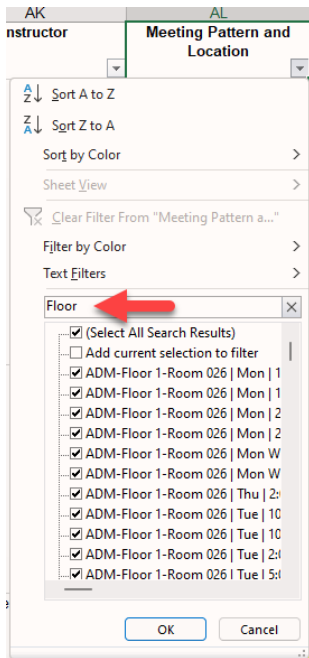




COURSE SECTION DETAILS – How to Update Delivery Mode

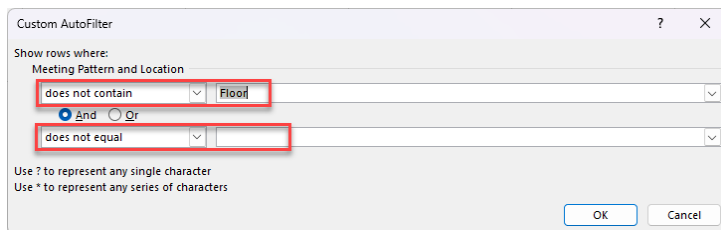
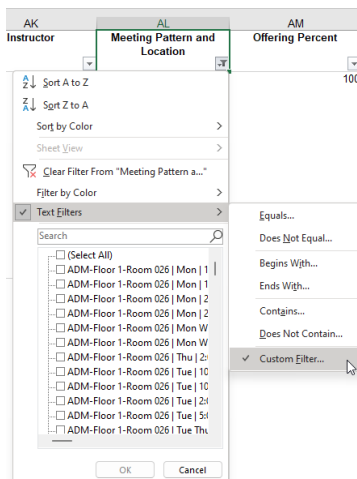
Courses can be filtered on the “Meeting Pattern and Location” column to display On Campus Courses, Online Synchronous Courses or Arranged Courses

Find On Campus Courses



- All location names contain the word “Floor”
- Type in “Floor” our use a Text Filter to select all records the contain the word “Floor”

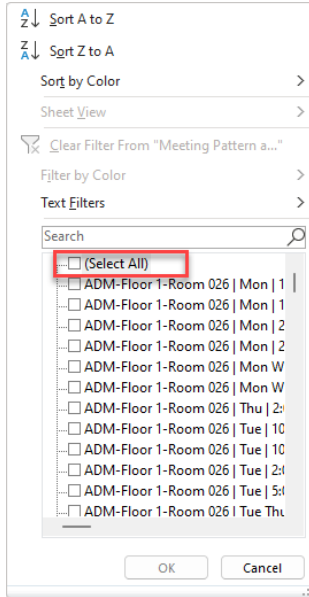
Find Online Synchronous Courses



- - Select “Custom Filter” from the text filters menu
- The first parameter is set to “does not contain” with a value of “Floor”
- The second parameter is to “does not equal” with the value you set to blank
- This will display all Online Synchronous Records



Find Arranged Courses



- To find arranged courses, in the filter window, de-select “Select All”
- Scroll to the very bottom of the filter list and select “Blanks”
- This will display all records that are Arranged

