Quercus Course Admin: Search for a Course

1. Searching for a Course in Quercus

   a. Log into Quercus at http://q.utoronto.ca

   b. Click the "Admin" link in the global navigation menu. Select the account that the course belongs to.

   c. By default, you will be directed to the "Courses" section in the account navigation menu.

   d. Select the term you are searching within, or select "All Terms" to search for the course in all terms.

      Select "Course" from the second drop down.

      Type the course name or SIS ID in the search box.

      If you want to hide courses with no students, click the "Hide courses without students" checkbox.

      If you only want to filter only by blueprint courses, click the "Show only blueprint courses" checkbox.

      ![Search interface screenshot]

   e. A list of courses matching the search criteria will appear below.

      ![Course table screenshot]

   f. Click on the course name to open it.

For more information, please contact us at quercus@utsc.utoronto.ca