If you have taught under 25 online course semester your courses will be organized by term. If you have taught over 25 courses, you will have to use the search box to access your course.

**Step 1 - Log in to e-learning.**
Step 2 - Go to your home page.
Step 3 - Scroll down until you see the search box.

The search box is below the "My Courses" gray banner.
Step 4 - Type the course information of the course you will teach.

This example uses the department number. When using the department number, always use a dash. You may use any of the information listed below:

- CRN (31300)
- Course Title (Environmental Biology)
- Dept- #### (GEOS-2320)
- XLSDEPT#### (XLSACTY2150) This is for crosslisted or combined sections.
- XLSDEPT (XLSACTY) This is for crosslisted or combined sections.
- .YYYYss (.201520) YYYY is the four digit year and ss is the two digit semester, e.g. 10=spring, 20= summer I, 30= summer II and 40= fall
Step 5 - Select the appropriate semester you will be teaching the course.

1. Click the down arrow on the right side of the semester search box.
Step 6 - Select the course name.