Find Course Sections in UR Student for Instructors /Advisors

Follow these steps to locate a course section in UR Student. Remember when finding a class, use COURSE SECTION links.

Find Course Sections

1. Log into UR Student using your Active Directory account and password

2. INSTRUCTORS: can select the Teaching dashboard and locate the Find Course Sections URSTU N1201 report to the right on screen

ADVISORS: can locate the Find Course Sections URSTU N1201 report within the My Advisee quick links

Tip: An additional method is typing Find Course Sections URSTU N1201 in the top Search bar, then select the report from the results

3. From the report criteria screen. Type the term you are looking for within the Academic Period field (e.g. Spring 2020), OR select Current Period or Future Period and choose the relevant academic period

Tip: Enter multiple academic periods, or other school course sections needed by locating the additional Academic Period(s) and selecting the check box. Click away within the white space to enter the field criteria

4. Select the Academic Level for the course section

5. Click OK

6. Use the Faceted Search categories to narrow your search

7. Enter the course name/abbreviation in the search bar

8. Select the “carrot” to see the course section details

9. If needed, look for required labs/discussions/workshops required with a lecture course

Tip: Right click on course section name and choose See In New Tab to not lose your place on the Find Course Sections report

! Important Tip: Remember to choose the blue Course Section links, seen here to the left. Course section names include a -1, -2, -3, -4 etc. Course section links are used by students when creating saved schedules and registering for classes.

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