Schedule of Courses with ONE.UF

ONE.UF is a platform that provides convenient access to various functions for Faculty, Staff and Students. Schedule of Courses is one of the first modules available in ONE.UF. ONE.UF can be accessed from nearly any smart phone, tablet or desktop computer using one simple URL. ONE.UF modules will be accessible via the ONE.UF Dashboard or through a direct link to the module.

The ONE.UF Schedule of Courses module is a convenient method for students to check courses, including days, times, locations, instructors, number of credits, etc. It is not a replacement for the current Schedule of Courses on the Registrar’s website. The current Schedule of Courses remains available and accessible. The ONE.UF Schedule of Courses module is open to the public.

ONE.UF is a “responsive design” which repositions the data for maximum viewing capability based on the mobile device being used. The Instruction Guide screen shots are from a smart phone; however, the “look and feel” are similar on all devices.
Navigation

1. Using the web-access device of your choice you can directly access the Schedule of Courses module in ONE.UF via https://one.uf.edu.
2. Select Find courses currently being offered.
3. You will notice this panel on following screen:

   ![Search panel](image)

   This screen contains a Search function with General Filters, Course Filters, Class Meeting and Course Properties sections.
Filters Section

Within the Filters section you can choose the desired Semester, Program, Program Level and/or Department for which to search. **NOTE:** Semester and Program are required fields.

1. Select the drop down icon next to the desired search parameter
2. Choose the desired option
3. Click the Done button (if available)
4. Click the Search button

Results will appear on the right side of the screen.
Course Filters Section

Within the Course Filters section you can search for courses by Number, Section, Title, Level Minimum and/or Maximum, Instructor, Credit Options and Credits

1. Click the Course Filters expand icon
2. Input the desired search options
   
   **NOTE**: The % sign can be used as a wildcard value in text fields such as course number, course title, instructor, etc.
3. Click Search button
Class Meeting Section

Within the Class Meeting section you can search for sections by the meeting days and times, as well as online courses.

1. Click the Class Meeting expand icon
2. Select the desired Days and/or Periods
   NOTE: You can also search for Online OR On Campus Classes.
3. Click Search button
**Course Properties Section**

Within the Course Properties section you can search for course sections by whether they are General Education; part of Writing Requirement and/or part of the Employee Education Program (EEP).

1. Click the Course Properties expand icon
2. Select the desired search parameters
3. Click Search button

![Course Properties](image)

**Obtaining Course Information** Once you have found the appropriate course, you can then obtain additional information on a particular section of a course. Typical information that is available on most courses are:

- Meeting Days and Periods
- Instructor
- Course Description and Prerequisites
- Associated Department
- Recommended Textbooks
- General Education Information
- Writing Requirement Information
- Employee Education Program Information
- Number of Credits
- Final Exam Schedule
- Additional Course Fees
- Additional Course Information

1. Select the desired course from the search results
2. Review the section information
   
   **NOTE:** Items in blue will display additional information
3. Scroll down to view more results (if available)

4. Return to the Filters panel to establish new parameters for a new search
Additional Help

Further resources are available at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.