

# Search for Classes

From the Home page of Stout's website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.

Logins

Personal Accounts »

- › Access Stout
- › Activity Insight
- › Campus Card
- › Email
- › My UW
- › OrgSync

In **Access Stout** select **Search for classes**.

Sign In

AccessSTOUT

User ID: your username 1.

Password: ..... 2.

3. Sign In

Forgot your password? | Search for classes

Choose the **Term** you wish to search in.

Search for Classes

Institution UW-Stout

Term Fall 2016

Select at least 2 search criteria. Select Search to view your search results.

Within the drop-down menu **Course Subject** choose the subject you are searching for.

Search for Classes

Institution UW-Stout

Term Fall 2016

Select at least 2 search criteria. Select Search to view your search results.

Class Search  Customized Instruction

Subject ART - Art

Course Number is exactly 100

Course Career Undergraduate

Show Open Classes Only

Open Entry/Exit Classes Only

1

Select  
Search classes

2

Choose  
Term

3

Choose  
Subject

# Search for Classes

# 4

Enter Course Number

Enter the **Course Number**.

The screenshot shows the 'Search for Classes' interface. At the top, there are dropdown menus for 'Institution' (UW-Stout) and 'Term' (Fall 2016). Below these is the instruction: 'Select at least 2 search criteria. Select Search to view your search results.' There are two main search options: 'Class Search' (selected) and 'Customized Instruction'. Under 'Class Search', there are three criteria: 'Subject' (ART - Art), 'Course Number' (is exactly), and 'Course Career' (Undergraduate). The 'Course Number' dropdown and its corresponding text input field containing '100' are circled in red. There are also checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked).

# 5

Choose Career of Study

Change the **Course Career** to your career of study.

This screenshot is similar to the previous one, but the 'Course Career' dropdown menu is highlighted with a red oval, showing 'Undergraduate' as the selected option. The 'Course Number' field still contains '100'. The 'Show Open Classes Only' checkbox remains checked.

# 6

De-select Show Open Classes

If you wish to view all of the courses that are available regardless of enrollment status, de-select **Show Open Classes Only**.

In this screenshot, the 'Show Open Classes Only' checkbox is circled in red and is now unchecked. The 'Course Career' dropdown remains set to 'Undergraduate' and the 'Course Number' field still contains '100'.

# Search for Classes

# 7

Select Search

Select **Search**.

Show Open Entry/Exit Classes Only

h Criteria to narrow your search results.

Search Criteria

CLEAR CRITERIA SEARCH

Now you can see the sections that are offered.

Search for Classes

Search Results

UW-Stout | Fall 2016

My Class Schedule show all Shopping Cart

CMG 351 MoWe 10:10AM - 12:10PM Communication Tech RM 202 Your shopping cart is empty.

The following classes match your search criteria Course Subject: Art, Course Number is exactly '100', Course Career: Undergraduate, Show Open Classes Only: Yes

Open  Closed  Wait List

NEW SEARCH MODIFY SEARCH

class section(s) found

ART 100 - Drawing I

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	View Required Textbook
1210	001-LAB Regular	TuTh 5:45PM - 8:50PM	Applied Arts 301 RM	Nicole Simpkins	09/07/2016 - 12/20/2016	<input type="radio"/> Open	<a href="#">select</a> <a href="#">View Required Textbook</a>

# 8

Select Show next row

To begin a new search, select **New Search**.

The following classes match your search criteria Course Subject: Art, Course Number is exactly '100', Course Career: Undergraduate, Show Open Classes Only: Yes

Open  Closed  Wait List

NEW SEARCH MODIFY SEARCH

# 9

Select Start New Search