

When to Use

Site Availability: Dynamic and Static

The Course and Course Search page types provide the functionality for an organization to maintain a course or program listing.

The Course Search page allows visitors to your site to search Course page content based on criteria you specify. This page is usually used as a parent page for the Course pages.

Before Creating the Page

Make sure your System Administrator has configured the **CourseCategory1.txt** and **CourseCategory2.txt** files to add Topics and Locations. These two files are located in the Page Types folder of your Active CM installation. The options added here will be available when creating courses and on the Course Search page.

Examples of How to Use

- ▶ To maintain a listing of courses offered by your organization.
- ▶ Create a list of conferences and seminars available for employees to attend.
- ▶ Post bursary and financial awards available to students.

Course Search Page Sections & Fields

NOTE: Fields marked with an asterisk (*) are new since the last version of this document.

Page Section	Field Name/Item	Description of usage
Search Criteria Labels	Category 1	<p>Enter the label you want to appear next to the first search field on your Course Search page. The default label is Topic. The variables in this field on the published search page come from the CourseCategory1.txt file.</p> <p><i>Hide from results view:</i> Check this box if you do not want this field displayed in the course search results.</p>
	Category 2	<p>Enter the label you want to appear next to the second search field on your Course Search page. The default label is Location. The variables in this field on the published search page come from the CourseCategory2.txt file.</p> <p><i>Hide from results view:</i> Check this box if you do not want this field displayed in the course search results.</p> <p><i>Hide from search:</i> Check this box if you do not want this field displayed on the published search page.</p>

Page Section	Field Name/Item	Description of usage
	Date Category	<p>Enter the label you want to appear next to the date search field on your Course Search page. The default label is Course Date.</p> <p><i>Hide beginning date from results view:</i> Check this box if you do not want to display the beginning date in the search results.</p> <p><i>Hide end date from results view:</i> Check this box if you do not want to display the end date in the search results.</p> <p><i>Hide from search:</i> Check this box if you do not want this field displayed on the published search page.</p>
* Search Results	Use Pagination	Select this box if you do not want all search results to be displayed in a list on one page, but over multiple pages.
	Results Per Page	If the "Use Pagination" box is checked, enter the number of search results you want displayed on each page. Default number is 10.
Introduction Text	n/a	The text entered here should explain how to use the search and course pages. This information appears above the search fields on the published page.
Conclusion Text	n/a	The information entered here appears below the search fields on the published page.

Course Search Feature

The following image displays the default search fields (Topic, Location, and Course Date). The contents of the search fields are maintained in two text files **CourseCategory1.txt** (Topic field shown below) and **CourseCategory2.txt** (Location field shown below).

[View All Results](#)

Topic:
 Location:
 Course Date: From: To:

Clicking **View All Courses** lists all course pages (regardless of location within your ACM installation) in alphabetical order as illustrated below:

Search Results ▲

[Antibiotic Use in Adolescents](#)

Oct 10, 2006 - Nov 15, 2006

Adolescent Health, Dermatology, Endocrinol
Pharmacology & Therapeutics

[Early Childhood Infections](#)

Nov 16, 2006 - Dec 16, 2006

Family Practice, Health Care & Epidemiology

[Introduction to Neurological Networks 100](#)

Vancouver

Oct 16, 2006 - Dec 16, 2006

Neurology

[Raising Healthy Teens](#)

Vancouver

Oct 16, 2006 - Oct 31, 2006

Adolescent Health

The black arrow to the right of the Search Results can be used to reverse the alphabetical order of the search results.

Course Search Page Tips!

- ▶ Create Course pages as child pages of a Course Search page.
- ▶ Users can select multiple search topics in each search field by pressing down the CTRL key and selecting multiple search terms.
- ▶ If searching tend to return many results, use the Pagination option to have them display over multiple pages.