COURSE INFORMATION

In order to see what courses are on offer and decide what you would like to do and when you need to enrol, you will need to check the information on the website.

There are a number of ways you can do this, and this article gives you a helpful set of comprehensive ways in which you can use the U3A website to **View and Find** information on current courses, in a brief or more extensive form.
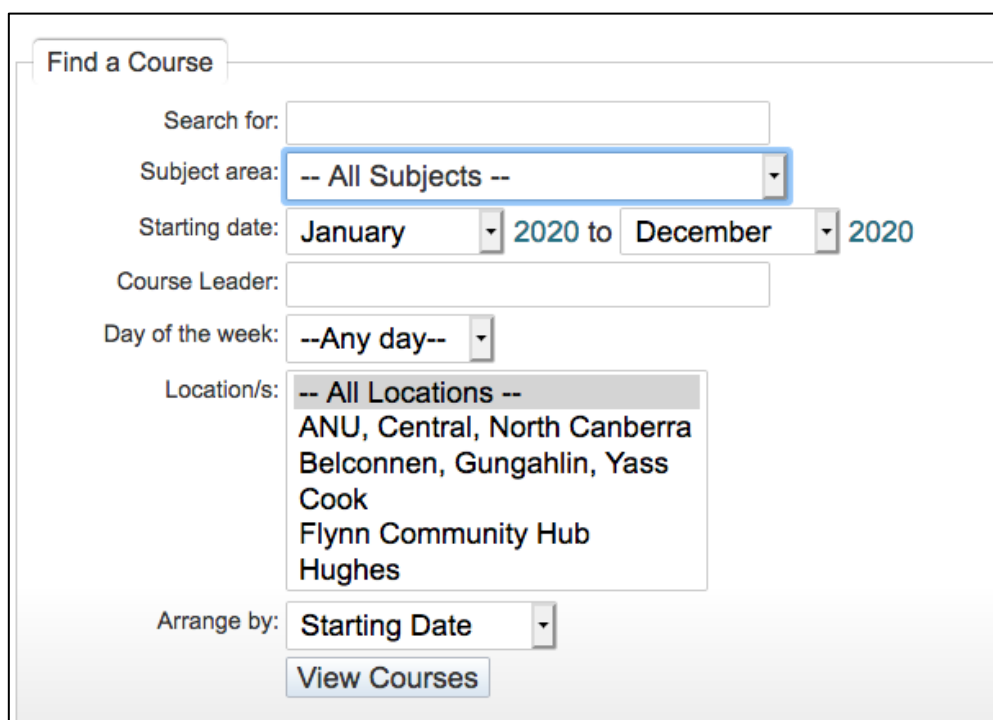
VIEWING AND FINDING COURSES ON THE U3A ACT WEBSITE

List of Courses

1a. To view our **up-to-date List of Courses quickly**, click **here**, and you will see a brief list of all the current courses. The list is sorted by Subject Group. It shows the status of each course such as: whether it has vacancies, is full or is on hold.

1b. If you are already on the U3A website, in either the public or members' area, click on the *Courses* tab at the top, and then click on the *List of Courses* link on the left hand side menu on the *Courses* page.

1c. If you are already logged into the website and are viewing the **List of Courses**, you can click on the course name and it will take you to more detailed information in **Find a Course**.

Find a Course

2. If you want to find out more information about a course including enrolment details, then use the *Find a Course (FAC)* search function which is also on the *Courses* page, but only in the **members' area** of the website. You will need to be logged in to be able to do this search.
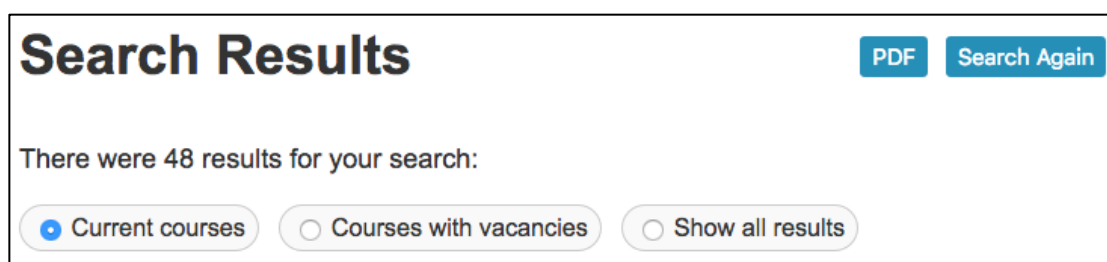
HOW TO USE "FIND A COURSE" ON THE U3A WEBSITE

Here are a few tips for using the **Find a Course** function to search efficiently for courses.

2a. You can search by any of the criteria shown on the screen or combination of criteria, e.g. by Subject area or Subject area and Location.

2b. To find **online OR virtual** courses, type the word Virtual in the field called *Search for:* and click on *View Courses*.
The list displayed will include online courses AND courses that are run both face-to-face and online.

2c. If you select the *Location* called On-line without typing in the word Virtual in the *Search for* box, you will see courses that are ONLY online, and NOT those that are also face-to-face.

2d. If you know in which course you would like to enrol, type the course name in the *Search For* box.

3. When results are displayed for any search that is performed, you will see three buttons at the top of the results.

3a. The system defaults to *Current courses* which are all courses that are still running, i.e. Finished and On Hold courses are NOT displayed.

3b. If you wish to see only those courses with vacancies, click on the *Courses with vacancies* button.

3c. If you wish to see ALL courses, including those that are On Hold or Finished, click on *Show all results*.

PRINTING DETAILS OF COURSES

If you have used *Find a Course* to find the courses that you are interested in, once the list is displayed, you can choose to print the details of a single course or all the courses displayed. Note that the list might be very long, e.g. if you have chosen Music as the category, you might have upwards of 26 courses.

To print details of a single course, click on the printer icon that is displayed at the top right hand corner of each course that is displayed. For example:

If you wish to print details of all the courses displayed, click on the button called PDF near the heading Search Results:

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To use *Find a Course*, you must log in to the website **www.u3acanberra.org.au**. Click on the **LOG IN** button, enter your member number and password, click Log In, and then click on the Courses tab. Follow the prompts for ***Find A Course***.

Note: If you do not have a password, go to the U3A Home page and click on **LOG IN**, then, on the left hand side menu, click on *Apply for a password* **OR** to replace / reset your password, click on *Forgotten Password*.

If you don't remember the email address you use for U3A, or if you have any problems, please contact the Membership Secretary at **membership@u3acanberra.org.au**

U3A Courses Sub-Committee