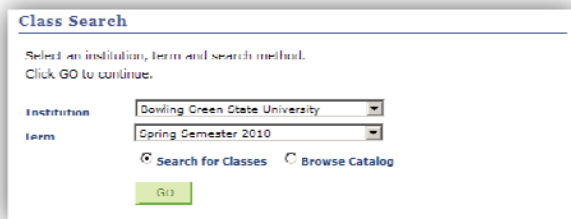


## TIP SHEET: Course Search Web Application - Finding BG Perspectives Courses

The web address for the Class Search is:

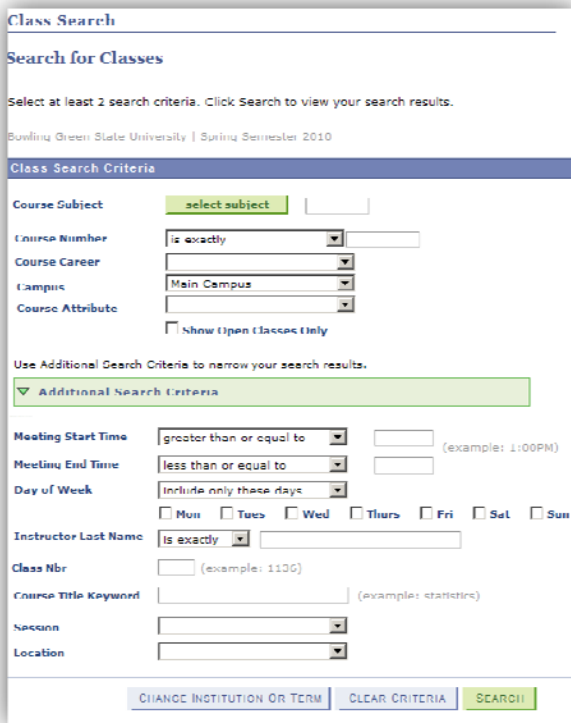
<http://webapps.bgsu.edu/classes/indexps.php>

After choosing the correct semester from the Term Menu, Click the "GO" button on the page to navigate to the Search Form in order to narrow your search.



The screenshot shows the 'Class Search' form. At the top, it says 'Select an institution, term and search method. Click GO to continue.' Below this, there are two dropdown menus: 'Institution' set to 'Bowling Green State University' and 'Term' set to 'Spring Semester 2010'. There are two radio buttons: 'Search for Classes' (selected) and 'Browse Catalog'. At the bottom, there is a green 'GO' button.

This will return a form with two sets of Class Search Criteria to select from.



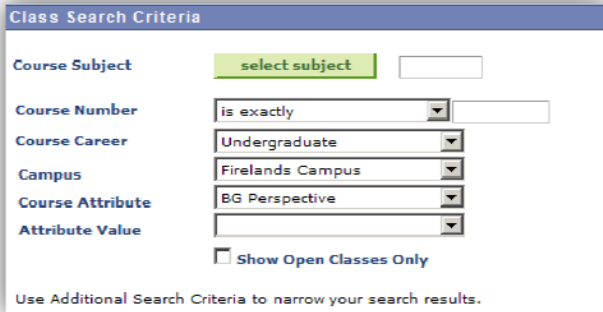
The screenshot shows the 'Class Search' form with the title 'Search for Classes'. It says 'Select at least 2 search criteria. Click Search to view your search results.' Below this, it shows 'Bowling Green State University | Spring Semester 2010'. The 'Class Search Criteria' section includes: 'Course Subject' (a dropdown menu with 'select subject' selected), 'Course Number' (a dropdown menu with 'is exactly' selected), 'Course Career' (a dropdown menu with 'Main Campus' selected), 'Campus' (a dropdown menu with 'Main Campus' selected), 'Course Attribute' (a dropdown menu), and a checkbox for 'Show Open Classes Only'. Below this, there is a section for 'Additional Search Criteria' with a dropdown menu. The 'Additional Search Criteria' section includes: 'Meeting Start Time' (a dropdown menu with 'greater than or equal to' selected and a text input field with '(example: 1:00PM)' next to it), 'Meeting End Time' (a dropdown menu with 'less than or equal to' selected and a text input field), 'Day of Week' (a dropdown menu with 'include only these days' selected and checkboxes for Mon, Tues, Wed, Thurs, Fri, Sat, Sun), 'Instructor Last Name' (a dropdown menu with 'is exactly' selected and a text input field), 'Class Nbr' (a text input field with '(example: 113G)' next to it), 'Course Title Keyword' (a text input field with '(example: statistics)' next to it), 'Section' (a dropdown menu), and 'Location' (a dropdown menu). At the bottom, there are three buttons: 'CHANGE INSTITUTION OR TERM', 'CLEAR CRITERIA', and 'SEARCH!'.

The top section of the form includes the basic criteria of Course Subject, Course Number, Course Career (undergraduate / graduate) , Campus (Main / Firelands) and Course Attribute (Web Based, etc.)

The bottom section allows you to do a more granular search - letting you pick only days, locations, etc.

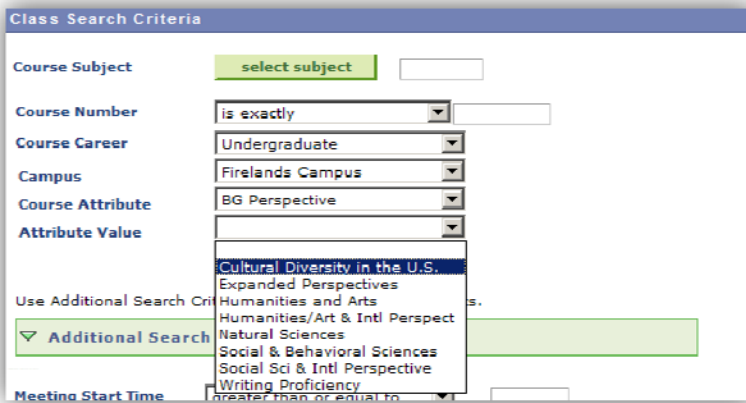
## TIP SHEET: Course Search Web Application - Finding BG Perspectives Courses

For this TIP SHEET, we are going to cover how to use the top section of the Class Search Criteria - the section which looks like the picture below - to find BG Perspectives courses.



The screenshot shows the 'Class Search Criteria' form. The 'Course Attribute' dropdown menu is set to 'BG Perspective'. Other fields include 'Course Subject' (select subject), 'Course Number' (is exactly), 'Course Career' (Undergraduate), 'Campus' (Firelands Campus), and 'Attribute Value'. A checkbox for 'Show Open Classes Only' is present. A note at the bottom states: 'Use Additional Search Criteria to narrow your search results.'

As you can see, courses that are BG Perspectives courses can be selected under the Course Attribute menu. Selecting any Course Attribute from the menu brings up additional search options - letting you filter the results to particular types of BG Perspectives courses.



The screenshot shows the 'Class Search Criteria' form with the 'Attribute Value' dropdown menu open. The menu lists several options: 'Cultural Diversity in the U.S.', 'Expanded Perspectives', 'Humanities and Arts', 'Humanities/Art & Intl Perspect', 'Natural Sciences', 'Social & Behavioral Sciences', 'Social Sci & Intl Perspective', and 'Writing Proficiency'. The 'Additional Search' button is highlighted in green. The 'Meeting Start Time' dropdown is partially visible at the bottom.

For example, if you are attempting to find a particular type of BG Perspectives course, such as Cultural Diversity, you may select that criterion from the Attribute Value menu and then select Search at the bottom of the Class Search form.