

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**.

1. User ID: your username
2. Password:
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 fields: 'Subject' (ART - Art), 'Course Number' (is exactly), and 'Course Career' (Undergraduate). The 'Course Number' field is highlighted with a red oval, and the value '100' is entered in the adjacent text box. There are also checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked).

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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 is still 'is exactly' and the text box contains '100'. The 'Show Open Classes Only' checkbox remains checked.

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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 highlighted with a red oval and is now unchecked. The 'Course Career' dropdown remains 'Undergraduate', and the 'Course Number' field is still 'is exactly' with '100' in the text box. The 'Open Entry/Exit Classes Only' checkbox remains unchecked.

Search for Classes

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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	select View Required Textbook

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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

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Select Start New Search