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.**
Accessing new courses

Step 2 - Go to your home page.

The image shows a screenshot of a website interface, specifically the homepage section. The page includes a navigation menu with options such as 'My Media Site', 'Self Registration', 'Browser Check', 'Video Check', and 'Help'. Below the navigation menu, there is a section titled 'Elearning News' with the text 'There is no news to display.' and a button labeled 'Home Page'. On the right side, there is a 'Calendar' section showing 'Thursday, July 13, 2017'. Below the calendar, there is a 'Upcoming events' section, and further down, a section titled 'Textbook Information' with links to 'Order Textbooks', 'Library Text Book Resources', 'Buy/Rent Textbooks', and contact information for OIT HelpDesk, which includes a website, email address, and phone number.
Accessing new courses

Step 3 - Click the search box

1. Click the "Select Course" tab

2. Click "Advanced Search" to search for a specific course
Step 4 - Type the course information of the course you will teach.

1. Type in the course into the search bar.

2. Click "select term" to narrow the search

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
## Accessing new courses

### Search My Courses

1. Enter the course code `geos-1440` into the search bar.
2. Click on `Select Term` and `Select Department`.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Term</th>
<th>Department</th>
<th>Course Start</th>
<th>Course End</th>
</tr>
</thead>
</table>
Accessing new courses

Step 5- Type in the semester for a specific search

1. Type in the semester and year the course takes place
2. Click the course
3. Click update
Step 6- Click on the course

Click on the course to go to your course home page.