

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.

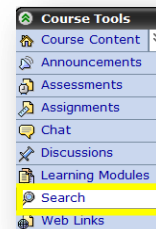


Figure 1

A screenshot of the 'Advanced Search' form in Blackboard. The form has several sections: 'Search for:' with a text input field; 'Search area:' with checkboxes for Title, Author, Subject, and Full text; 'Search tool:' with a dropdown menu set to 'All searchable tools'; 'Date:' with radio buttons for 'Any date' and 'Specify date range', and two date input fields; and 'Sort results by:' with a dropdown menu set to 'Relevance'. A 'Search' button is at the bottom.

Figure 2

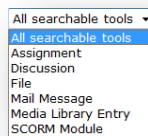


Figure 3

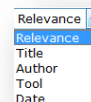


Figure 4