

## **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.

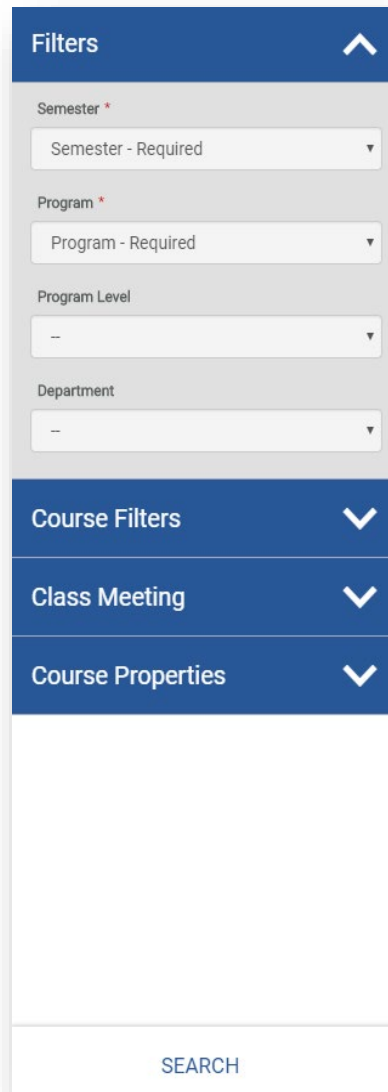
The ONE.UF Schedule of Courses module is a convenient method for students to check courses, including days, times, locations, instructors, number of credits, etc. It is not a replacement for the current Schedule of Courses on the Registrar's website. The current Schedule of Courses remains available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

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## 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:



The screenshot shows a mobile interface for course search. At the top is a blue header with the text "Filters" and an upward-pointing arrow. Below this are four filter sections, each with a dropdown menu: "Semester \*" with "Semester - Required", "Program \*" with "Program - Required", "Program Level" with "--", and "Department" with "--". Below these are three blue buttons with white text and downward-pointing arrows: "Course Filters", "Class Meeting", and "Course Properties". At the bottom of the panel is a white button with the text "SEARCH".

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

The image shows a mobile application interface for filtering search results. At the top is a blue header with the word "Filters" and an upward-pointing arrow. Below this, there are four dropdown menus, each with a downward-pointing arrow. The first dropdown is labeled "Semester \*" and shows "Summer 2017". The second is labeled "Program \*" and shows "Campus / Web / Special Program". The third is labeled "Program Level" and shows "Undergraduate". The fourth is labeled "Department" and shows "BIOLOGY". A red rectangular box highlights these four dropdown menus. Below the filters, there are three more sections, each with a downward-pointing arrow: "Course Filters", "Class Meeting", and "Course Properties".

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

The screenshot shows a mobile application interface for 'Course Filters'. At the top is a blue header with the text 'Course Filters' and a white upward-pointing arrow icon. Below the header are several input fields and dropdown menus arranged in a grid-like fashion. The fields are: 'Course Number' with the example 'ex. ACG2021', 'Section' with the example 'ex. 2F16', 'Course Title' with the placeholder 'Course Title or Keyword', 'Level Minimum' and 'Level Maximum' both set to '--', 'Instructor' with the placeholder 'Instructor Last Name', 'Credit Options' set to '--', and 'Credits' with the placeholder '# of Credits'. At the bottom, there is a checkbox labeled 'Variable Credits Included?' which is currently checked.

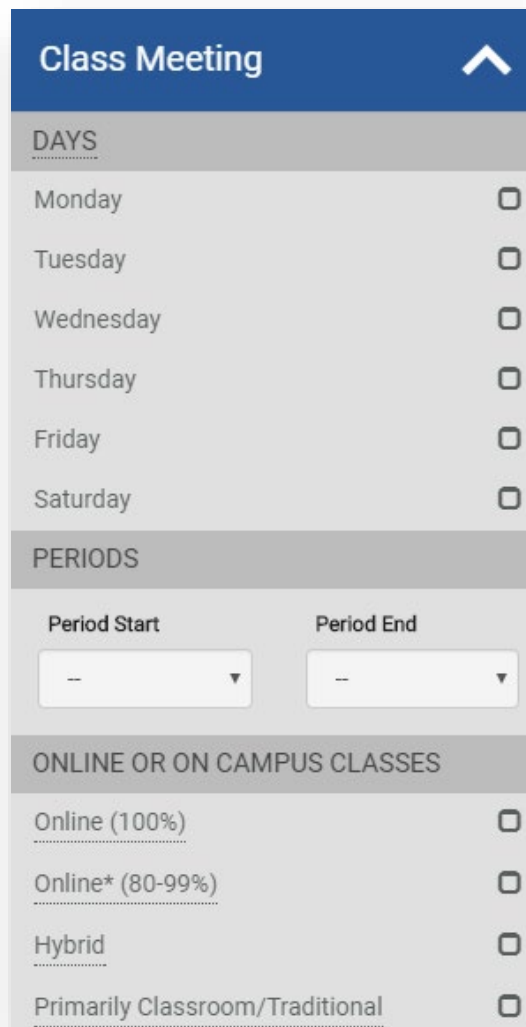
## Class Meeting Section

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



The screenshot shows a mobile application interface for the 'Class Meeting' section. It features a blue header with the title 'Class Meeting' and an upward-pointing arrow icon. Below the header, there are three main filter categories: 'DAYS', 'PERIODS', and 'ONLINE OR ON CAMPUS CLASSES'. Each category contains a list of options with corresponding checkboxes.

DAYS	
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>
Saturday	<input type="checkbox"/>

PERIODS	
Period Start	Period End
--	--

ONLINE OR ON CAMPUS CLASSES	
Online (100%)	<input type="checkbox"/>
Online* (80-99%)	<input type="checkbox"/>
Hybrid	<input type="checkbox"/>
Primarily Classroom/Traditional	<input type="checkbox"/>

## 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



**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)

Summer A 2017

BOT3151C - Local Flora of North Florida ^

[Course Description and Prerequisites](#)

Section: 014D Department: Biology-Botany

Instructors: Davis, Ellen C Koll, Rebecca A	<a href="#">Textbooks</a>	
T, R   Period 1 - 4 (8:00 AM - 1:45 PM)	Room: <a href="#">ROL 0315</a>	
Gen Ed: No	Writing: Not Eligible	EEP: Yes
Credits: 3	Final Exam: No	Course Fees: \$19.50

Section: 014G Department: Biology-Botany

Instructors: Davis, Ellen C Koll, Rebecca A	<a href="#">Textbooks</a>	
T, R   Period 1 - 4 (8:00 AM - 1:45 PM)	Room: <a href="#">ROL 0315</a>	
Gen Ed: No	Writing: Not Eligible	EEP: Yes
Credits: 3	Final Exam: No	Course Fees: \$19.50

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/>.