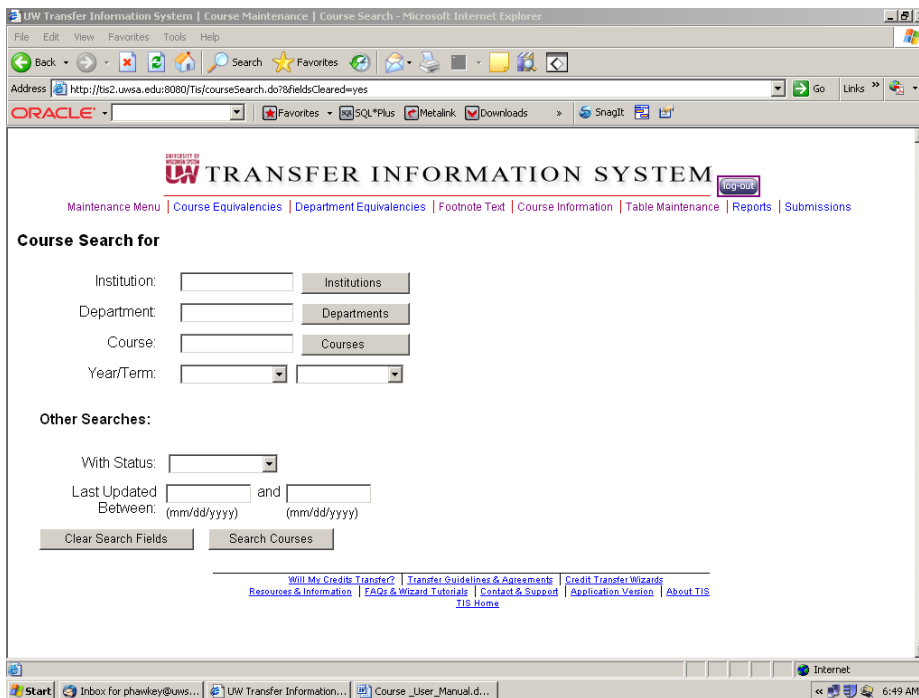# Course Search for – Initial Screen Format

The Course Search for screen is displayed upon entering the application.
When an Institution is entered the "Other Searches" options
will be changed. The other two options are documented under
Screen format Option one and two.

Use this screen to view one or more courses; this can be done by all users

> **And/Or**

Use this screen to add/delete and update existing courses; i.e. not all users will have
authorization to add/delete and update.

Enter Key

After entering an institution and hitting the enter key
a return list of all departments and courses for the
chosen institution is displayed.

After entering an institution and department and hitting
the enter key a return list of all courses for the chosen
institution and department is displayed

After entering an institution, department and course
number, hitting the enter key returns a list of all active
and historical courses for the chosen institution,
If only one course is available the Course Detail Page
will display.

Tab Key	Moves the cursor to the next available text field
Institution Text box	Text box enter institution abbrev or institution number
Institution Button	Displays list of institutions
Department Text box	Text box enter Department abbrev or curricular area code
Department Button	Displays list of departments and curricular area codes for chosen institution
Course Text Box	Text box to enter a course number
Course Button	Displays list of courses for chosen institution and department combination
Year/Term	Drop down list of available years and terms (year/term)

Other Searches:

With Status	Drop down list of available status options Active(A) Inactive (I) Historical (H) Discontinued(D)
Last Updated Between	Text box for entering dates that will limit search for course updates to a specific date or range of dates

Bottom Screen Buttons:

Clear Search Fields Button	Clears all fields
Search Course Button	Searches for courses and displays list of courses based on chosen criteria

Course Search for – Screen Format UW Institution
Option 1 – UW Institution

Enter the institution – Example LAC –Lacrosse
Press the "Tab" key
The "Other Searches" area has been expanded to include
Using Classif:
In GE(Breadth Category) search fields

Use this screen to view one or more courses; this can be done by all users
                And/Or
Use this screen to add/delete and update existing courses; i.e. not all users will have
authorization to add/delete and update.

Enter Key   After entering an institution and hitting the enter key
                                 a return list of all departments and courses for the
                                 chosen institution is displayed.

                                 After entering an institution and department and hitting
                                 the enter key a return list of all courses for the chosen
                                 institution and department is displayed

After entering an institution, department and course
number, hitting the enter key returns a list of all active
and historical courses for the chosen institution,
If only one course is available the Course Detail Page
will display.

Tab Key	Moves the cursor to the next available text field
Institution Text box	Text box enter institution abbrev or institution number
Institution Button	Displays list of institutions
Department Text box	Text box enter Department abbrev or curricular area code
Department Button	Displays list of departments and curricular area codes for chosen institution
Course Text Box	Text box to enter a course number
Course Button	Displays list of courses for chosen institution and department combination
Year/Term	Drop down list of available years and terms (year/term)

Other Searches:

Using Classif:	Drop down list of available status options F: Freshmen/Sophomores J: Junior/Seniors
With Status	Drop down list of available status options Active(A) Inactive (I) Historical (H) Discontinued(D)
In GE(Breadth Category):	Drop down list of available GE categories Examples: GE01:Communication GE02: Math and Foreign Language

Last Updated Between	Text box for entering dates that will limit search for course updates to a specific date or range of dates

Bottom Screen Buttons:

Clear Search Fields Button	Clears all fields
Search Course Button	Searches for courses and displays list of courses based on chosen criteria

Course Search for –Screen Format Technical Colleges Option 2 – Technical Colleges

Enter the institution – Example BTC –Blackhawk Tech. College
Press the "Tab" key
The "Other Searches" area has been expanded to include
Course Type:
AD Sub Type:

Use this screen to view one or more courses; this can be done by all users

And/Or

Use this screen to add/delete and update existing courses; i.e. not all users will have authorization to add/delete and update.

Enter Key	After entering an institution and hitting the enter key a return list of all departments and courses for the chosen institution is displayed.
	After entering an institution and department and hitting the enter key a return list of all courses for the chosen institution and department is displayed
	After entering an institution, department and course number, hitting the enter key returns a list of all active and historical courses for the chosen institution, If only one course is available the Course Detail Page will display.
Tab Key	Moves the cursor to the next available text field
Institution Text box	Text box enter institution abbrev or institution number
Institution Button	Displays list of institutions
Department Text box	Text box enter Department abbrev or curricular area code
Department Button	Displays list of departments and curricular area codes for chosen institution
Course Text Box	Text box to enter a course number
Course Button	Displays list of courses for chosen institution and department combination
Year/Term	Drop down list of available years and terms (year/term)

Other Searches:

Course Type:	Drop down list of available course types A: Associate P: College Pa V: Vocational
AD Sub Type:	Drop down list of available AD Sub Types G: Gen Ed transferable

N: Non Gen Ed transferable

With Status	Drop down list of available status options
	Active(A)
	Inactive (I)
	Historical (H)
	Discontinued(D)

Last Updated Between	Text box for entering dates that will limit search for course updates to a specific date or range of dates

Bottom Screen Buttons:

Clear Search Fields Button	Clears all fields

Search Course Button	Searches for courses and displays list of courses based on chosen criteria

Course Sort Options:

Institution:

These sort options are available after clicking the <u>INSTITUTION BUTTON</u>

Hyperlinks: Inst Abbrev
                    Short Name
                    Long Name
Click once on hyperlink for ascending sort order
Click a second time on the hyperlink for descending sort order
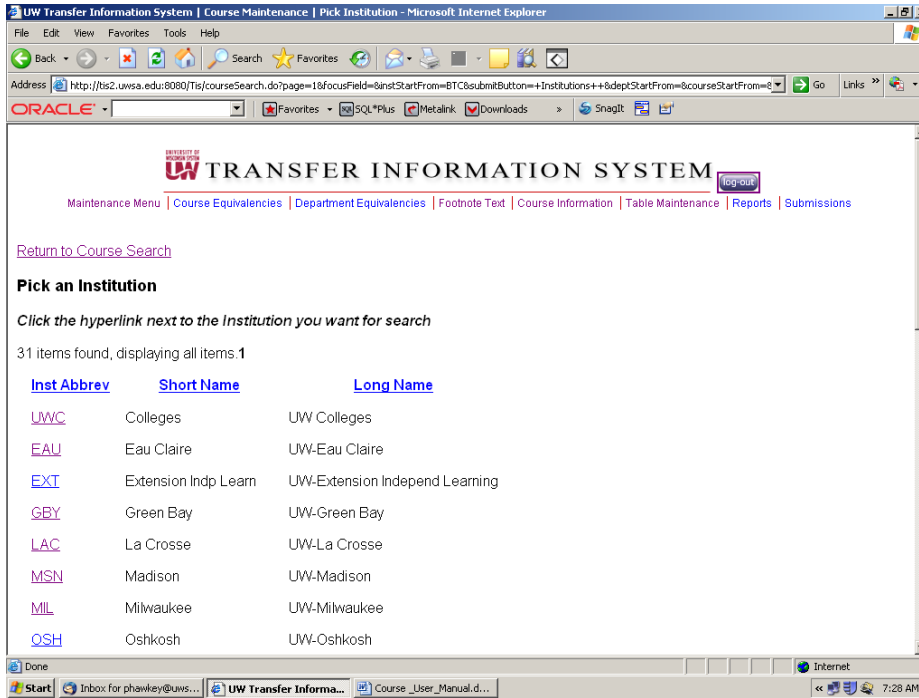
Department:

These sort options are available after clicking the <u>DEPARTMENTS BUTTON</u>
The institution previously chosen is printed on the top of the page

<u>Search For:</u>   This is a text box to enter Dept Code,CAC or Dept Abbrev

<u>Hyperlinks:</u>   Abbrev
                Dept Code
                CAC
                Dept Name
                Begin Year/Term
                End Year/Term

Click once on hyperlink for ascending sort order
Click a second time on the hyperlink for descending sort order

<u>Paging:</u>   The paging sort option will not appear if the results list
             displayed is less than 200 rows.
            (First/Prev) 1,2,3,4,5,6,7,8, (Next/Last)
            Clicking on paging will sort through the list
            page by page or sort first/last by clicking
            words
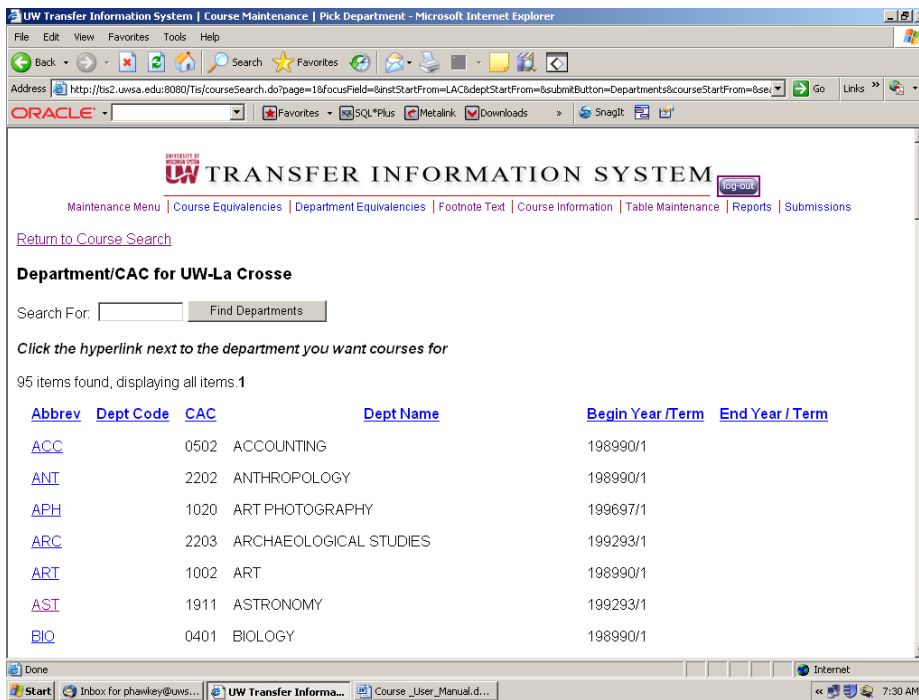
Course:

These sort options are available after clicking the <u>COURSES BUTTON</u>
The institution and department previously chosen are printed on the top of the page

<u>Search For Text box</u>   Course number

<u>Hyperlinks:</u> Course Number
           Course Title

Click once on hyperlink for ascending sort order
Click a second time on the hyperlink for descending sort order

<u>Paging:</u> The paging sort option will not appear if the results list
       displayed is less than 200 rows.
       (First/Prev) 1,2,3,4,5,6,7,8, (Next/Last)
       Clicking on paging will sort through the list
       page by page or sort first/last by clicking
       words
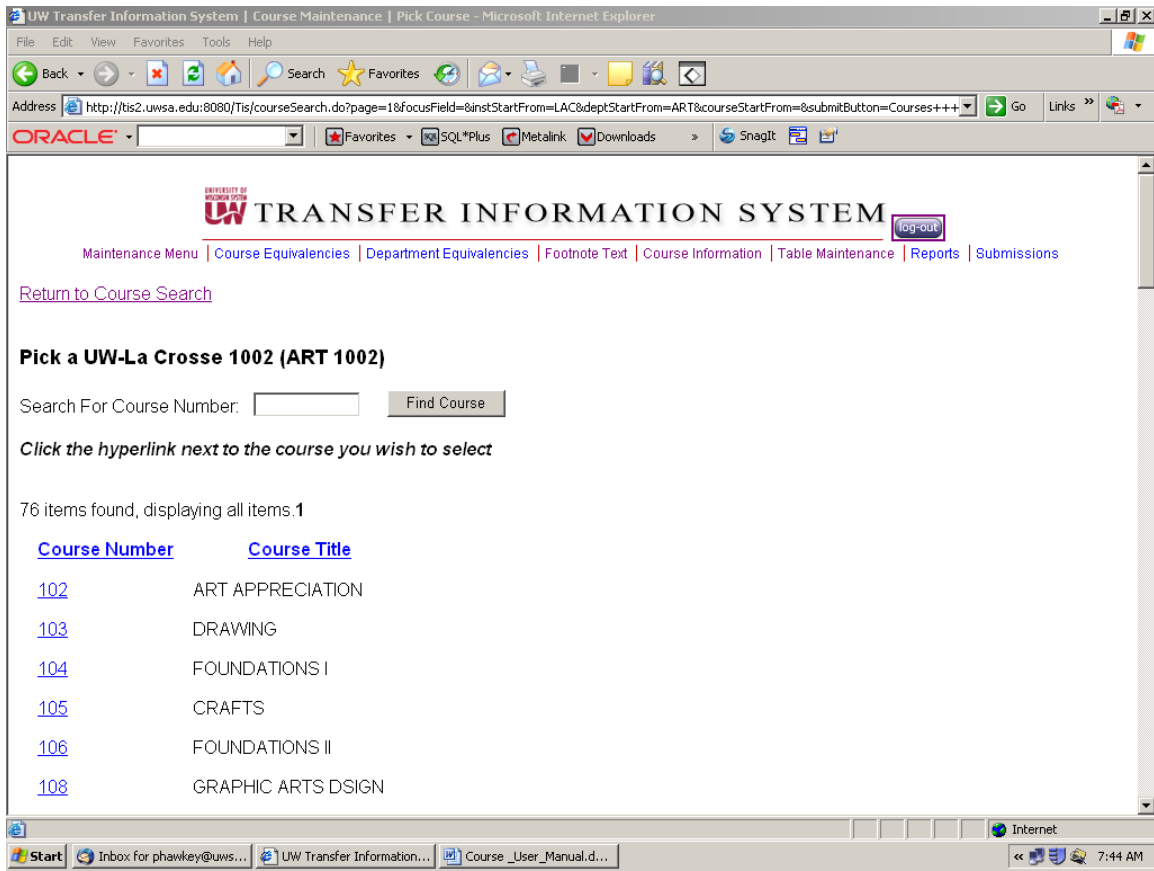
Add Course

This function may be used to add courses to the TIS database.
Authorization to Add/delete and update courses is required.
You may add courses for your institution only.
Course additions may fall into one of the following categories:

      1.   Creation of a course when a new course has been added to the curriculum at an institution.

      2.   Creation of a new version of a course when a data element(s) associated with an existing course has changed. In this case, the new

course version may be based on the existing course by copying the existing record, then altering it to create the new version .

3.   Creation of a course when an existing course has had a Course ID change. In this case, the new course may be based on the existing course by copying from the existing course.

Adding a New Course Record:

Log onto the application
From the Maintenance Main Menu choose the Course Information link
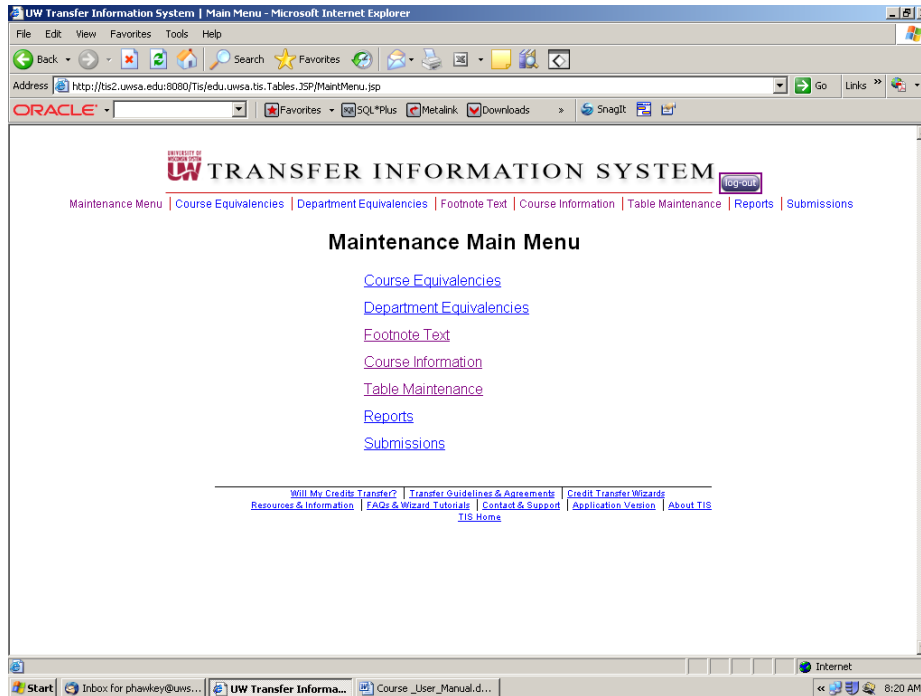
The "Course Search for" page is displayed
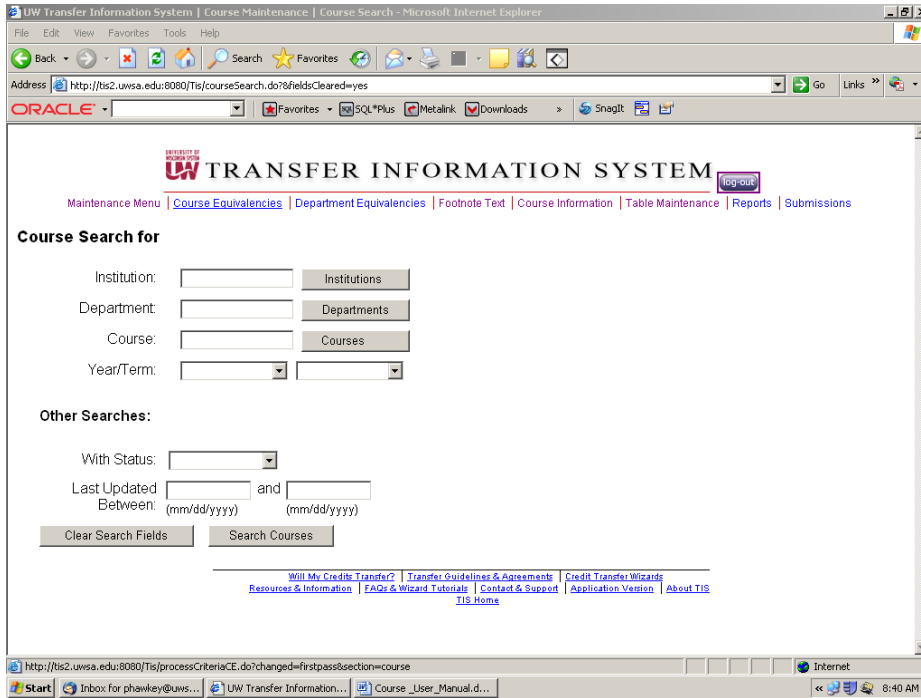
Verify that the course does not already exist, at the Course Search page:

1. Type in the institution abbrev or number or click the INSTITUTION button to receive a list of institutions.
2. Type in the department abbrev or Curricular Area Code or click the DEPARTMENT button to receive a list of the departments for the previously chosen institution
3. Type in the Course number or click the COURSE button to receive a list of the courses for the previously chosen institution and department
4. Click the SEARCH COURSES button at the bottom of the screen to receive a list of all the courses for the previously chosen institution, department and course.

Example: Enter the following into the text boxes
Institution:UWC – UW Colleges
Department: BOT
Course: 205
Click the SEARCH COURSES button at the bottom of the screen
The Course Search For page redisplays with the message
"No Course Found. Click 'Add Course' button to add this Course"
 The ADD COURSE button is displayed

Institution, Department and Course are already filled in.

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Course Search for UW Colleges

No Course Found. Click 'Add Course' button to add this Course. [Add Course]

Institution: [UWC] [Institutions] 9999 UW Colleges

Department: [BOT] [Departments] 0402 BOTANY

Course: [205] [Courses]

Year/Term: [____▼] [____▼]

Other Searches:

Using Classif: [_____▼]

With Status: [____▼]

In GE (Breadth) category: [_____▼]

Last Updated Between: [_____] and [_____]
(mm/dd/yyyy)   (mm/dd/yyyy)

[Clear Search Fields]   [Search Courses]

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards
Resources & Information | FAQs & Wizard Tutorials | Contact & Support | Application Version | About TIS
TIS Home

Click the ADD COURSE button and the "Course Detail Maintenance" page displays

TRANSFER INFORMATION SYSTEM

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Course Detail Maintenance

Return to Course Search

Complete the required information and click 'Add Course'.

Institution:	UWC	Institutions	9999 UW Colleges
Department:	BOT	Departments	BOT / 0402 / BOTANY
Course Number:	205	Courses	**Calendar:**
Course Title:			**Classification:**

Course Effective Dates:

	Year	Term
Begin:	200708	2 : Spring
End:		

Minimum Credits:	0.00	**Max Credits:**	0.00
Lab Area:		**Lab Type:**	
Course Status:	:	**Level:**	

GE (BR) Granted (maximum of 6): [ ] Add GE

Previous Course Information:

Department:		Prev Departments
Course Number:		Prev Courses
Begin Year:	**Begin Term:**	

Last Updated:

Cancel | Add Course

The "Course Maintenance Detail" page displays with the message "Complete the required information and click "Add Course"

The following data element is displayed for information only, and may not be updated with this function.

Institution

The following data elements are displayed for information only, and may not be updated with this function unless you are adding a course.

Department
Course Number/Suffix

The following data elements are <u>required</u> to add a course and they are available for

-14-

display and update:
Course Title
Minimum Credits
Maximum Credits
Level
Course Status

These data elements are <u>not required</u> to Add a course, they are available for display and update:
Course Begin Year-Term
Course End Year-Term
Lab Area and Type
WTCS Course Type
GE Designation(s)
Previous Course ID

These data elements are available for display only:
Calendar
Course Classification
WTCS Course Sub-Type
Previous Course Title
Previous Course Begin Year-Term
Course Last Change Date

Click the ADD COURSE button at the bottom of the screen and the course is added.

The course detail maintenance screen will be displayed with the
"Course Added" message

TRANSFER INFORMATION SYSTEM

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Course Detail Maintenance

Return to Course Information

Course Added

Institution:	UWC	9999 : UW Colleges
Department:	BOT	BOT / 0402 / BOTANY

Course Number:	205	**Calendar:**	Semester
Course Title:	Test Adding a Course	**Classification:**	Freshman/Sophomore

Course Effective Dates:

Begin Year/Term: 1989-90   1: Fall
End Year/Term:

Other:

Minimum Credits:	0	Max Credits:	0
		Lab Area:	
Lab Type:		Course Status:	A: Active
Level:	L: Lower	GE (BR) Granted:	

Previous Course Information:

Department: [Prev Departments]
Course Number: [Prev Courses]
Previous Begin Year/Term:

Last Updated: 07/19/2007

[Cancel Changes]   [Add Course]   [Delete Course]   [Copy Course]   [Update Course]

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards
Resources & Information | FAQs & Wizard Tutorials | Contact & Support | About TIS | TIS Home

Adding a New Course Record by copying an Existing Record:

Log onto the application
From the Maintenance Main Menu choose the Course Information link
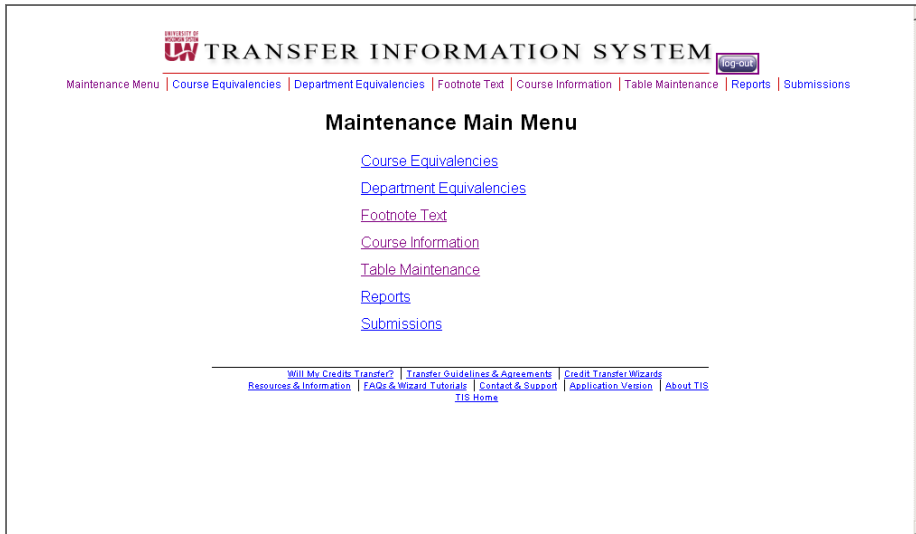
The Course Search for page is displayed
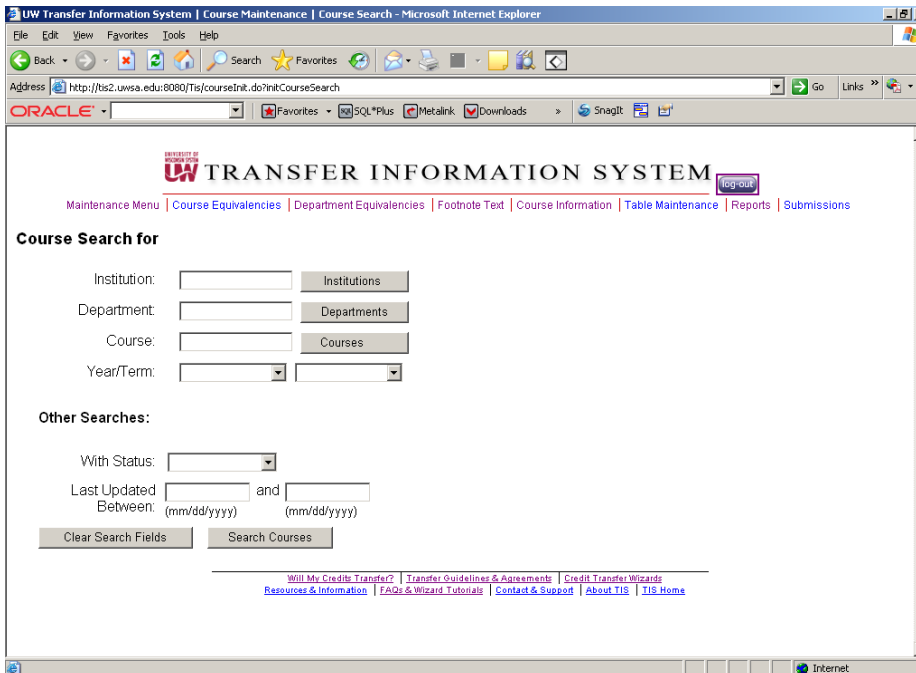
Find the course that will be copied:

1. Type in the institution abbrev or number or click the INSTITUTION button to receive a list of institutions.

2. Type in the department abbrev or click the DEPARTMENT button to receive a list of the departments for the previously chosen institution

3. Type in the Course number or click the COURSE button to receive a list of the courses for the previously chosen institution and department

4. Click the SEARCH COURSES button at the bottom of the screen to receive a list of all the courses for the previously chosen institution, department and course.

Example: Enter the following into the text boxes

Institution: UWC – UW Colleges
Department: BOT
Course: 202
Click the SEARCH COURSES button at the bottom of the screen
The Course Detail Maintenance screen displays for the existing course

Click the COPY COURSE button at the bottom of the screen

TRANSFER INFORMATION SYSTEM

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Course Detail Maintenance

Return to Course Search

Change desired information to create a new copy then click the 'Add Course' Button.

Institution:	UWC	Institutions	9999 UW Colleges
Department:	BOT	Departments	BOT / 0402 / BOTANY
Course Number:	205	Courses	Calendar: Semester
Course Title:	This is a test of copy		Classification:

Course Effective Dates:

	Year	Term
Begin:	199091	1 : Fall
End:		

Minimum Credits:	3.00	Max Credits:	3.00
Lab Area:	S :	Lab Type:	I :
Course Status:	A : Active	Level:	L : Lower

GE (BR) Granted: NS   LS

Previous Course Information:

Department:		Prev Departments
Course Number:		Prev Courses
Begin Year/Term:		

Last Updated: 2007-10-09 07:06:41.0

Cancel   Add Course   Delete Course   Copy Course   Update Course

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards
Resources & Information | FAQs & Wizard Tutorials | Contact & Support | Application Version | About TIS
TIS Home

The "Course Maintenance Detail" page redisplays with the message "Change desired information to create a new copy then click the 'Add Course' Button

Change appropriate fields and click the ADD COURSE button.

TRANSFER INFORMATION SYSTEM

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Course Detail Maintenance

Return to Course List   Return to Course Information

[◄◄] [◄] [►] [►►]

Course Added

Institution:	UWC	9999 : UW Colleges
Department:	BOT	BOT / 0402 / BOTANY

Course Number:	205	Calendar:	Semester
Course Title:	This is a test of the copy	Classification:	Freshman/Sophomore

Course Effective Dates:

Begin Year/Term:	1994-95	1: Fall
End Year/Term:		

Other:

Minimum Credits:	3	Max Credits:	3
		Lab Area:	: Not in Nat Sci Area
Lab Type:		Course Status:	H: Historical
Level:	L: Lower	GE (BR) Granted:	

Previous Course Information:

Department:		Prev Departments
Course Number:		Prev Courses
Previous Begin Year/Term:		:

Last Updated: 07/19/2007

[Cancel Changes]   [Add Course]   [Delete Course]   [Copy Course]   [Update Course]

The course detail maintenance screen will be displayed with the "Course Added" message

Add A Course Record Resulting from a Course Id Change:

In this case, a course is being added which is the result of a Course ID change to an existing course. The "Copy Function" is used to copy the existing course record. Changing Course ID's maybe done for your institution only.

Log onto the application
From the Maintenance Main Menu choose the Course Information link

The Course Search for page is displayed

Find the course:

1. Type in the institution abbrev or number or click the INSTITUTION button to receive a list of institutions.

2. Type in the department abbrev or click the DEPARTMENT button to receive a list of the departments for the previously chosen institution

3. Type in the Course number or click the COURSE button to receive a list of the courses for the previously chosen institution and department

4. Click the SEARCH COURSES button at the bottom of the screen to receive a list of all the courses for the previously chosen institution, department and course.

Example: Enter the following into the text boxes
Institution: STP – UW Stevens Point
Department: ART
Course: 315
Click the SEARCH COURSES button at the bottom of the screen
The Course Detail Maintenance screen displays for the existing course

Click the COPY COURSE button at the bottom of the screen

The "Course Maintenance Detail" page displays with the message "Change desired information to create the new copy then click the ADD COURSE button to complete the copy.

UW TRANSFER INFORMATION SYSTEM

log-out

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Course Detail Maintenance

Return to Course Search

Change desired information to create a new copy then click the 'Add Course' Button.

Institution:	STP	Institutions	4680 UW-Stevens Point
Department:	ART	Departments	ART / 1002 / ART
Course Number:	208	Courses	Calendar: Semester
Course Title:	PHOTOGRAPHY		Classification: Junior/Senior

Course Effective Dates:

	Year	Term
Begin:	199798	1 : Fall
End:	199192	1 : Fall

Minimum Credits:	3.00	Max Credits:	3.00
Lab Area:		Lab Type:	
Course Status:	D : Discontinued	Level:	U : Upper

GE (BR) Granted (maximum of 6): [ ] Add GE

Previous Course Information:

Department:	ART	Prev Departments	004 ART
Course Number:	315	Prev Courses	DESIGN PHOTO I
Begin Year:	198990	Begin Term:	1 Fall

Last Updated: 02/15/2008 09:13

Cancel   Add Course

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards
Resources & Information | FAQs & Wizard Tutorials | Contact & Support | Application Version | About TIS
TIS Home

Changes:
Course Number from 315 to 208
Course Title from Design Photo I to Photography
Begin Year 1980-90 1 Fall to 1997-98 1 Fall
Click the:
Previous Department : Choose ART
Course number : Choose 315,
Previous begin year/term: Will automatically be filled in after picking
Department and Course number

Click the ADD COURSE button at the bottom of the screen

TRANSFER INFORMATION SYSTEM [log-out]

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Course Detail Maintenance

Return to Course Search

Course has been Added.

Institution:	STP	4680 UW-Stevens Point
Department:	ART	ART / 1002 / ART

Course Number:	208	Calendar:	Semester
Course Title:	PHOTOGRAPHY	Classification:	Junior/Senior

Course Effective Dates:

	Year	Term
Begin:	199798	1 : Fall
End:	200809	1 : Fall

Minimum Credits:	3.00	Max Credits:	3.00
Lab Area:		Lab Type:	
Course Status:	D : Discontinued	Level:	U : Upper

GE (BR) Granted
(maximum of 6): [ ] [Add GE]

Previous Course Information:

Department:		[Prev Departments]
Course Number:		[Prev Courses]
Begin Year:	Begin Term:	

Last Updated: 02/22/2008 08:56

[Cancel] [Add Course] [Delete Course] [Copy Course] [Update Course]

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards
Resources & Information | FAQs & Wizard Tutorials | Contact & Support | Application Version | About TIS
TIS Home

The Course detail maintenance screen appears with the "Course has been Added" message

If necessary, the record for the existing course whose Course ID was changed will be automatically updated with an End Year/Term prior to the Begin Year/Term of the new course and a Course Status of "Discontinued"

Update a Course

This function may be used to update an existing course record. It is used to correct one or more data elements on an already established course record. Updates may be done to courses from your institution only.

Log onto the application
From the Maintenance Main Menu choose the Course Information link

The Course Search for page is displayed

Find the course:

1. Type in the institution abbrev or number or click the INSTITUTION button to receive a list of institutions.

2. Type in the department abbrev or click the DEPARTMENT button to receive a list of the departments for the previously chosen institution

3. Type in the Course number or click the COURSE button to receive a list of the courses for the previously chosen institution and department

4. Click the SEARCH COURSES button at the bottom of the screen to receive a list of all the courses for the previously chosen institution, department and course.

Example:
Type in MSN – UW Madison

Department – African
Course – 370
Click SEARCH COURSES button at the bottom of the screen

The Course Search Results screen appears

TRANSFER INFORMATION SYSTEM

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Course Search Results for UW-Madison

AFRICAN LANGUAGES & LITERATUREAll (AFRICAN) Department Courses
Course Number 370
All Update Dates

Return to Course Search

3 items found, displaying all items.1

Inst	Dept Abbrev	Dept Code	CAC	Course #	Begin Yr/Tm	Course Title	Status	Gen Ed
MSN	AFRICAN	104	1116	370	198990/1	ISLAM: RELIGION AND CULTURE	H	H
MSN	AFRICAN	104	1116	370	199596/1	ISLAM: RELIGION AND CULTURE	H	H
MSN	AFRICAN	104	1116	370	200203/3	ISLAM: RELIGION AND CULTURE	A	H

Export options: CSV | Excel | XML

Will My Credits Transfer? | Transfer Guidelines & Agreements | Credit Transfer Wizards
Resources & Information | FAQs & Wizard Tutorials | Contact & Support | About TIS | TIS Home

Choose MSN/African/370 that is active by clicking on the
hyperlink for this course

The "Course Detail Maintenance" screen appears with the existing fields.

Change the Minimum and Maximum Credits field from 4 to 3

Click the UPDATE COURSE button from the bottom of the screen.

The Course Detail Maintenance page redisplays showing the course has been updated

Maintenance Menu | Course Equivalencies | Department Equivalencies | Footnote Text | Course Information | Table Maintenance | Reports | Submissions

Course Detail Maintenance

Return to Course Search

Course Updated.

Institution:	MSN	4656 UW-Madison
Department:	AFRICAN	AFRICAN / 1116 / AFRICAN LANGUAGES & LITERATURE
Course Number:	370	**Calendar:** Semester
Course Title:	ISLAM: RELIGION AND CULTURE	**Classification:** Freshman/Sophomore

Course Effective Dates:

	Year	Term	
Begin:	200708	1 : Fall	
End:		:	No End Date

Minimum Credits:	3.00	**Max Credits:**	3.00
Lab Area:		**Lab Type:**	
Course Status:	A : Active	**Level:**	I : Intermediate

GE (BR) Granted (maximum of 6):   [ ]   Add GE

1: H   Delete   2: C   Delete

Previous Course Information:

Department:		Prev Departments
Course Number:		Prev Courses
Begin Year:	**Begin Term:**	

Last Updated: 02/22/2008 09:06

Cancel   Add Course   Delete Course   Copy Course   Update Course

Delete a Course

This function maybe used to remove a course record from the TIS database. It is used to eliminate a course record which has major errors, usually prior to entering the correct course, or which was erroneously added to the TIS database. Deletions may be done to courses for your institution only.

Log onto the application
From the Maintenance Main Menu choose the Course Information link

The Course Search for page is displayed

Find the course:

       1. Type in the institution abbrev or number or click the INSTITUTION button to receive a list of institutions.

       2. Type in the department abbrev or click the DEPARTMENT button to receive a list of the departments for the previously chosen institution

       3. Type in the Course number or click the COURSE button to receive a list of the courses for the previously chosen institution and department

       4.   Click the SEARCH COURSES button at the bottom of the screen to receive a list of all the courses for the previously chosen institution, department and course.

Example:
Type in: STP – UW Stevens Point
Department: - Art
Course – 208

Click the SEARCH COURSES button at the bottom of the screen

The "Course Detail Maintenance" screen appears
Click the DELETE COURSE button at the bottom of the screen

Course Detail Maintenance Read Only

Delete Requested. Click the 'Confirm Delete' button to delete.

[Confirm Delete] [Cancel Delete]

Institution:	4680	4680 UW-Stevens Point
Department:	ART	ART / 1002 / ART

Course Number:	208	Calendar: Semester
Course Title:	PHOTOGRAPHY	Classification: Junior/Senior

Course Effective Dates:

	Year	Term
Begin:	199798	1 : Fall
End:	200809	1 Fall

Other:

Minimum Credits:	3.00	Max Credits:	3.00
Lab Area:	:	Lab Type:	:
Course Status:	D : Discontinued	Level:	U : Upper

GE (BR) Granted:

Previous Course Information:

Department:

Course Number:

Begin Year: Begin Term:

Last Updated: 02/22/2008 08:56

The Course Detail Maintenance screen appears with the "Confirm Delete" confirmation button or "Cancel Delete".

Click Confirm Delete

Course Search for screen displays with the
"Course has been deleted" message

Recent Course Updates

This function may be used to review courses that have been updated or added within a specific period of time. It is useful in reviewing your updates and/or updates to courses performed by other staff at your institution. It also may be useful in reviewing updates that other institutions have made to their courses.

Log onto the application
From the Maintenance Main Menu choose the Course Information link

The Course Search for page is displayed

Enter the institution or department or course:

     1. Type in the institution abbrev or number or click the INSTITUTION button to receive a list of institutions.

     2.   Type in the department abbrev or click the DEPARTMENT button to receive a list of the departments for the previously chosen institution

     3.   Type in the Course number or click the COURSE button to receive a list of the courses for the previously chosen institution and department

     4.   Click the SEARCH COURSES button at the bottom of the screen to receive a list of all the courses for the previously chosen institution, department and course.

In the 'Last Updated" field enter the range of dates to review

Example:
Institution: GBY – UW Green Bay
Last Updated: 03/01/2007 to 7/31/2007 the required format is
mm/dd/yyyy with the slashes

Click the SEARCH COURSES button

The Course Search Results screen displays with a list of the courses updated for the chosen dates.