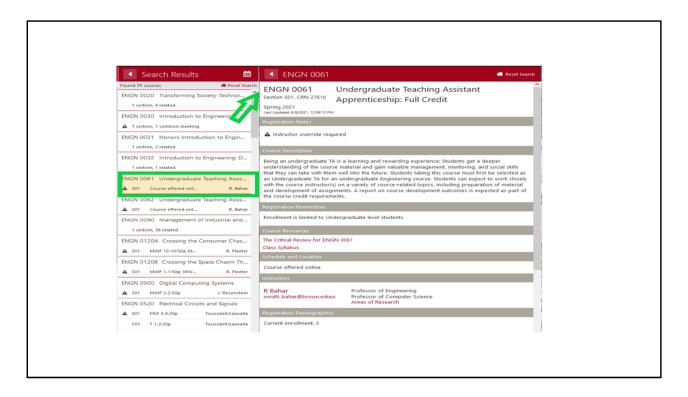
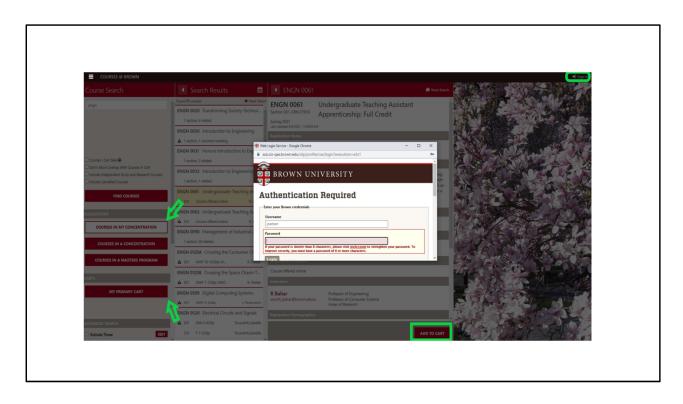


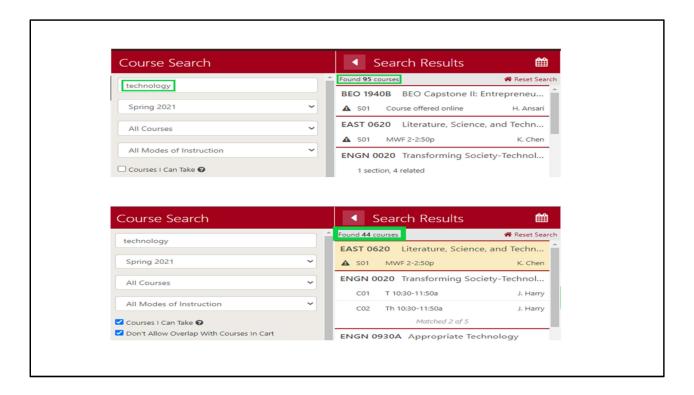
Welcome to Courses@Brown – the course search and registration application where you can find general course offerings, courses in any concentration, or course offerings specific to your concentration. You need not be logged in just to search for courses as the site is publicly available, but for purposes of this tutorial we will be logged in as student just to show all the things you can do with the applications once personalized. To get started, go to https://cab.brown.edu. You'll see course offerings under the Have You Considered? label. These are a random display and will change each time you access the site. You can select a specific term to search or, if you leave the default as Any Term, your results will span the entire academic year. Enter a subject or keyword and click Find Courses. For this example, I will use the word 'Engineering'.



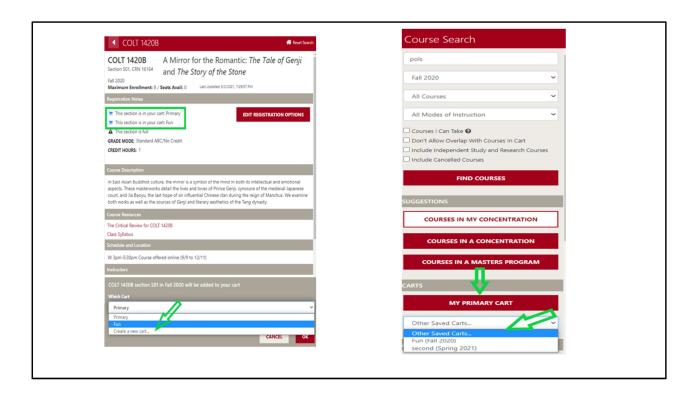
Click a panel in the Search Results for a course you'd like to view and the details will display – including description, links to the Class Syllabus and Critical Review, final exam date and time (and location when scheduled), meeting time and location, and instructor email address. If a Syllabus has been uploaded by an instructor, it will download when you click the link. If there is no Syllabus available, you may want to check back later closer to the start of classes. The instructor name is linked to the course offerings so if you click it, all courses being taught by that instructor will display. If a course has been cancelled, the time will have a strike-through which can be seen in the search results or the details. The Add to Cart button will prompt you to log in (if not already) and enable you to start building your registration cart.



When you're ready to personalize the application, you can use the Sign In at the top right or click any of the buttons that will prompt a log in – Courses in My Concentration, Primary Cart, or an Add To Cart from a course detail.



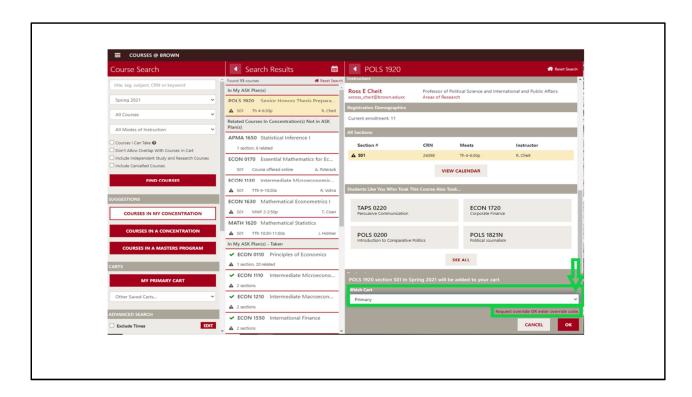
Two other helpful optional features that can be used when you're searching for courses are the Courses I Can Take and Don't Overlap with Courses in Cart checkboxes. For example, a keyword search for "technology" in Spring 2021 returns 95 courses. If I check the Courses I Can Take and the Don't Allow Overlap with Courses in cart, the number could reduce significantly. "Courses I Can Take' will eliminate courses that you do not meet the restrictions for such as pre-requisites, program restrictions, semester level restrictions or that you have already earned credit for. It does not factor out courses that may be full and/or just require instructor permission as that applies to all students not just your actual student record.



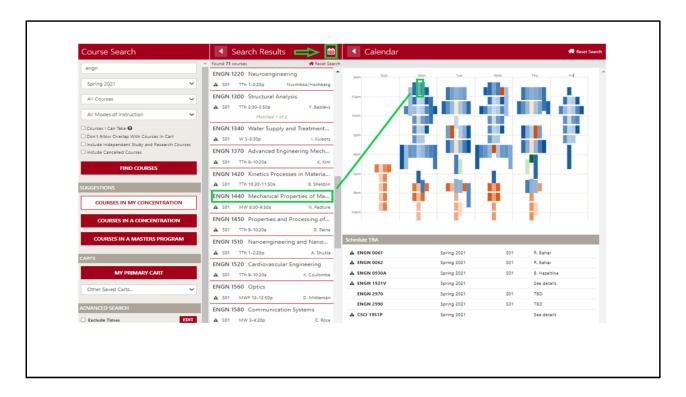
Regardless of the search criteria you may have selected, once you have found a course that you are interested in you can add it to your cart. When you add a course to your cart, the default will be set to the Primary cart which is the only cart that can be used for registration. There is a drop down button which allows you to create and name more carts if you'd like. You can use the multiple carts feature to create a backup cart for registration, courses that you think are interesting, etc. After you've created secondary carts, you can view them in the 'Other Saved Carts' drop down un the main Course Search panel.



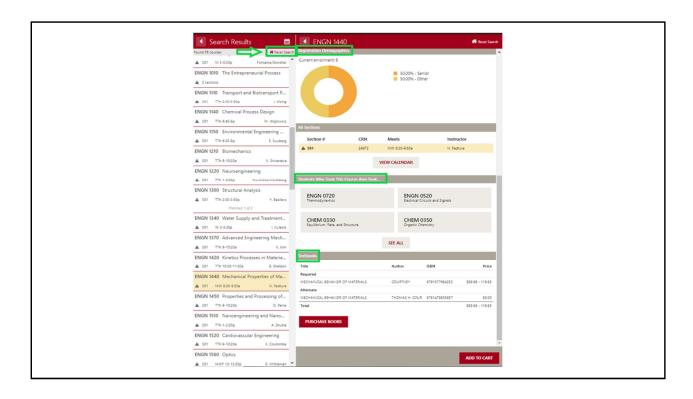
In your primary cart view, you will notice there may be warnings indicated by the yellow triangle. They could be warnings that there is a time conflict with another course in your cart, you need to register for other components of the courses (i.e. section, lab, conference, filming and/or common meeting), you have not satisfied the course prerequisites, program restriction, level restriction, semester level restriction or instructor override required. If you have one of those warnings on a course in your cart, you will not be able to successfully register for the course. You will either need to request an override or choose a new course.



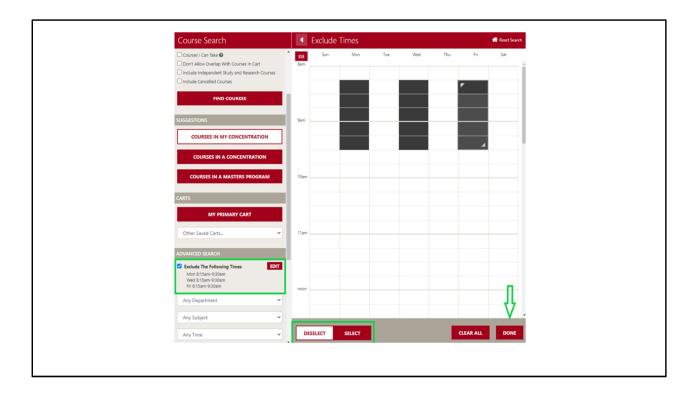
If you don't meet the registration restrictions on the course — restrictions are indicated by a warning icon — you'll also be prompted if you would like to enter an override request or have an override code. You can enter it then if you have it, or you can simply add to cart and come back later to add the request or code. To add later, just click the Primary Cart button, select the course in your cart, and click Add to Cart and the link will appear. For more information on requesting overrides, please see the override tutorial.



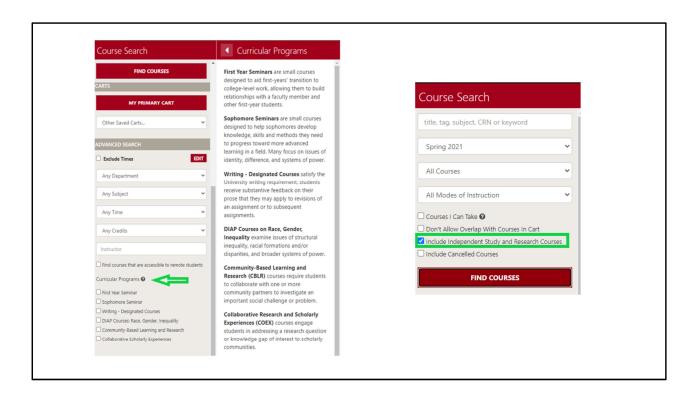
You can use the Calendar icon to display courses in your search results in a grid format. When you're logged in, time slots where you already have courses in your Primary Cart will have a vertical red bar indicator to help you know that the time slot is being used. The blue color coding is used to identify the gradable component while other colors are used for related components like labs or discussion sections. When you hover over a selection in the calendar grid, the search results will slide to show the course you've selected.



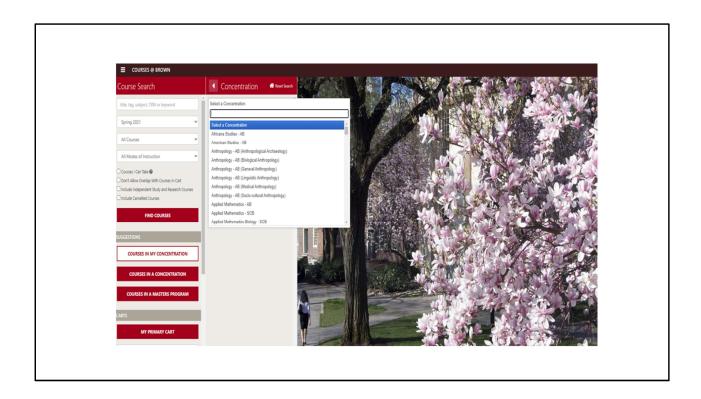
If you scroll down on the Details panel, you can the current enrollment of that course and the registration demographics (freshman, sophomore, junior, senior or other), see suggested courses based on students who previously took the course and the book information for the offering when available through the Bookstore. Use the Reset Search to collapse the search results and begin again or change your search criteria.



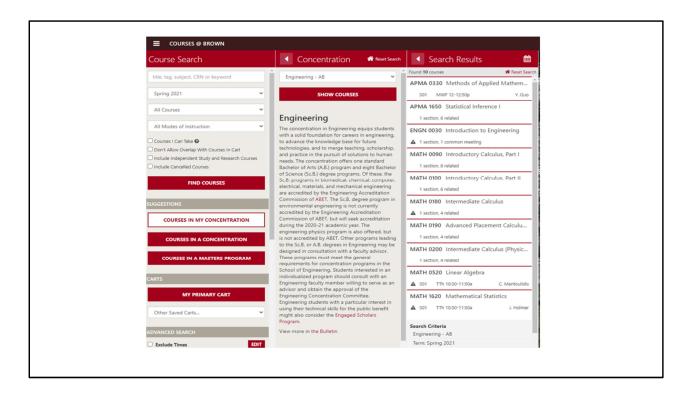
There is a new feature under the Advanced Search section on the left hand side where you can exclude any times from your search results. Click Edit next to Exclude Times and drag your cursor over the time frames you want to exclude. There is a toggle of selecting or deselecting those times. There is also a button to clear all which will remove all times rather than deselecting one at a time. When you are finished, click Done. You will see your selected times to exclude will appear with a checkmark indicator on the left hand side. Note you cannot use the exclude times widget and the 'Any Time' drop down search item in the advanced search simultaneously.



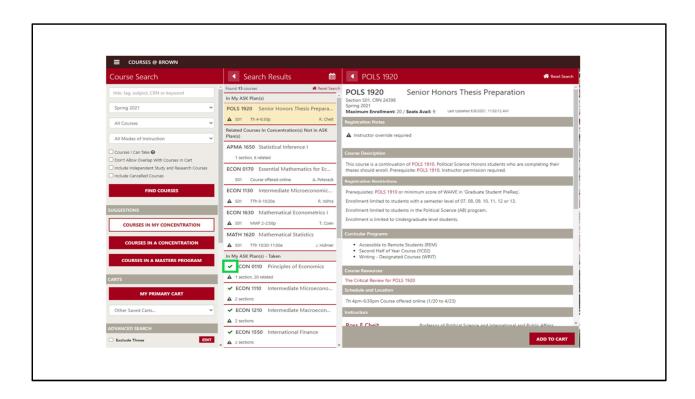
To filter by curricular program, scroll to the bottom left hand side and you will notice there are six curricular programs. If you click on the question mark icon, it will give you a description of each. To search for only that curricular program (or a combination of a few), simply check the box and click Find Courses. To filter for an independent study or research course, check of the appropriate box in the course search panel and click Find Courses.



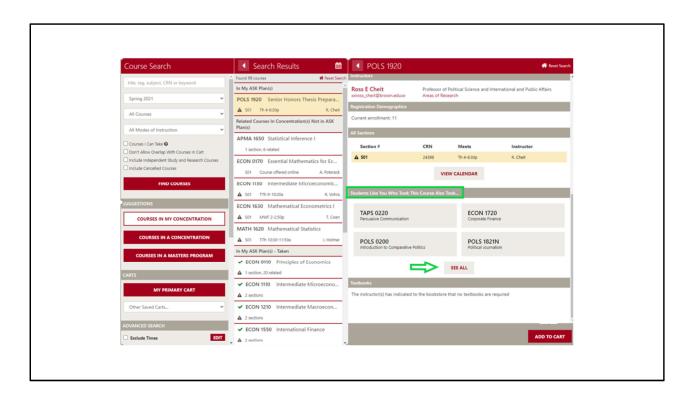
One of the things you can do is search for courses in a concentration that you haven't declared. Click the Courses In A Concentration button to access the pick list for degree programs.



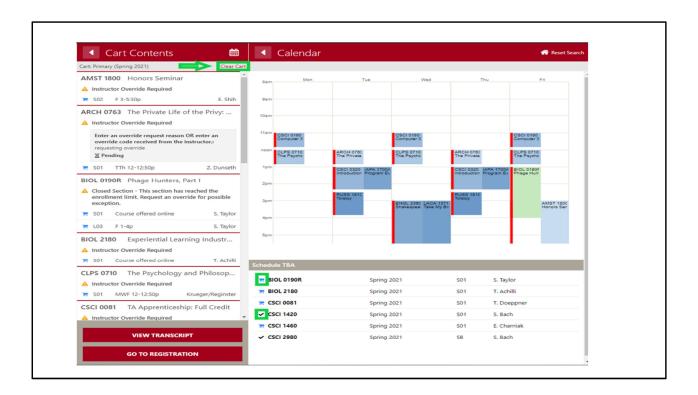
Once you select the concentration you're interested in, the description will display with a link to the University Bulletin where you can find more information about the concentration. When you click Show Courses, the courses from the Bulletin listing that are being offered in the term you selected will display. You should check with an advisor for full concentration requirements.



If you want to find out what courses in your concentration are being offered, click the Courses in My Concentration button, the search results will incorporate your ASK Plan with the courses in the concentration requirements in the University Bulletin — showing you the course offerings available based on what you've taken or plan to take — as well as the courses not in your ASK plan that are being offered. A green checkmark means you've already taken the course for credit.



If you scroll down when you're in the Course Details, you will also see suggestions for courses that you may like based on courses taken by other students in your semester level and concentration. Click the See All button to view more results.



Once you've built your cart, you can use the calendar icon to view a grid with your schedule. The red bar indicators will show in other views so you will be able to identify something in your cart at that time. The cart icon in the search results indicates that a course in in your cart, while a black checkmark means you're registered for the course. You can also use the Clear Cart button to remove all unregistered courses from your cart so you can start over. When registration is open, you will click the Go To Registration button. For more information on registration, please see the Registration tutorial.