		0
	Minimum Units	greater than or equal to	▼
	Maximum Units	less than or equal to	▼
	Course Component		~
	Session		~
	Course Attribute		~
	Course Attribute V	alue	~
			Clear Search

Sign Out

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

ctcLink CS Staff Homepage						Faculty Center	
Faculty Center	Search	Results					
Search	Click on Cla	ass Number to viev ollege   WINTER 2	v more information. Select Modify 021	y Search to adjus	t your search results.		
Class Search	The followin Only: Yes	ng classes match y	your search criteria Course Subje	ect: BUSN-Busin	ess, Show Open Classes		
Browse Course Catalog							
Faculty Search				•	Open Close	d 🔺 Wait List	
	28 class se	ection(s) found				_	
	28 class se BUSN 10	ection(s) found 102 - Entreprene 02 - Entreprene	urial Thinking for Success urial Thinking for Success				
	28 class se BUSN 10 Class 8523	ection(s) found 102 - Entreprene Section ACF-LEC	urial Thinking for Success urial Thinking for Success Days & Times MoWe 10:00AM - 10:50AM	Room	Instructor	Meeting Dates	Status
	28 class se *BUSN 11 Class 8523 *BUSN BUSN 11 Class	ection(s) found 102 - Entreprene 2 - Entreprene Section ACF-LEC Regular 105 - Introduction Section VCF-LEC Section	urial Thinking for Success urial Thinking for Success Days & Times MoWe 10.00AM - 10.50AM 10 Logistics 10 Logistics Days & Times R	Room Zoom	Instructor	Meeting Dates 01/11/2021 - 03/26/2021 Meeting Dates	Status Status





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

ctcLink CS Staff Homepage			Facu	ulty Center	
🐉 Faculty Center 🗸 🗸	BUSN 102 - ACF Entrepreneurial Thinking for Succes Green River College   WINTER 2021   Lecture	5			
💊 Search 🔷	Class Details				
Class Search	Status Open Class Number 8523	•	Career Ac Dates 1/1	ademic Career 11/2021 - 3/26/2021	
Browse Course Catalog	Session Regular	Academic Session	Grading Gra	aded	
Faculty Search	Instruction Mode Hybrid Class Components Lecture R	equired			
	Meeting Information				
	Days & Times	Room	Instructor	Meeting Dates	
	MoWe 10:00AM - 10:50AM	Zoom	Staff	01/11/2021 - 03/26/2021	
	Class Attributes Class Availability Class Capacity 3 Enrollment Total Available Seats 3 Description	Professional Technical Course Restricted Elective - Max 15 cr 8 Wait List Capr 0 Wait List 1 8	edits for transfer kelty 20 fotal 0		
	Success in any endeavor requires the interactive course is designed to imm opportunities and success it can prov Textbook/Other Materials Textbook Assignment Pending (assignments	a ability to think creatively, solve proi erse students in the fundamental as ide regardless of ones chosen profe not shown to students)	blems, and a high degree of pr pects of an entrepreneurial m ssional pathway.	To turn to revious page	

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

< ctcLink CS Staff Homepage							Faculty Center	
Faculty Center	*	Search	Results					
😼 Search	^ C	lick on Cla lighline Co	ass Number to vie ollege   WINTER	ew more information. Select 2021	Modify Search to adju	st your search results.		
Class Search	Ţ	he followir Only: Yes	ng classes match	a your search criteria Course	Subject: BUSN-Busin	ness, Show Open Cla	sses	
Browse Course Catalog						Onen E C	Norad A Wait List	
Faculty Search							Nosed Marcus	
				Now Se	arch	Modify Search		
	28	d class se	ection(s) found	1				
		BUSN 10	102 - Entrepren	eurial Thinking for Success	635			
		Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status





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.

Sign Out

ctcLink CS Staff Homepage			Faculty Center
Faculty Center V	Class Search	ren to view your search results.	
Search ^	Subject	BUSN-Business	]
Class Search	Course Number	is exactly	
Browse Course Catalog	Course Career	V	]
Faculty Search		Open Entry/Exit Classes Only	
	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	
	0 K	U Mon U lues U Wed	Reference and the set of sum
	Course Keyword	areates than as aqual to	
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	Session	LCC Defined Attributes	44
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	Course Attribute	OER: No Textbook to Purchase Olympic Defined Attributes	~
		Peninsula Defined Attributes	Clear Search
		South Seattle Attributes Spokane Defined Attributes	olean obtailer
		Spokane Falls Defined Attribut Tacoma Defined Attributes	
		wenatchee Defined Attributes	

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.

