If you have taught under 25 online courses, 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 Elearning.**
Step 2 - Go to your home page.
Step 3 - Click the 3x3 course grid

1. Click the grid

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

The image displays a screenshot of a website interface for accessing new courses. It shows a search bar for searching courses by code, along with filters for term, department, and status. The table below the search bar lists various courses with their codes, terms, departments, and start and end dates.

1. Search bar with text entry
2. Filters for term, department, and status

The courses listed include:
- GEOS-1440 - Environmental Earth Science-AP
- GEOS-1440 - Environmental Earth Science-AP
- GEOS-1440 - Environmental Earth Science-AP

The course codes and dates vary, indicating different terms and years of availability.
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.

![Search My Courses](image)

GEOS-1440 - Environmental Earth Science-AP

1 items in the list.