

Search for Classes

To view the schedule of classes for any term:



1. Click the **Faculty Center** tile.



2. Click the **Search** tab.



3. Click the **Search for Classes** tab.

Job Aid

The screenshot shows the 'Search for Classes' page with the 'Enter Search Criteria' section. The 'Institution' dropdown menu is open, displaying a list of options. 'LSUHSC - New Orleans' is highlighted in blue, and 'LSUHSC - Shreveport' is highlighted in yellow. The text 'Select at least 2 search criteria. Select Se' is visible below the dropdown.

4. Click the **Institution** drop-down to select an Institution from the list.

The screenshot shows the 'Search for Classes' page with the 'Enter Search Criteria' section. The 'Institution' dropdown is now set to 'LSUHSC - Shreveport'. The 'Term' dropdown menu is open, showing a list of academic years. 'Academic Year 2019-2020' is highlighted in green. The text 'Select at least 2 search criteria. Select Se' is visible. Below the dropdown, there is a 'Class Search' section with a dropdown arrow and labels for 'Subject', 'Course Number', and 'Course Career'.

5. Click the **Term** drop-down menu to select the desired term.

NOTE: You must enter at least two search criteria.

The screenshot shows the 'Class Search' section. The 'Subject' dropdown menu is open, displaying a list of options. 'SELECTIVE' is highlighted in yellow. Below the dropdown, there are two checkboxes: 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). The labels 'Course Number' and 'Course Career' are visible next to the dropdown.

6. Click the **Course Subject** drop-down to select the desired Course subject.

The screenshot shows a search interface with two main sections. The top section is labeled 'Course Number' and contains a dropdown menu currently set to 'is exactly'. Below it is a text input field. The bottom section is labeled 'Course Career' and contains a dropdown menu with four options: 'contains', 'greater than or equal to', 'is exactly' (which is highlighted in blue), and 'less than or equal to'.

7. You can narrow the search by selecting a **Course Number Operator** and **Course Number**.

Description of Operators:

contains - Select if you know a partial course number. The results will include all courses with that combination of numbers.

greater than or equal to - Select if you want to view courses above a certain number. For example, you want to search for all upper level courses.

is exactly - Select when searching for a specific course number.

less than or equal to - Select if you want to find courses below a certain number. For example, you want to search for all lower level courses.

The screenshot shows a search interface with a 'Course Career' dropdown menu. The menu is open, showing four options: 'Allied Health, Grad-Shreveport', 'Allied Health, Ugrd-Shreveport', 'Graduate Studies-Shreveport', and 'Medicine, Shreveport' (which is highlighted in blue).

8. Click the **Course Career** drop-down menu and select a Course Career from the list.

The screenshot shows a search interface with two checkboxes: 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). Below these is an 'Additional Search Criteria' icon. At the bottom right are 'Clear' and 'Search' buttons.

9. The **Show Open Classes Only** is selected by default, if you want to include Closed Classes in the search **Uncheck** this options.

Click the **Additional Search Criteria** icon to view additional search options.

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Additional Search Criteria

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: begins with

Class Nbr:

Course Keyword:

Minimum Units: greater than or equal to

Maximum Units: less than or equal to

Course Component:

Session:

Mode of Instruction:

Campus:

Location:

Clear Search

10. You can include additional search criteria to narrow your search results, such as searching by Instructors Last Name.

Enter the desired information into the **Instructor Last Name** field. Enter “**Beal**”.

Click the **Search** button to view a list of classes meeting your search criteria.

? Your search will return over 50 classes, would you like to continue?

OK Cancel

11. You may receive a warning message stating the large number of classes will be returned and asking if you wish to continue.

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status |
|-------|----------------------|--------------|------|------------------------------|----------------------------|--------|
| 10068 | 0007-CLN Annual 4 | TBA | TBA | Lauren Beal, M'liss Sella | 01/06/2020 - 01/31/2020 | |

12. A listing of class for which Lauren Beal is an instructor displays.

Click the **Class Detail** link to view class details.

Class Detail

SELECT SIMDD - 0007 INPATIENT ACTING INTERNSHIP CLINICAL GENERAL
 MEDICINE WARD - LSUHSC
 LSUHSC - Shreveport | Academic Year 2019-2020 | Clinical

Class Details

| | | | |
|-------------------------|--|-----------------|----------------------|
| Status | Open  | Career | Medicine, Shreveport |
| Class Number | 10068 | Dates | 1/6/2020 - 1/31/2020 |
| Session | Annual Session 4 | Grading | Pass/No Pass |
| Units | 1 units | Location | LSUHSC - Shreveport |
| Class Components | Clinical Required | Campus | Shreveport |

Meeting Information

| Days & Times | Room | Instructor | Meeting Dates |
|--------------|------|-----------------------------|-------------------------|
| TBA | TBA | Lauren Beal, M'Iss Sella | 01/06/2020 - 01/31/2020 |

Enrollment Information

Add Consent Department Consent Required

Class Availability

| | | | |
|-------------------------|---|---------------------------|---|
| Class Capacity | 5 | Wait List Capacity | 0 |
| Enrollment Total | 0 | Wait List Total | 0 |
| Available Seats | 5 | | |

[View Search Results](#)

13. Click the **View Search Results** button to return to the **Search for Classes** page.

[New Search](#) [Modify Search](#)

14. Click the **New Search** button to start a new search or click the **Modify Search** button to modify your existing search criteria.