



UR STUDENT SYSTEM

Seek & Find Activity

Seek & Find Activity: *Course Management*

Introduction

Welcome. The purpose of this activity is to help you familiarize yourself with the UR Student system.

This activity enables you to achieve the following objectives:

- Experience the functionality of UR Student in your daily tasks
- Understand key functions for Course Management

Directions

1. Log in to UR Student
2. Work through the activities
3. Check your answers: Step by Step answers to the activities are provided on slides 6-8 to assist you

Seek & Find Activity: *Course Management*

I. Navigating in UR Student

1. Which icon brings up your Account Profile?
2. What are two ways to access your Inbox?
3. What notifications will you see in your Inbox?
4. What is an easy way to return to the Home Page?
5. Where can you search for tasks, reports and other links associated with course management?
6. What are the “Applications” on the Home Page?

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II. Searching

1. Type “cour” in search, click Enter. What appears in Search Results?
2. Type “ed pub cour” in search, click Enter. What are your results?
3. Type “sec def” in the search bar, click Enter. What do you see?
4. Type “edit” in the search bar, click Enter. What tasks are there?
5. Type “inst elig” in the search bar, click Enter. What tasks do you see?

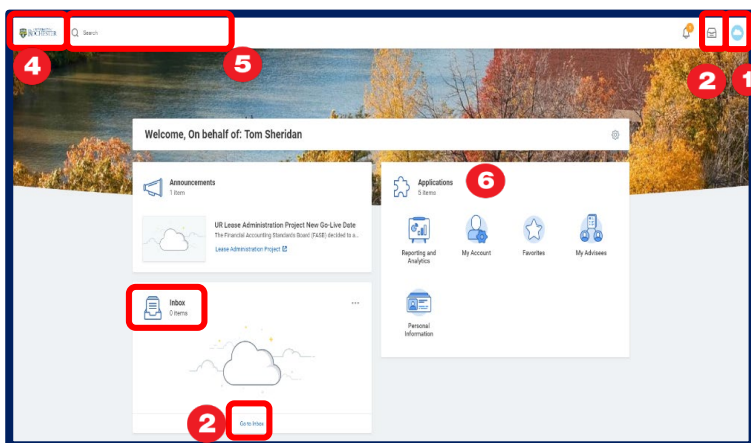
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III. Finding Course Section Details

1. Find the course section: EDF 404-1 for Fall 2019 Warner?
 1. Who is the instructor?
 2. Is there an additional instructor assigned to this course?
 3. What is the academic level of the course?

2. Find the course section: EESC 103-1 for Spring 2020 AS&E
 1. What is the Eligibility Rule for this course?
 2. Who is the academic owner of this course?
 3. How can you find the instructor's email?

Seek & Find Activity: *Answer Key*



I. Navigating in UR Student

1. The **Cloud** icon displays your individual profile
2. Click on **Inbox icon** (envelope icon) in the upper right corner to access your email) Or click **Go to Inbox** link
3. Approval and Override requests that require **actions** (approve/deny/cancel) arrive in inbox
4. Click on **UR Logo** to return to Home Page
5. The **Search bar** provides access most all UR Student tasks and functions
6. Applications are the links to functions important in my role


Seek & Find Activity: *Answer Key*

II. Searching

1. When you type “cour” in the search bar, tasks, Reports and other links pertaining to Courses appear.
2. When you type “ed pub cour” in the search bar, the Edit Published Course Section task link appears.
3. When you type “sec def” in the search bar, tasks and Reports associated with Course Section Definitions appear.
4. When you type “edit” in the search bar, tasks associated with Editing appear.
5. When you type “inst elig” in the search bar, tasks and Reports pertaining to Instructor Eligibility appear.

Seek & Find Activity: *Answer Key*

III. Finding Course Section Details

- To find course sections:
 - Type: **Find course section def** in Search Bar
 - Click **Find Course Section Definitions** link
 - In secondary search bar, Type: **EDF 404** (*course section desired*)
1. Find the course section: EDF 404-1 for Fall 2019 Warner
 1. Instructor is L. Gatto
 2. Additional instructor is M. Maier
 3. This is a graduate level course
 2. Find the course section: EESC 103-1 for Spring 2020 AS&E
 1. Instructor permission is required for this course
 2. Academic owner of this course is Earth and Environmental Science
 3. Click  (the twinkie) and a pop-up window will open with more information