

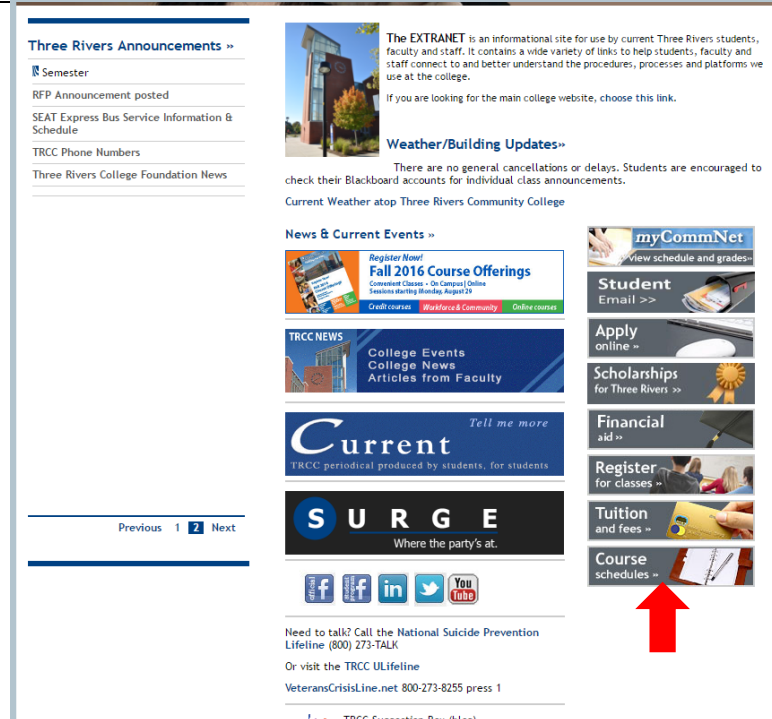
How to search for courses online

To find courses online, take the following steps.

1. Navigate to the Three Rivers Extranet page. Hover over the *Extranet* tab and click **Extranet** in the drop down menu.



2. On the right of the page, scroll down and click the **Course schedules** banner.



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3. You will be brought to the *Course Search* page. The red, blue, and green boxes will be detailed in Steps 4, 5, and 6 respectively.

The screenshot shows the 'Course Search' page. A red box highlights the 'Term' and 'College' dropdown menus. A blue box highlights the 'by Start Time', 'by End Time', and 'by Days' filters. A green box highlights the 'Select a Subject' dropdown menu.

4. The *Term* box allows you to view courses given in a specified semester. The *College* box allows you to specify a campus that the course is given at. The *(O)pen (C)losed* filters courses that are either open or closed. The *Course Level* lets you view courses that either give credits or no credits. The *Instruction Type* filters courses of by how they are taught (i.e. online or in person).

This screenshot shows the filter section of the Course Search page. It includes dropdowns for 'Term' (Spring Term 2017) and 'College' (Three Rivers CC). Below these are radio buttons for '(O)pen (C)losed' (Both is selected), 'Course Level' (Both is selected), and 'Instruction Type' (All is selected). A list of instruction types is shown below the dropdown.

Instruction Type
All
CLIN - Clinical
COOP - Cooperative Learning
HYBR - Online and Classroom
INDE - Independent Study
INTN - Internship
OLCR - Online with Campus Requirement
ONLN - Fully Online
TRAD - Classroom

5. Both the *by Start Time* and *by End Time* sections let you specify a time a course is given at. The *by Days* section filters the courses by the day they are given. The *Get Courses* button starts the search with your current criteria. The *Reset* button reverts all of your changes to the default criteria.

This screenshot shows the time and day filter section. It includes 'by Start Time' and 'by End Time' sections with 'Hour', 'Minute', and 'am/pm' dropdowns. Below these is the 'by Days' section with checkboxes for 'Mon', 'Tues', 'Wed', 'Thur', 'Fri', 'Sat', and 'Sun'. At the bottom are 'Get Courses' and 'Reset' buttons.

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6. The *Select a Subject* box lets you filter courses of a certain subject (i.e. English, Math, and Science). The *Course Title* box allows you to pinpoint a certain course by its title.

Select a Subject

- Accounting
- Admin. Office Procedures *
- American Sign Language
- Anthropology
- Arabic
- Architecture
- Art
- Astronomy
- Automotive
- Biology
- Biomedical Engineering
- Boating *
- Business *
- Business Office Technology
- Business, Entrepreneurship
- Business, Finance
- Business, General
- Business, Management
- Business, Marketing
- Chemistry
- Chinese
- Civil Engineering Technology
- Clean Water Management
- Coaching/COOP/Communications
- College Forum
- College Preparation
- Communication & Broadcasting *
- Communication and Speech
- Computer Aided Drafting
- Computer Aided Drafting/Design

Course Title (Optional)

7. Once you are satisfied with your selections, click on the *Get Courses* button. It should bring you to this page with your specified courses as results. At the top there is a legend that will help you understand what certain letters mean.

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8. Another way of getting to the course search is by going through the *Educational Technology* page. On the college website, hover over the *Student Services* tab then click on **Educational Technology** in the drop down.



9. Next click on the **Resources for Students** link.



10. This page gives you a plethora of tutorials on items pertaining to Educational Technology. Ranging from changing your password on myCommNet to uploading files to your course. For now, click on the **Web Site** link under the title of **Looking for online courses?** From there, it should bring you to the same page that is detailed in Steps 3 through 7.

