Choosing WISE Courses to offer to your students at your school:

Log into the system using the username that was provided to you and your password.

On the main landing page:

In the menu on the left hand side (remember we have seen this before from when we created a course to offer to other schools) click on the SERVICES option and a menu will expand. Choose SECTIONS.
You will now see a list of the sections of the courses:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Section ID</th>
<th>Title</th>
<th>Session</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSU-LIB5501</td>
<td>2194-03</td>
<td>Library Administration and Management</td>
<td>Fall 2019</td>
<td>8/19/2019</td>
<td>12/3/2019</td>
<td>Unknown, Unknown (Unknown)</td>
<td>Offered</td>
</tr>
<tr>
<td>DSU-LIB5501</td>
<td>2194-03</td>
<td>Library Services to Diverse &amp; Special Populations</td>
<td>Spring 2020</td>
<td>1/13/2020</td>
<td>5/7/2020</td>
<td>Lamar L. Guyer (LAMG)</td>
<td>Offered</td>
</tr>
<tr>
<td>DSU-LIB5501</td>
<td>2194-03</td>
<td>Information Literacy &amp; Library Instruction</td>
<td>Spring 2020</td>
<td>1/13/2020</td>
<td>5/7/2020</td>
<td>Lamar L. Guyer (LAMG)</td>
<td>Offered</td>
</tr>
<tr>
<td>DSU-LIB5501</td>
<td>2194-03</td>
<td>Academic Libraries</td>
<td>Fall 2019</td>
<td>8/18/2019</td>
<td>12/3/2019</td>
<td>Unknown, Unknown (Unknown)</td>
<td>Offered</td>
</tr>
<tr>
<td>NET-LIBS5235</td>
<td>2194-06-01</td>
<td>Resource Description &amp; Access</td>
<td>Fall 2019</td>
<td></td>
<td></td>
<td>Unknown, Unknown (Unknown)</td>
<td>Offered</td>
</tr>
<tr>
<td>NET-LIBS5235</td>
<td>2194-06-02</td>
<td>Seminar in Trends and Issues in Children's &amp; Young Adult Literature: We Need Dora in Books</td>
<td>Fall 2019</td>
<td></td>
<td></td>
<td>Unknown, Unknown (Unknown)</td>
<td>Offered</td>
</tr>
<tr>
<td>QUS-LIBS5111</td>
<td>2194-02-02</td>
<td>Collection Development</td>
<td>Fall 2019</td>
<td>8/17/2019</td>
<td>12/3/2019</td>
<td>Unknown, Unknown (Unknown)</td>
<td>Offered</td>
</tr>
</tbody>
</table>

**BASIC SEARCHING OPTION:**

To help you find what you are looking for you can use the Filter by keyword function at the top. This can help if you are looking for a course offered by a specific school, a certain title, or during a certain term:

![Filter by keyword](image)

**Example:** If you wanted to find all the classes being offered by UNC-Chapel Hill. You can type in UNCHCH into the search box and it will show all the classes offered by UNC-Chapel Hill.
ADVANCED SEARCHING OPTIONS:

Example:

Say you wanted to find all the classes offered by UNCCH for Fall 2020. Click on the icon. This is the advanced filtering option which allows you to search with additional keywords rather than just one.

You can choose the fields you would like to limit your search criteria to by choosing it from the drop down menu:

Filter by:

Operation:

Value:
Once you have set your criteria click the **ADD FILTER** button.

You will now see the results of your filter. In this example we see only the classes that are being offering by UNC-CH in Fall 2020.

**ADDING THE FEES:**

Now you need to add the fees for each course you have chosen to offer to your students. To do that click on the course see the information about the section.

From the menu at the top click on **MORE**
Choose **FEES** from the dropdown menu

You should now see the class you have chosen below. Click the **ADD FEE** button:
At the bottom click the **CREATE** button
You have successfully selected the course you have chosen for your school. (If more than one school has decided to offer the course to their students you will also see the other schools listed below:)

Repeat this action for the other courses you have chosen for your students to take.

Viewing the list of chosen courses for your students:

To see a list of all the courses you have chosen to offer to your students, back on the HOME page click on InSight.
You are now on the reports page:

Under **LOCAL REPORTS** click on **COURSE LIST**
On the next screen click on **SECTION FEES**:

On the **SECTION FEES** page you should now see several filtering options. The **SESSION** and the **FEEGROUP** will be the most useful to view your list of courses you have chosen to offer to your students:

**UNDER SESSION** choose the session you wish to view. In this example we are going to choose **SUMMER 1 2020**
UNDER FEE GROUP choose your school. In this example we are going to use UNC Chapel Hill:

NOTE: Your choices won’t populate in the box but if you click on SESSION and FEE GROUP you can see your choices. CLICK APPLY FILTER

You will now see a list of all of the courses you have chosen to be available for your students. In this example all the classes that UNC Chapel Hill has chosen to offer their students in SUMMER 1 2020 are listed below.