Curricula (search)

Teacher's desktop allows you to search for and view the information of curricula, course units, separate study modules and course units to be validated.

Search

With the search function you may search for study units, curricula or separate study modules.

1. Select 💡 **Curricula planning** from the main menu
2. Define the type of the search. The options are:
   - **Search all:** All the elements are inclueded in the search.
   - **Course:** Search only applies to study units. You may search them using different criteria.
   - **Curriculum:** Search only applies to curricula. You may search them using different criteria.
   - **Separate study modules:** Search only applies to separate study modules. You may search them using different criteria.

   > **VINKKI / TIP**
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   > - If you wish to browse all contents, leave all the fields empty.
   > - If you wish to clear all search criteria, click **Clear** at the bottom of the page.

3. Insert the desired search criteria into the fields.
4. Click **Search**.
   The results are shown in alphabetical order.

   > ⓘ **HUOMIO / NOTE**
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   > Search results of the name field can be found from either field: Finnish name or English name.

5. Open the desired search result by clicking on its code or name.

Saving a search

When using the curriculum search, you may save your search. Click on **Save search** at the bottom of the page. A new window opens. Here you may save the search to an already existing group, or create a new search group for saving the current search.When you have saved the search, the system shows it on the left sidebar of the previous view (Search --> Curriculum) along with other saved searches and search groups. You may open the saved search by first clicking the search group and then the desired saved search.

Step-by-step instructions

1. In the navigation at the top, click the *Curricula* link (light bulb icon) to open the search screen.
2. Select what you want to search for. The options are:
   a. Search all: Search for all text content.
   b. Course units: Search course units for example by code, name or their combination.
   c. Curriculum (selected by default): Search curricula by one or more search criteria. You can also save your search.
   d. Separate study modules
   e. Course units to be validated: Search course units that require content validation and have you as the content validator.
3. Write suitable search criteria the to the search field.
4. Click *Search* or press *Enter*.

In the search results, you will see all studies that meet the search criteria. By clicking code or name of the studies in the search result list you can open its data.

If you want to save your search for later use, click the *Save search* button. Group and name must be defined for the saved searches. Saved searches will be displayed on the left side of the Curriculum page.

The agreement bank is also found in the *Curriculum* section. The agreement bank tool is meant for making agreements between the university and the students. Instructions for using the agreement bank.