MODULE S6 USING SEARCH AT COURSE LEVEL

- Figure 1. From the Course Tools options click Search.
- Figure 2. Set your search criteria:
  - Search for: - the word or phrase that you are looking for
  - Search area: if you know where the search term may be found you can check the particular box(es). If you leave these blank then all areas will be searched.
  - Search tool: Click the arrow for a drop-down list of options if you know which tool will contain the result you are looking for – Figure 3.
  - Date: Specify a date range if you know when the item was created.
  - Sort results by: choose how you wish to have the results of the search sorted – Figure 4.

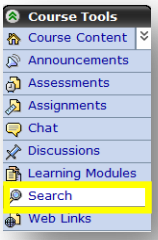

Figure 1

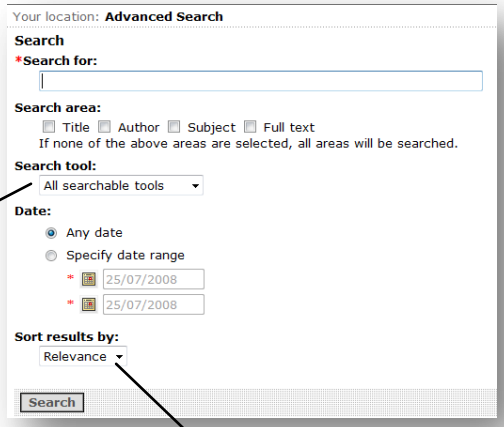

Figure 2

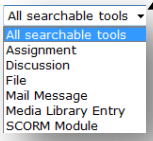

Figure 3

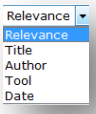

Figure 4