

## Navigating the CourseList at Miami:

- A. Head to [www.miamioh.edu/courselist](http://www.miamioh.edu/courselist) at anytime or use the course list link in quick links in MyMiami.

Figure 1: Course List setup

The screenshot shows the Miami University CourseList search interface. The URL is [www.miamioh.edu/courselist](http://www.miamioh.edu/courselist). The page features a red header with the Miami University logo and a 'Login' button. The search form includes the following fields and callouts:

- Term\* ②**: A dropdown menu with 'Select one'.
- Campus\* ②**: A dropdown menu with 'Select one or more'.
- Subject ②**: A dropdown menu with 'Select one or more'.
- Course Number ②**: A text input field.
- \*Required**: A red asterisk indicating required fields.
- Alternative Delivery Types**: A section with radio buttons for 'Online ②', 'Hybrid ②', 'Interactive Video Dist Learn ②', 'Study Away ②', and 'Study Abroad ②'.
- Attribute ②**: A dropdown menu with 'Select one or more'.
- Advanced Search**: A red link with a plus icon.
- Reset** and **Find**: Buttons at the bottom right.

Callout boxes provide the following instructions:

- Term is the semester you are looking up**: Points to the Term dropdown.
- Campus should be ALL Regional Campuses to get the most options.**: Points to the Campus dropdown.
- If you know the exact subject of the class you are looking for, find it here.**: Points to the Subject dropdown.
- You can choose by day, time, and to only show open courses here**: Points to the Advanced Search link.
- Once you have at least term and campus and subject or attribute, you can press FIND to search.**: Points to the Find button.

- B. Use the different options in the query to find what you are looking for. Try the following scenarios to find different things:
- 1. Know the EXACT class you are looking for?** (e.g. ENT 135 or ART 185)
    - i. Select the term in which you want to take the class (most likely the term coming up!)
    - ii. Select ALL regional campuses to show Hamilton, Middletown, and VOA. This is important if you are taking an ONLINE class because the campus doesn't matter. It is also important to see where the classes are across the three campuses to properly organize yourself.
    - iii. Select the subject you are looking for (ENT is Engineering Technology, find the listing and check the box)
    - iv. Put in the course number (for ENT 135, this is 135)
    - v. Press FIND at the bottom right. This will return all listings of the course you searched for. Sometimes there is only one section and sometimes there are dozens of sections (think ENG 111).
  - 2. Know that you need to take a bunch of courses in a specific department?** (i.e. you're an ENT major, so you are looking to see when and where a handful of ENT classes are)
    - i. Select the term in which you want to take the class (most likely the term coming up!)
    - ii. Select ALL regional campuses to show Hamilton, Middletown, and VOA. This is important if you are taking an ONLINE class because the campus doesn't

matter. It is also important to see where the classes are across the three campuses to properly organize yourself.

- iii. Select the subject you are looking for (ENT is Engineering Technology, find the listing and check the box)
  - iv. Leave the course number BLANK
  - v. Press FIND at the bottom right. This will return all listings of the department you searched for on all campuses.
- 3. Know that you need a Global Course? (or an Intercultural or Humanities, or Creative Arts, etc....)**
- i. Select the term in which you want to take the class (most likely the term coming up!)
  - ii. Select ALL regional campuses to show Hamilton, Middletown, and VOA. This is important if you are taking an ONLINE class because the campus doesn't matter. It is also important to see where the classes are across the three campuses to properly organize yourself.
  - iii. Leave the SUBJECT BLANK
  - iv. Leave the course number BLANK
  - v. In the Attribute pull down, select the requirement you are looking for. (Example: Advanced Writing, Intercultural Perspectives, FND Global)
  - vi. Because there might be a LOT of results, pull down the advanced search and choose Open Courses from the Open/Waitlist menu. This will return only classes showing a spot or more. (\*sometimes this is still a waitlist, so beware)
  - vii. If you want to, you can also select the ONLINE checkbox to return ONLY Online courses. Be sure to check both online and face-to-face options to make the best decision for you.
  - viii. Press FIND at the bottom right. This will return all listings of the requirement you searched for on all campuses.
- 4. Want to find only courses on Tuesday/Thursday? (or any combination of days) Or want to only find courses from 8am to 2pm?**
- i. Select the term in which you want to take the class (most likely the term coming up!)
  - ii. Select ALL regional campuses to show Hamilton, Middletown, and VOA. This is important if you are taking an ONLINE class because the campus doesn't matter. It is also important to see where the classes are across the three campuses to properly organize yourself.
  - iii. If you know the course, select the subject and course number. If you are searching by attribute, utilize the attribute instructions above.
  - iv. Press Advanced search to show Days and Start Time-End Time. Select days you'd like to attend class or times you'd like the courses to be between.
  - v. If there are no courses that fit all of your criteria, you may need to compromise on the selections. For example, if you have chosen only one campus and ART 135 and Tuesdays/Thursdays between 11-1, you may not have an option to take that course at that time.

Figure 2: Items we have talked about are circled.

The screenshot shows the Miami University Course List search interface. The page title is "Course List" and the URL is "www.miamioh.edu/courselist". A "Login" button is in the top right. The search criteria are organized into several sections:

- Term\* ②**: A dropdown menu set to "Fall Semester 2017-18".
- Campus\* ②**: A dropdown menu set to "1 of 7 selected".
- Subject ②**: A dropdown menu set to "Select one or more".
- Course Number ②**: An empty text input field.
- \*Required**: A section containing:
  - Alternative Delivery Types**: Radio buttons for  Online ②,  Hybrid ②,  Interactive Video Dist Learn ②,  Study Abroad ②, and  Study Away ②.
  - Attribute ②**: A dropdown menu with a list of attributes including "FND - Global Course", "FND - Humanities", "FND - MTH, Reasoning", "FND - Physical Science", "FND - Social Science", "Honors Course", "Intercultural Perspectives", "Senior Capstone", "Service Learning", and "Thematic Sequence".
- Advanced Search**: A section containing:
  - Open/WaitList ②**: A dropdown menu set to "Open Courses".
  - CRN ②**: An empty text input field.
  - Part-Of-Term ②**: A dropdown menu set to "Select one or more".
  - Title ②**: An empty text input field.
  - Instructor Name ②**: An empty text input field.
  - Days ②**: A dropdown menu set to "Select one or more".
  - Start Time - End Time ②**: A range selector with "12:00 AM" and "11:59 PM" endpoints.

At the bottom right, there are "Reset" and "Find" buttons.