



Faculty Directions Using Educator's Search Tools

Educator includes some specific links to search engines, as well as the ability for the Administrator to add additional search sites. To activate a search, you click on the magnifying glass icon located at the bottom of all main screens.

All main screens include the following icon set at the bottom (including main screens when you are enrolled as a student)

	Search Tool
	Help Center
	Ucompass User Groups
	Wireless Educator
	Security (Change password, multiple log-ins)
	Go to Calendar
	Allows you to quickly move between Instructor and Student views

To Use Educator's Search Tools:

1. Make sure you are logged into Educator and in one of your courses.
2. From any main screen (main navigation area) scroll own until you see the icon navigation towards the



3. Click on the **magnifying glass**. A separate pop-up window will open similar to:



4. On the left you will see all of your course folders, Student Folder, Exams and Groups. You will also see links to your other Educator courses. You can click on a folder to open it and view the files, one folder at a time. You can also click on **Show all Files/Object Ids** to open all folders and display their contents and object IDs. Clicking on the **Object Search** clears the right side of the screen in order to enter a new search. Build an API Link is an advanced technique not discussed in this handout. All of your Educator courses will be listed towards the bottom of the screen and you can click on any course to enter it.
5. The top search entry box on the right – **Search for a course object by Object ID or Filename:** allows you to enter and search for an object ID or a file name. **Keep in mind, you must enter the exact file name.** Once you have entered an object ID or Filename, click on the **Submit Button**.
6. The search box **Search online resources** allows you to enter a search word and then select a search engine or the **SWITCH TOPCAT Subject and Keyword Searches**. Click the **Search Button** and you will be in a new split browser window. Your Educator navigation buttons are on the left, the search engine list on top and the results of search in the main body of the window.



7. Clicking on the First Aid Icon opens a pop-up window that gives you the choices of:
 - **Scheduling a Repair Job** - Use this if you receive notification of a corrupt Object ID database, or notice any **red** entries when you view your object ID database
 - **View Object ID Database – HTML** – Opens a window and lists all of the objects you have uploaded to **any** of your Educator courses. From this window, you can see if any of your objects are mismatched or if any Guide objects are missing. If you see any of these notations in red, you should schedule a database repair.
 - **View Object ID Database – Delimited Text** – Down loads your object ID Database in an Excel format.
8. Students see a similar pop-up window when they click their magnifying glass icon. Their window looks like the picture below. Notice that they can see the course folders, their folder and any other folders that you have set up. For the course pictured below, I have set up some exams and some discussion groups. They can also see a list of all of their Educator courses.



9. You can also access the online search ability from the **External Links** navigation area, sublink **Web Search**