

Using SCOTS Scheduling to identify courses that are being taught that meet a specific Core or Distribution area

- 1) Log into SCOTS and go to the Look Up classes for the semester
- 2) Click the “Advanced Search” button on the bottom Right of the page

Look-Up Classes to Add:

Use the selection options below to search the class sections to narrow your search, but you must select at least one option to perform the search.

Subject: ACCOUNTING
 ANTHROPOLOGY
 ART
 ART EDUCATION
 ART HISTORY
 BIOLOGY
 BUSINESS ADMINISTRATION
 CHEMISTRY
 COMMUNICATION STUDIES
 COMPUTER SCIENCE

Click here

Course Search Advanced Search

- 3) In the “Subject” box click on “Accounting” so it is blue
 - a. Then scroll (using the wheel of the mouse or the scroll bar on the “Subject box”) down to “Women’s Studies”
 - b. Hold down the “Shift” key and click on “Women’s Studies”
 - c. All the “Subject” box should now be blue

Class Schedule Search

Subject: SCHOOL ADMINISTRATION
 SCHOOL PSYCHOLOGY
 SECONDARY EDUCATION
 SOCIAL WORK
 SOCIOLOGY
 SPANISH
 SPECIAL EDUCATION
 SPEECH HEARING LANGUAGE DISORDERS
 THEATRE ARTS
 WOMEN'S STUDIES

Use Shift key to click and highlight all the “Subjects”

Course Number:

Title:

- 4) Now go down to the “Session: Attribute Type” box and click on the Core/Distribution area you are interested in finding a class to meet.
 - a. Note: these are by name not number (i.e. Core 1 is identified by “!Artistic Expression”, Core 2 by “!World Civilizations” and so on...)
 - b. Core areas have “!” in front on them whereas Distribution has “*”

Class Schedule Search Spring 2012
Dec 09, 2011

Subject: SCHOOL ADMINISTRATION
 SCHOOL PSYCHOLOGY
 SECONDARY EDUCATION
 SOCIAL WORK
 SOCIOLOGY
 SPANISH
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 SPEECH HEARING LANGUAGE DISORDERS
 THEATRE ARTS
 WOMEN'S STUDIES

Course Number:

Title:

Schedule Type:

Instructional Method:

Credit Range: hours to hours

Campus: All
 Internet Course
 Main
 Meadville, Pennsylvania

Course Level: All
 Graduate
 Undergraduate

Instructor: All
 Amendolara, Suzanne L.
 Amidon, Bradley T.
 Amodei, Michelle L.

Session: Attribute Type: All
 AMERICAN CIVILIZATIONS
 ARTISTIC EXPRESSION
 CULTURAL DIV & SOC PLURALISM

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search Reset

Then click here

Select Core/Distribution you are looking for here

- 5) Click on the “Class Search” button and that should result in a list of all the courses being taught that semester (across departments) that meet that Core/Distribution requirement.