

#### 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

AK	AL		
structor	Meeting Pattern and Location		
-		Ŧ	
<mark>2</mark> ↓ <u>S</u> ort A to Z			
Z↓ Sort Z to A			
Sor <u>t</u> by Color		>	
Sheet <u>V</u> iew		>	
Clear Filter F	rom "Meeting Pattern a"		
Filter by Color	r	>	
Text <u>F</u> ilters		>	
Floor		×	
(Select	All Search Results)		
🗌 Add cu	urrent selection to filter		
	Floor 1-Room 026   Mon   1		
ADM-I	Floor 1-Room 026   Mon   1		
ADM-I	Floor 1-Room 026   Mon   2		
ADM-I	Floor 1-Room 026   Mon   2		
ADM-I	Floor 1-Room 026   Mon W		
ADM-I	Floor 1-Room 026   Mon W		
ADM-I	Floor 1-Room 026   Thu   2:		
ADM-I	Floor 1-Room 026   Tue   10		
ADM-	Floor 1-Room 026   Tue   10		
ADM-	Floor 1-Room 026   Tue   2:0		
ADM-	Floor 1-Room 026   Tue   5:0		
	OK Cancel		

- 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

AK	AL	AM
Instructor	Meeting Pattern and Location	Offering Percent
$\begin{array}{c} A \downarrow & \underline{S} \text{ ort } A \text{ to } Z \\ \hline Z \downarrow & \underline{S} \underline{O} \text{ rt } Z \text{ to } A \end{array}$		100
Sort by Color Sheet View	>	
Filter by Color	rom "Meeting Pattern a"	
✓ Text Eilters	>	<u>E</u> quals
	All) lioor 1-Room 026   Mon   1   loor 1-Room 026   Mon   1 loor 1-Room 026   Mon   2 loor 1-Room 026   Mon   2 lioor 1-Room 026   Mon W	Begins With Ends With Cont <u>a</u> ins Does Not Contain
ADM-F	loor 1-Room 026   Mun W loor 1-Room 026   Thu   2: loor 1-Room 026   Tuu   10 loor 1-Room 026   Tuu   10 loor 1-Room 026   Tuu   2: loor 1-Room 026   Tuu   5: loor 1-Room 026   Tuu   5:	✓ Custom <u>F</u> ilter
	OK Cancel	

Custom AutoFilter				?	$\times$
how rows where: Meeting Pattern and Loc	cation				
does not contain	<ul> <li>✓ Floor</li> </ul>				ŀ
O And ○ Or		_			
does not equal	~				N

- - 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



## THE UNIVERSITY OF BRITISH COLUMBIA

# **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