

How do I use the new “COURSE SEARCH” feature?

- In your web browser, navigate to <http://my.jtsa.edu/ics>
 - Also found under the academics page: course listings link on the right hand side.
- On your screen, you should see the following:

The screenshot shows the JTS Portal homepage. At the top left is the JTS logo (The Jewish Theological Seminary). Below it are fields for User Name and Password, and a Login button. A navigation bar includes Home and Courses. A breadcrumb trail shows 'You are here: Home'. The main content area is titled 'Portal' and includes a 'Printer Friendly' link. There are three main sections: 'Test' with a 'JTS' link, 'Announcements' with the message 'You have no incoming announcements.' and a 'Show All Announcements' link, and 'Course Schedules' with a 'Course Search' link circled in red and an arrow pointing to it.

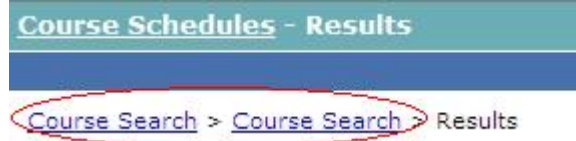
- Click on “Course Search” to begin. Now you should see the following page:

The screenshot shows the 'Course Schedules - Course Search' page. The page has a breadcrumb trail: 'Course Search > Course Search'. The search form is titled 'Course Search' and includes the following filters:

- 1 Term: 2007-2008 Spring Semester
- 2 Department: All
- 3 Course Number Range: [] to []
- 4 Title: Begins With []
- 5 Course Code: Begins With []
- 6 Time: [] To: []
- 7 Faculty: All
- 8 Section Status: Open and Full

Additional options include 'Division: All', 'Min/Max Hours: [] to []', and radio buttons for 'Meets on any day(s)' (selected) and 'Meets only on the selected days'. The 'Meets only on the selected days' option has checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday, all of which are checked. There are 'Search' and 'Reset' buttons at the bottom.

*Please note: when using Course Search, NEVER USE THE BACK BUTTON ON YOUR BROWSER. Always use the blue course search link located above the phrase “search results” to return to a previous page.



*Most of the course search features have been activated for student and faculty use during JTS' online registration in November. However, some features have not been activated or are still a “work in progress” and will be available beginning next semester.

- Now you are ready to begin searching for courses. Notice all the different ways in which you can fine-tune your search to narrow down the full course list into just those courses which are relevant to you.
 - Using the “Term” drop down menu (#1 on the screencap above), you may search courses offered in a specific semester. For the purposes of upcoming registration, select 2007-2008 Spring Semester.
 - Similarly, with the “Department” menu (#2), you may narrow your results to only show courses within a specific department.
 - The “Course Number Range” feature (#3) is an excellent way to search for courses assigned to particular schools within The Seminary:
 - For List College courses, enter 100-393
 - For Cantorial School courses, enter 400-493
 - For Rabbinical School Courses, enter 601-795
 - For Graduate School and Davidson School MA level courses, enter 500-599
 - For Graduate School and Davidson School PhD and Ed.D courses, enter 795-99
 - “Title-select” (#4) together with the ‘contains’ option in the adjacent drop-down menu allows you to search for courses using any keyword.
 - Similarly, “Course Code-select” (#5) together with ‘contains’ enables you to search by entering any number of the letters or digits of a course.
 - * For example, ART 5201 may be found by entering AR or 52 or 01.
 - * Don't forget to use ALL CAPITALS for letters and keywords!!!

As of now, the “Time” (6) feature is unavailable. However, you may search for all courses on a particular day which will include timeslots.

- KEEP THE BUTTON CLICKED ON “meet’s on any day(s)” (even if you are looking for only one specific day).
- DO NOT CLICK ON “meets only on selected days”.

Time: To:

- Meets on any day(s)
 Meets only on the selected days
- | | |
|---|--|
| <input checked="" type="checkbox"/> Monday | <input checked="" type="checkbox"/> Friday |
| <input checked="" type="checkbox"/> Tuesday | <input checked="" type="checkbox"/> Saturday |
| <input checked="" type="checkbox"/> Wednesday | <input checked="" type="checkbox"/> Sunday |
| <input checked="" type="checkbox"/> Thursday | |

- Uncheck the days you do not wish to select. Check only the day that you wish to select.

Time: To:

- Meets on any day(s)
 Meets only on the selected days
- | | |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> Monday | <input type="checkbox"/> Friday |
| <input checked="" type="checkbox"/> Tuesday | <input type="checkbox"/> Saturday |
| <input checked="" type="checkbox"/> Wednesday | <input type="checkbox"/> Sunday |
| <input type="checkbox"/> Thursday | |

- Reset the button to “meet’s on any day(s)” and click **search**.

Time: To:

- Meets on any day(s)
 Meets only on the selected days
- | | |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> Monday | <input type="checkbox"/> Friday |
| <input checked="" type="checkbox"/> Tuesday | <input type="checkbox"/> Saturday |
| <input checked="" type="checkbox"/> Wednesday | <input type="checkbox"/> Sunday |
| <input type="checkbox"/> Thursday | |

- Faculty – use the drop down (#7) to search for courses taught by a specific faculty member
- Section Status-use the drop down (#8) to search for open or full courses.