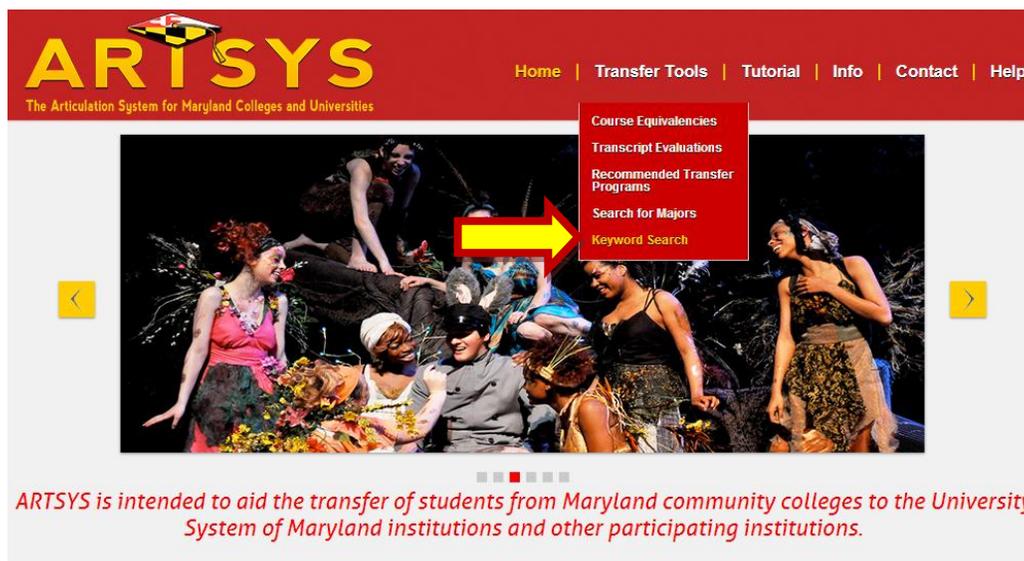


Keyword Search

This tutorial will demonstrate how to use the Keyword Search function in ARTSYS.

This function allows you to use search terms, such as Course ID, General Education area, or title to search the ARTSYS database.

First, from the ARTSYS homepage, choose the “Keyword Search” option from either the red links located towards the middle of the page or under the “Transfer Tools” pull-down menu in the upper right hand corner.



Course Equivalencies
Display the transferability of a course from a community college to a four year institution.

Transcript Evaluations
By entering course information from a transcript, a student can have the transcript evaluated on a course to course basis or have it compared to a recommended transfer program.

Recommended Transfer Programs
Students can look up the first two years of prescribed coursework for a particular major.

Search for Majors
Students can discover which of the participating four year institutions offer certain majors.

Keyword Search
Students can search for courses by Course ID, General Education classification, or title.

Participating Institutions
View a listing of the institutions participating in ARTSYS.



Selecting Institutions

If you have not done so previously, you will be redirected to select the institutions that will direct ARTSYS to display the appropriate course list for your intended major. With the first pull down menu titled “Transfer From Institutions”, select the community college that you are currently attending.

Then, using the second pull-down menu named “Transfer To Institutions”, select the four-year institution that you want to transfer to. After you have made your selections, click on the “Submit” button.

Select 'Transfer From' and 'Transfer To' Institution

Current Selection is Allegany College of Maryland to Bowie State University

'Transfer From' Institutions

Anne Arundel Community College

'Transfer To' Institutions

Salisbury University

- All Institutions
- Bowie State University
- Capitol College
- Coppin State University
- Frostburg State University
- Goucher College
- Hood College
- McDaniel College
- Morgan State University
- Mount St. Mary's University
- Notre Dame of Maryland University
- Salisbury University
- St. Marys College of Maryland
- Stevenson University
- The Universities at Shady Grove
- Towson University
- U of Maryland, Baltimore
- U of Maryland, Baltimore County
- U of Maryland, College Park



Using the Keyword Search Function

The next page presents the different methods to query the ARTSYS course database:

Keyword Search

Transfer from Allegany College of Maryland to Salisbury University

Include *Inactive* Courses

Select one category *only*

Allegany College of Maryland GEd:	<input type="text"/> <input type="button" value="Go"/>
Salisbury University GEd:	<input type="text"/> <input type="button" value="Go"/>
Allegany College of Maryland Keyword:	<input type="text"/> <input type="button" value="Go"/>
Allegany College of Maryland Course:	<input type="text"/> <input type="button" value="Go"/>
Salisbury University Course:	<input type="text"/> <input type="button" value="Go"/>

The first two search selections are displayed as pull-down menus:

- “Community College GEd” displays a list of community college courses that meet the selected community college General Education area.
- “Four-year GEd” produces a list of community college courses that meet the selected Four-year institution’s General Education area.

The remaining three search methods are in a text boxes format. These text boxes accept either the complete course ID format of prefix and number, or a partial term, such as a departmental prefix:

- “Community College Keyword” creates a list of course titles or ID that contain the word entered in the text box.
- “Community College Course” presents a list containing all courses related to the term that was entered.
- “Four-year Course” provides a course list comprising of all records for courses with the entered search term.



Using the Keyword Search Function

After you have entered a search term word into any of these options, click on the “Go” button located to the right of the text box.

The resulting list on the following page contains all of the course data in the ARTSYS database that contains the term that was selected.

Let’s look the results of a Keyword Search. The results are displayed in two sections. Columns that contain community college course information are located on the left side and columns that contain four-year course information are found on the right side.

Allegany College of Maryland to Salisbury University
Searching for courses with Titles containing 'ENGLISH'

Transfer 'From' Information			Transfer 'To' Information		
Course	Effective	Title	Eval Eff	GenEd	Equivalency
<input type="checkbox"/> ENG090	Fall 1980	Developmental English I	Fall 1980		Not Transferable
<input type="checkbox"/> ENG093	Fall 1980	Developmental English II	Fall 1980		Not Transferable
<input type="checkbox"/> ENG096	Fall 1980	Developmental English I + II	Fall 1980		Not Transferable
<input type="checkbox"/> ENG101	Fall 1975	Freshman English I	Fall 1975	IA	ENGL101
<input type="checkbox"/> ENG101	Fall 1975	Freshman English I	Fall 2008	IA	ENGL103
<input type="checkbox"/> ENG102	Fall 1975	Freshman English II	Fall 1975		Lower Level Elective
<input type="checkbox"/> ENG102	Fall 1975	Freshman English II	Fall 1996	IA	Lower Level Elective
<input type="checkbox"/> ENG299	Fall 1974	English Reading Project	Fall 1974		Lower Level Elective
<input type="checkbox"/> ENG90	Fall 1996	Developmental English I	Fall 1996		Not Transferable
<input type="checkbox"/> ENG91	Spring 2006	English for Speakers of Other Languages I	Spring 2006		To Be Determined
<input type="checkbox"/> ENG93	Fall 1996	Developmental English II	Fall 1996		Not Transferable
<input type="checkbox"/> ENG95	Fall 1999	English/Reading Workshop	Fall 1999		Not Transferable

The community college data includes these components:

- “**Course**” is the institutional identifier that combines the departmental prefix and number
- “**Effective**” reflects the semester and the year that the course became active in the curriculum.
- “**Title**” displays the name of the course

The four-year results include the following:

- “**Evaluation Effective**” date reflects the semester and year the four-year’s course evaluation became valid.
- “**GenEd**” distinguishes if a course has been designated as meeting one or more General Education areas.
- “**Equivalency**” indicates the course(s) that the four-year will award when the course is transferred.



Searching a Course from Four Year Institution

The Keyword Search function can also assist you with discovering community colleges courses that have been determined as the equivalent of a four-year course offering.

First use the red “Change Institutions” button on the left side of the page to go to the web page that features the pull-down menus containing two and four-year institutions.

Select the “All Institutions” option within the “Transfer From” pull-down menu. Then with the “Transfer To” pull-down menu, select the four-year institution that offers the course in question.

Select 'Transfer From' and 'Transfer To' Institution

Current Selection is Allegany College of Maryland to Salisbury University

'Transfer From' Institutions	
All Institutions	▼
'Transfer To' Institutions	
Towson University	▼
<input type="button" value="Submit"/>	

On the following page use the last search option, “Four-Year course” to enter the course’s prefix and number. Then click “Go.”

Keyword Search

Transfer from All Transfer 'From' Institutions to Towson University

Include *Inactive* Courses

Select one category *only*

Towson University GEd:	<input type="text"/>	▼	<input type="button" value="Go"/>
Course Title Keyword:	<input type="text"/>	<input type="button" value="Go"/>	
Towson University Course:	<input type="text" value="ENGL102"/>	<input type="button" value="Go"/>	



Searching a Course from Four Year Institution - Results

The resulting list on the following page contains all community college offerings that have been determined as the equivalent of the four-year course.

Transfer 'From' Information				Transfer 'To' Information		
Transfer 'From'	Course	Effective	Title	Eval Eff	GenEd	Equivalency
Allegany College of Maryland	<input type="checkbox"/> ENG101	Fall 1975	Freshman English I	Fall 1975	1A	ENGL102
Allegany College of Maryland	<input type="checkbox"/> ENG101	Fall 1975	Freshman English I	Fall 2011	2	ENGL102
Allegany College of Maryland	<input type="checkbox"/> ENG102	Fall 1975	Freshman English II	Fall 1975	1A	ENGL102
Allegany College of Maryland	<input type="checkbox"/> ENG102	Fall 1975	Freshman English II	Fall 2011	2	ENGL102
Anne Arundel Community College	<input type="checkbox"/> ENG111	Fall 1961	Comp + Lit 1	Fall 1961	1A	ENGL102
Anne Arundel Community College	<input type="checkbox"/> ENG111	Fall 2008	Comp + Intro to Literature 1	Fall 2008	1A	ENGL102
Anne Arundel Community College	<input type="checkbox"/> ENG111	Fall 2008	Comp + Intro to Literature 1	Fall 2011	2	ENGL102
Anne Arundel Community College	<input type="checkbox"/> ENG115	Fall 1989	Comp + Lit I:Non-Native Speakers	Fall 1989	1A	ENGL102
Anne Arundel Community College	<input type="checkbox"/> ENG115	Fall 2008	Comp + Intro To Lit 1 For Non-Native Speakers	Fall 2008	1A	ENGL102
Anne Arundel Community College	<input type="checkbox"/> ENG115	Fall 2008	Comp + Intro To Lit 1 For Non-Native Speakers	Fall 2011	2	ENGL102
Baltimore City Community College	<input type="checkbox"/> ENG101	Fall 1980	English Writing	Fall 1980	1A	ENGL102
Baltimore City Community College	<input type="checkbox"/> ENG101	Fall 1980	English Writing	Fall 2011	2	ENGL102
Carroll Community College	<input type="checkbox"/> ENGL101	Winter 1998	College Writing 1	Winter 1998	1A	ENGL102

Thank you for taking the time to review this tutorial and for your interest in the ARTSYS system.

If you have any questions about the information presented in this video, please contact us at:
artsys@usmd.edu