

Use Set Options

USE SET OPTIONS FOR COURSE OVERRIDES

- ❖ Click the **Set Options** tab in the **Course Overrides** area.
- ❖ The **Set Options** window will display (see illustration below).

Course Overrides - Set Options

Setup

Course Overrides > Set Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Name Search Options

Check the Name Search Options that you wish to have the name search process use. When you are doing Exact Match searches, you will probably want to uncheck the option, Search Using Phonetic Search.

Search Using Phonetic Match

Search Using Primary Name

Search Using the Alternate Name Types

Default Authorizations Sort Order

To indicate the column by which the Authorizations Granted should sort when the Course Authorization Details screen displays, select one of the values from the drop down.

Sort Column: Student

Save Cancel

- ❖ Under **Name Search Options**, click one or more of the check boxes.
 - **Search Using Phonetic Match** – This option will search for a name that sounds like the one that is input. When using the other two options, it is a good idea to uncheck this option.
 - **Search Using Primary Name** – This option is used to search for the student using the primary name in the CARS database.
 - **Search Using Alternate Name Types** – In CARS, it is possible to input a different name for a student, such as their maiden name. This option will allow the advisor to search by the alternate name.
- ❖ To indicate the column by which the **Authorizations Granted** should **sort** when the **Course Authorization Details** screen is displayed, click the **Sort Column** list arrow and select one of the options; **Student**, **Condition**, or **Reason**.
- ❖ When all the options have been selected, click the **Save** button.

SET OPTIONS FOR CLASS LISTS

- ❖ Click the **Set Options** button in the upper left corner of the window.
- ❖ The **Set Options** window will display (see illustration on next page).
- ❖ Click the check boxes for any of the desired options.
- ❖ Click the **Save** button.

NOTE: Setting these options will affect the Class Lists portlet on all pages of the portal.

Faculty Course Control - Class List Options

[Faculty Course Control](#) > [Class List](#) > Class List Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Search Options

Include Registered

Include Withdrawn

Include Waitlisted

Display Options

Show If Graduating

Show Grading Type

Show Grade (If Permission)

Show Credit Hours

Show Only Graduating Students

Show Photos