Course Guide Searches

This guide shows staff how to search for course guides.

Restrictions and exceptions

Staff will have read access to all course guides, they will be able to search by course ID and course code, and access the full course guide content. Depending on the user’s security profile they will have varying levels of options on the search page.

Guidelines and rules

For security and auditing reasons, any user password should not be disclosed. A password is confidential and it is the responsibility of the user to guard their password in the same way they would guard a personal bank account pin. The Password Security policy contains information associated with user responsibilities.

How to search for course guides

1. Login to the Course Guide System ~ refer to Login Quick Guide located at www.rmit.edu.au/its/quickguides

2. Enter a value in the Course ID field or Course Code field, or if you are unsure of the exact code enter part or all of the course title.

![Course Guide Search Interface](image-url)
3 Click the **Search** button.

4 If there are more than 300 matches the following message will be displayed:

![Image](Microsoft Internet Explorer.png)

Search returned too many rows (540) - Enter more search criteria

OK

5 To refine the search select additional filters such as term, career, school and status then search again.

6 Course Guides that match the selection criteria will be listed in order of most current, to least current. Click the required link as seen below to be directed to the Course Guide.

![Image](Course Guides System.png)

7 If the course code does not match any existing course guides user is sent to No Match page as seen below.

![Image](Course Guides System.png)

No Records Matched the search criteria