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. INSTUCTORS: 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
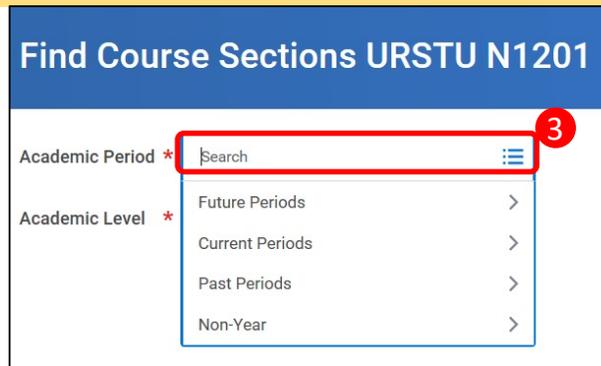
4. Select the **Academic Level** for the course section
5. Click **OK**

6. Use the Faceted Search categories to narrow your search
--OR--
7. Enter the course name/abbreviation in the search bar
8. Select the "carrot" to see the course section details
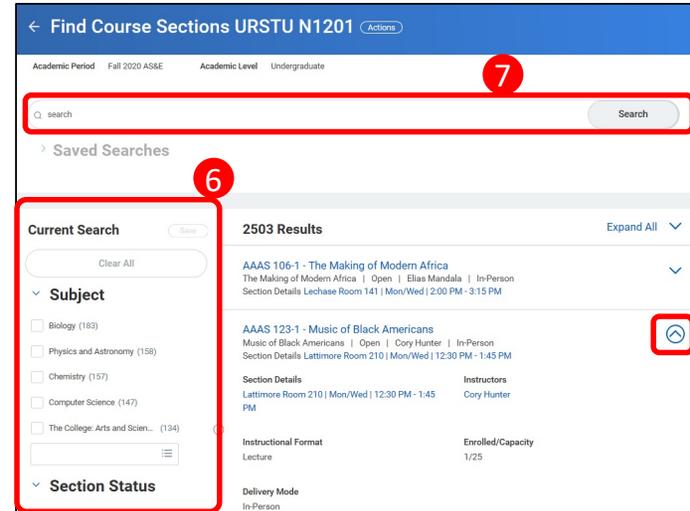
Tip: Right click on course section name and choose **See In New Tab** to not lose your place on the Find Course Sections report

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

Lecture section

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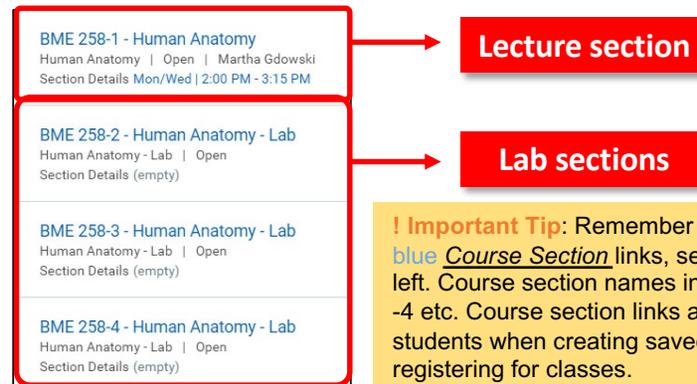
! Important Tip: Remember to choose the blue *Course Section* links, seen here to the left. Course section names include a -1, -2, -3, -4 etc. Course section links are used by students when creating saved schedules and registering for classes.

Updated 12/2/21