



SEARCH STUDENT

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Introduction

The search tool enables you to search for information in the course or section. The areas in which you may conduct a search are:

- All searchable tools
- Assignments
- Discussions
- File
- Mail Messages
- Media Library entry
- SCORM module

You may only access and use the search tool if the designer has added it to the course or section.

Using the Search Tool

In WebCT you would use the Search tool to search for words, themes or topics in the section or course.

1. Click on the **Search** link in the left hand Course Tools menu. The **Advanced Search** screen displays as seen in figure 8-1.

Your location: **Advanced Search**

Your search for **page** in **01** returned no results.

Advanced Search

Note: These advanced search options can be used to expand or narrow your search results.

New search
 Search within these results

*** Search for**
page

Search area

Title Author
 Subject Full text

Search tool
Discussion

Date

Any date
 Specify date range

Beginning
October 4, 2005

Ending
October 4, 2005

Search Results
Sort results by: Relevance

Search

*Required field

Figure 8-1

2. Select the radio button to the left of **New search** to begin a new search.
3. Type the word you are searching for into the **Search for** text box.



4. Select the check box to the left of each **Search area** you require to search in. In figure 8-2 the **Title** and **Subject** areas have been selected.

Note: If you select the **Full text** option, it does not search in the title, author or subject areas.

5. Click on the **Search tool** drop-down menu and select the tool you would like to search in. See figure 8-2.

The screenshot shows a search interface with two main sections. The first section, titled "Search area", contains four checkboxes: "Title" (checked), "Author" (unchecked), "Subject" (checked), and "Full text" (unchecked). The second section, titled "Search tool", features a drop-down menu currently displaying "Discussion". A list of options is shown below the menu, including "All searchable tools", "Assessment Questions", "Assignment", "Discussion" (highlighted in blue), "File", "Mail Message", "Media Library Entry", and "SCORM Module". To the right of the "Search tool" section is a date drop-down menu showing "2005".

Figure 8-2

6. Click on the **Any date** radio button beneath the **Date** heading if you would like to search within any date.

Or

7. Select the **Specify date range** radio button if you would like to search within a specific date range.

8. Select the **month, day** and **year** from the **Beginning** date drop-down menus.

9. Select the **month, day** and **year** from the **Ending** date drop-down menus.

10. Select how you would like your search results sorted from the **Sort results by** drop-down menu. See figure 8-3 on the following page.



The screenshot shows a search interface with the following elements:

- Date** section:
 - Radio buttons for "Any date" and "Specify date range" (selected).
 - Beginning** date: October 4, 2005.
 - Ending** date: October 4, 2005.
- Search Results** section:
 - "Sort results by:" dropdown menu with "Relevance" selected. A dropdown list is open showing options: Relevance, Title, Author, Tool, and Date.
 - A "Search" button.
 - A note: "*Required field".

Figure 8-3

The sorting choices (**Relevance**, **Title**, **Author**, **Tool** and **Date**) are explained in the table below.

| Item | Description |
|------------------|--|
| Relevance | To sort results beginning with records containing the most occurrences of your search terms. |
| Title | To sort results alphabetically by record title. |
| Author | To sort results alphabetically by authors name. |
| Tool | To sort results alphabetically by tools. |
| Date | To sort results by beginning with the most recent records. |

11. Click on the **Search** button. The screen refreshes and the results of the search are displayed as seen in figure 8-4 on the following page.



Your location: **Advanced Search**

Your search for **homepage** in **01** returned **5** result(s).

Sort results by: **Relevance**

| Title | Relevance |
|--|-----------|
| 1 Creation of Homepage , (Discussion topic) Date Wed Sep 21 14:48:01 EDT 2005 Subject N/A Author Eiffel Corp Description This topic is to discuss the creation of a homepage assignment. | 15 |
| 2 Homepage Assignment , (Discussion message) Date Mon Oct 03 05:37:38 EDT 2005 Subject Homepage Assignment Author Eiffel Corp Description Does any one know if they have given us guidelines as to the layout of the homepage and what elements must be included. Also can anyone let me know where I might see some examples of well designed homepages? | 15 |
| 3 Re:Homepage Assignment , (Discussion message) Date Mon Oct 03 05:45:18 EDT 2005 Subject Re:Homepage Assignment Author Eiffel Corp Description In the course content, under the heading Examples you may view some examples of different homepages. the layout required is in the ruberic they handed to us in the last face to face session. If you need a copy, let me know. Do you know if we are able to choose absolutely any theme? | 15 |
| 4 Re:Homepage Assignment , (Discussion message) Date Mon Oct 03 05:47:55 EDT 2005 Subject Re:Homepage Assignment | 15 |

Advanced Search

Note: These advanced search options can be used to expand or narrow your search results.

New search
 Search within these results

***Search for**

Search area

Title Author
 Subject Full text

Search tool

Date

Any date
 Specify date range

Beginning
 ,

Ending
 ,

Search Results

Sort results by: **Relevance**

*Required field

Figure 8-4

12. To view any item in the search results, click on the hyperlinked title. The relevant item will display.

Note: The search that you did will remain in the Search tool until you start a new search. You may also search within the results to refine your search.

To get more effective results when searching you may use some of the following connectors:

| Connector | Description |
|------------------------|--|
| and | The search results should contain all the terms in any order. Eg. Water and hydro |
| or | The search results must contain at least one of the terms. Eg. Water or hydro |
| quotation marks | To search for an exact phrase, place quotation marks around the phrase. Eg. "High tide" |
| not | The search results must not contain the term found after the not connector. Eg. Funnel not fennel |
| parentheses | To order the operation Eg. (spider or arachnid or insect) and ("prey" or food) |