Navigator – Search

To conduct a general search of Navigator page content and attachments, follow these steps.

*This search method will search Navigator without constraints, meaning it will search within documents, presentations, and PDFs whenever possible. You will get maximum results with this method, but those results are not neatly structured. For a more structured search use the Course & Event Report on the admin tab.

1. Log into Navigator.

2. Go to the search tab.

3. Type search terms into box and hit enter.

4. Results of any type are displayed by default on a new page.
   a. Narrow the type of results by using the left-hand menu. For example, click PowerPoint to limit your results to PowerPoint presentations.
   b. Return to the original results list by clicking Any Result Type from the left-hand menu.

5. Click on the item in the results to open the file in a new window.
To conduct a structured search of Navigator page content, follow these steps:

*This search method will provide a structured and user-defined search of Navigator. It does not search within documents, presentations, or PDFs. For a more Google-style search use the search tab.

1. Log into Navigator.

2. Go to the admin tab.

3. Click on Course & Event Search from the left menu.

4. *Please be aware that this page must reload with each setting change. Please wait for the changes to load before starting your search.*

Select your search fields. The page is pre-populated with the most commonly used search definitions. You have the ability to check or uncheck the fields you like.

5. Select the time period/class to search. The Search Range defaults to the current academic year and all 4 levels of courses. You can change the academic year and narrow your courses to a specific year of study or search by a specific class of student.
   - To search the 09-10 academic year and limit your search to 1st and 2nd year courses, enter the following:
   - To search the 1st and 2nd year of courses for the graduating Class of 2012, enter the following:

If you do not get the results you expect from your academic year search, try searching the prior academic year.

6. After the page has loaded with your search selections, type your search terms into box and hit enter.
   - Enter the exact terms you want to search. Do not use “and” or “or” in your search terms. This is a literal search and the system will search for exactly what you type, including spelling mistakes. For example, searching “platelet” will yield slightly different results from searching “platelets.”
7. Your results will be displayed at the bottom of the page.

- There is a button to Print & Export to Excel if you would like to export your results.
- You can click on the column headings to sort by a particular field. For example, to sort the results alphabetically by course, click Course Name and let the page reload. To sort the results by date, click Event Date and let the page reload.
- You can click on the specific Course Name to be taken to that main course page.
- You can click on the specific Event Title to be taken to the specific Navigator page where your search term appeared.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Event Title</th>
<th>Found In</th>
<th>Event Type</th>
<th>Event Date</th>
<th>Event Start Time</th>
<th>Event End Time</th>
<th>Event Time (in minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Science of Care (2009)</td>
<td>Use Case Scenario: Swine Flu Pandemic</td>
<td>EventTitle</td>
<td>workshop</td>
<td>12/2/2009</td>
<td>10:00:00</td>
<td>11:50:00</td>
<td>110</td>
</tr>
<tr>
<td>Basic Science of Care (2009)</td>
<td>Swine Flu Pandemic Expert Panel</td>
<td>EventTitle</td>
<td>workshop</td>
<td>12/9/2009</td>
<td>10:45:00</td>
<td>11:45:00</td>
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<tr>
<td>Medical Microbiology/Immune Evasion Strategies I: Antigen...</td>
<td></td>
<td>Lecture #24:</td>
<td></td>
<td>2/27/2009</td>
<td>09:10:00</td>
<td>10:10:00</td>
<td>60</td>
</tr>
<tr>
<td>Preclerkship Course (2010)</td>
<td>Course Description: PageKeywords</td>
<td>courseOther</td>
<td>lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Navigator – Curriculum Report

To generate a report of courses meeting pre-defined categories of information, follow these steps:

* The Curriculum Report is different from a general search. These reports are structured and pre-designed to look at certain categories of information, i.e., metadata. Examples of metadata include LCME Standards and UPSOM Learning Objectives.

1. Log into Navigator.

2. Go to the admin tab.

3. Click Curriculum Report from the left menu.

4. *Please be aware that this page must reload with each setting change. Please wait for the changes to load before generating a report.*

Select the Metadata Category from the drop-down box and allow the page to reload.

5. A secondary drop-down box will appear related specifically to the Metadata Category you selected. For example, if you select UPSOM Learning Objectives, you will be provided with a drop-down list of specific UPSOM Learning Objectives.

6. Select Report Type. Select the time period/class to search. The Search Range defaults to the current academic year and all 4 levels of courses. You can change the academic year and narrow your courses to a specific year of study or search by a specific class of student.

   - To search the 09-10 academic year and limit your search to 1st and 2nd year courses, enter the following:

   If you do not get the results you expect from your academic year search, try searching the prior year.

   - To search the 1st and 2nd year of courses for the graduating Class of 2012, enter the following:

This setting searches across 2 academic years for 1 group of students.
7. Select the Course to display in the report. If you have allowed the page to reload, the Course drop-down will display all of the courses that meet the criteria you entered above.
   - Use the default All Courses to have all courses display in the report.

   ![Course dropdown]

8. Click Generate Report.

9. The report will display at the bottom of the page.
   - There is a button to Print & Export to Excel if you would like to export your results.
   - You can click on the column headings to sort by a particular field. For example, to sort the results alphabetically by course, click Course Name and let the page reload. To sort the results by date, click Event Date and let the page reload.
   - You can click on the specific Course Name to be taken to that main course page.
   - You can click on the specific Event Title to be taken to the specific Navigator page where your search term appeared.