



# Filtering Courses by Subterm

## Introduction

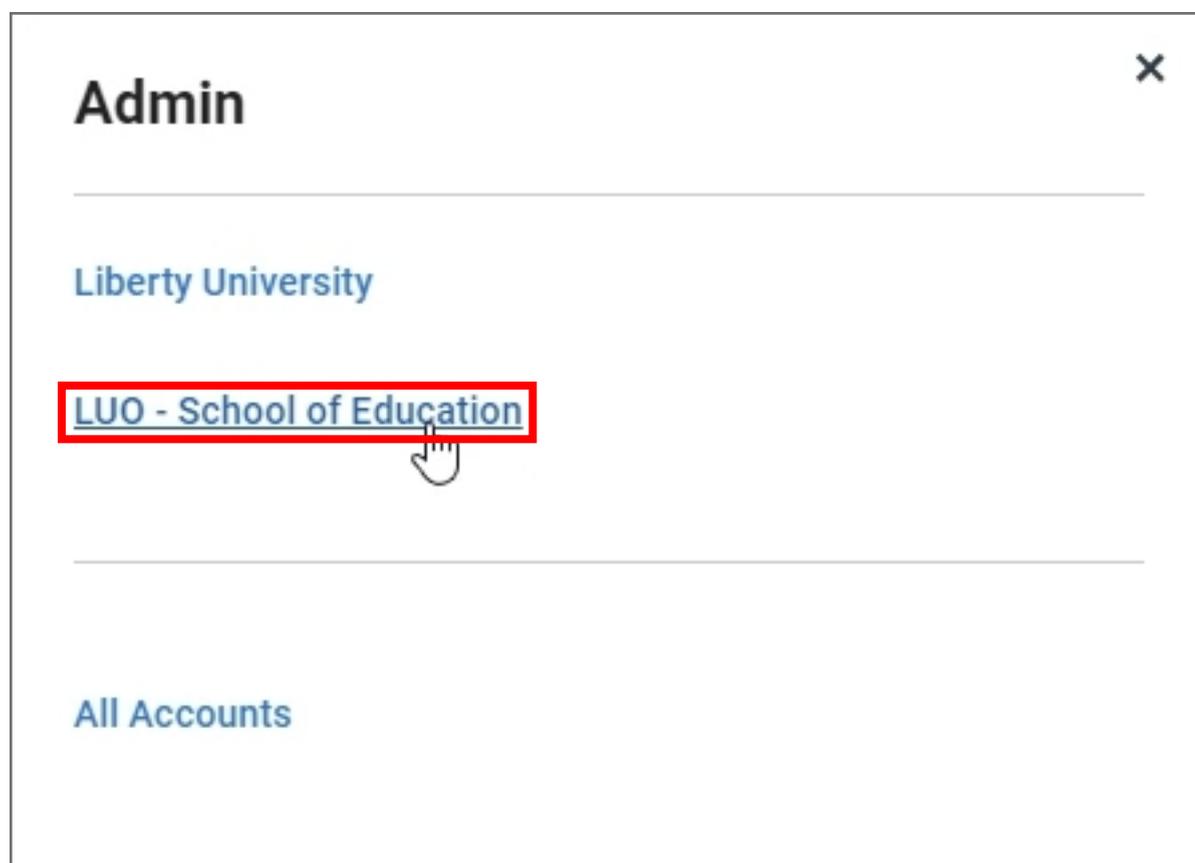
As an Admin in Canvas, you can search your school for courses in a specific Subterm.

## How to Filter Courses by Subterm

**Step 1:** To access your school, **click on Admin** from the top Canvas menu.

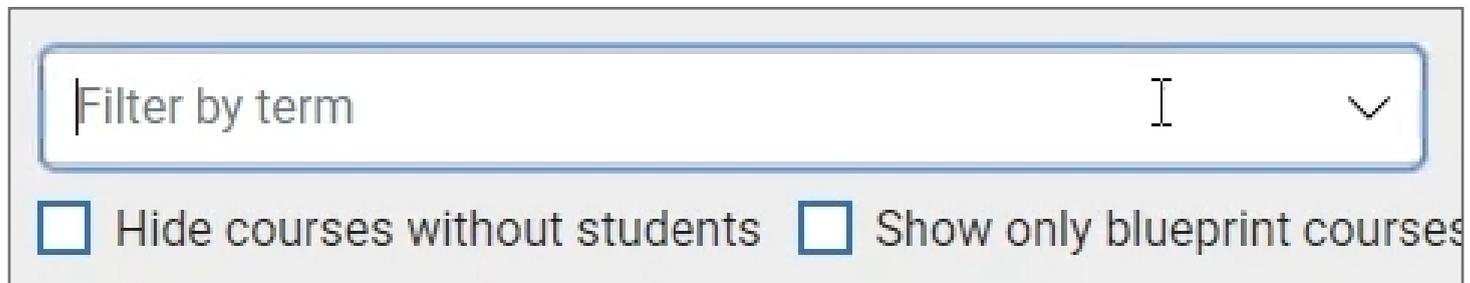


**Step 2:** From the pop-out menu, **Select your School**.



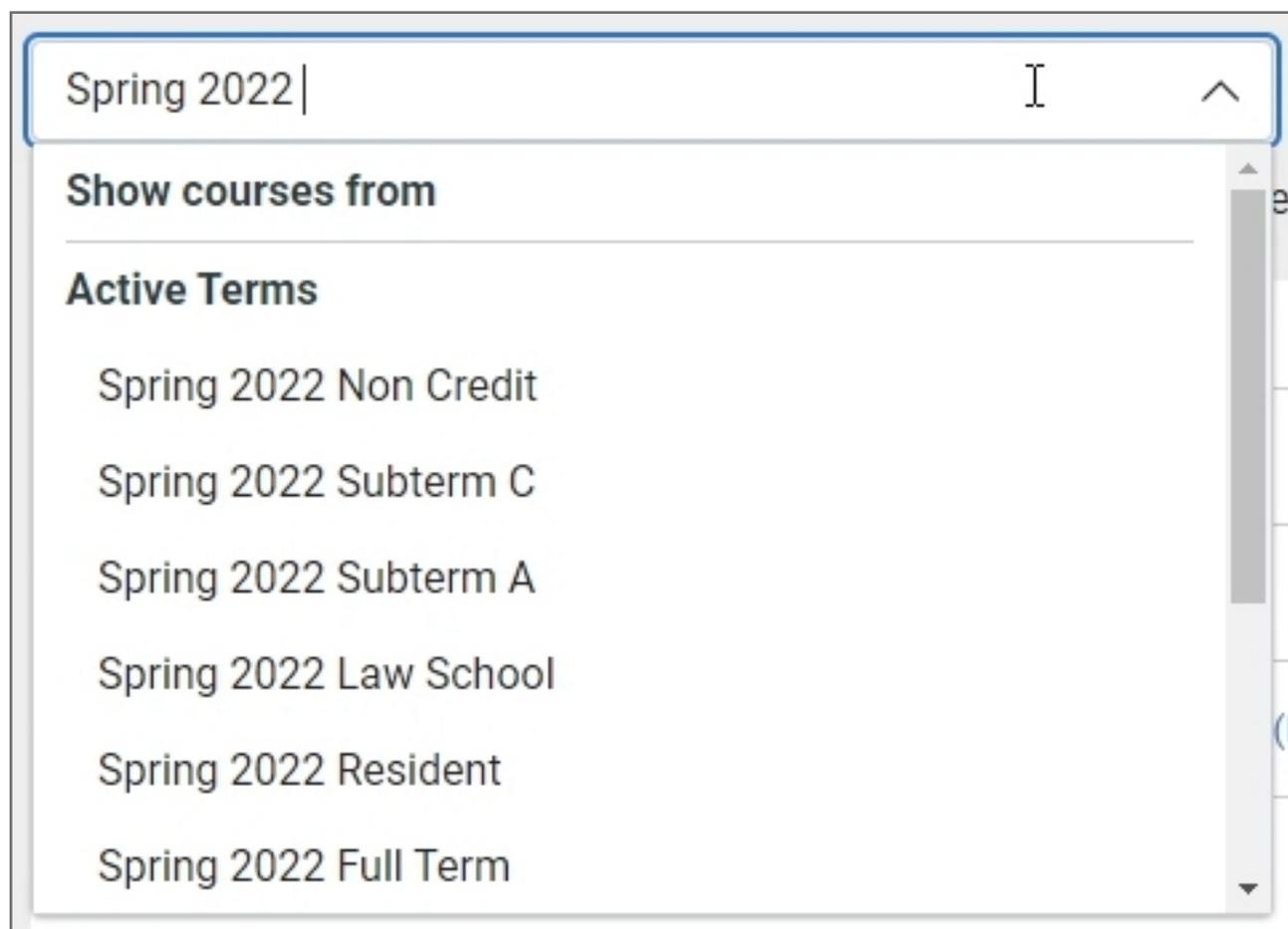
## How to Filter Courses by Subterm (continued)

**Step 3:** In the **Filter by Term** text box, **type in the Term** followed by a space. The Term can be Fall, Spring, Winter, or Summer.



A screenshot of a web interface showing a search filter. At the top is a text box with the placeholder text "Filter by term" and a downward-pointing chevron icon on the right. Below the text box are two checkboxes: "Hide courses without students" and "Show only blueprint courses".

**Step 4:** Type in the year followed by a space.

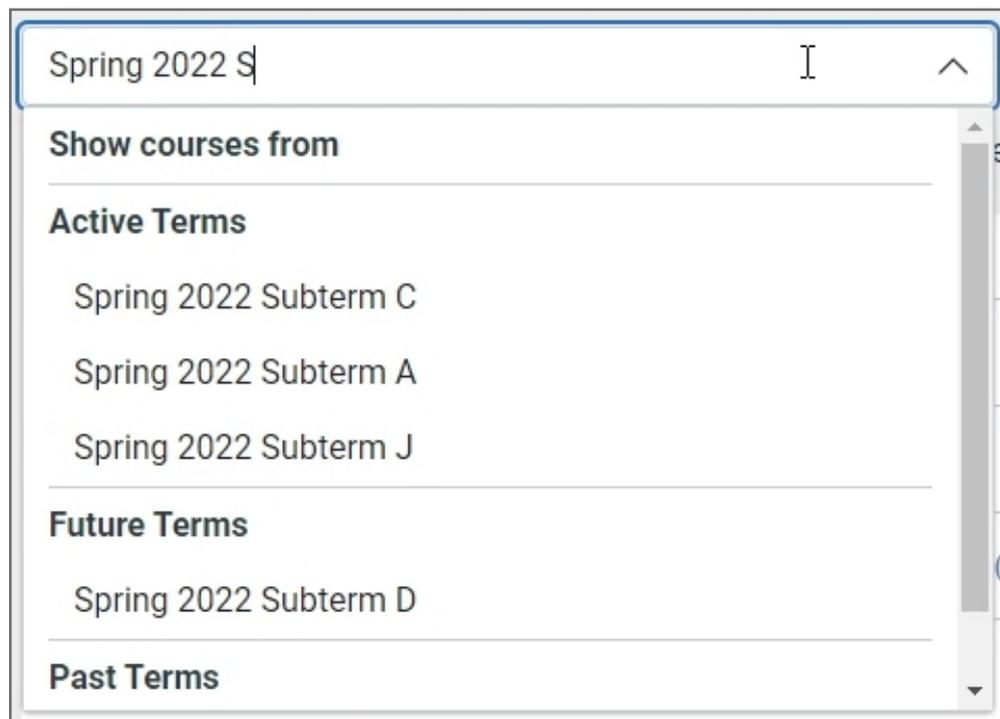


A screenshot of a dropdown menu. The text box above the menu contains "Spring 2022" and an upward-pointing chevron icon. The dropdown menu is open, showing a list of options under the heading "Show courses from". The options are listed under the sub-heading "Active Terms":

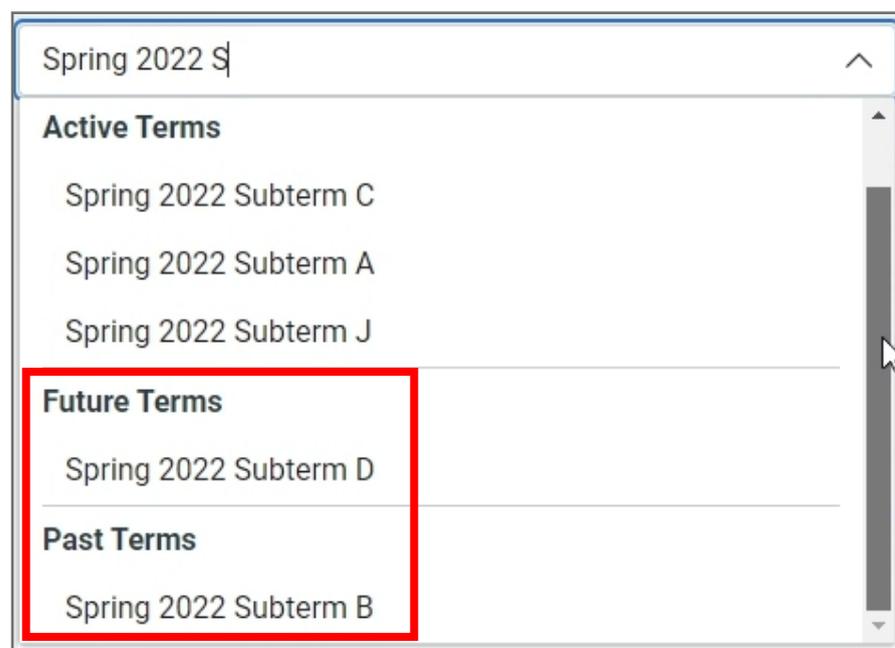
- Spring 2022 Non Credit
- Spring 2022 Subterm C
- Spring 2022 Subterm A
- Spring 2022 Law School
- Spring 2022 Resident
- Spring 2022 Full Term

# How to Filter Courses by Subterm (continued)

Step 5: Type in "S" for Subterm.



All the courses listed will be for the Subterm you've specified, including Past and Future terms



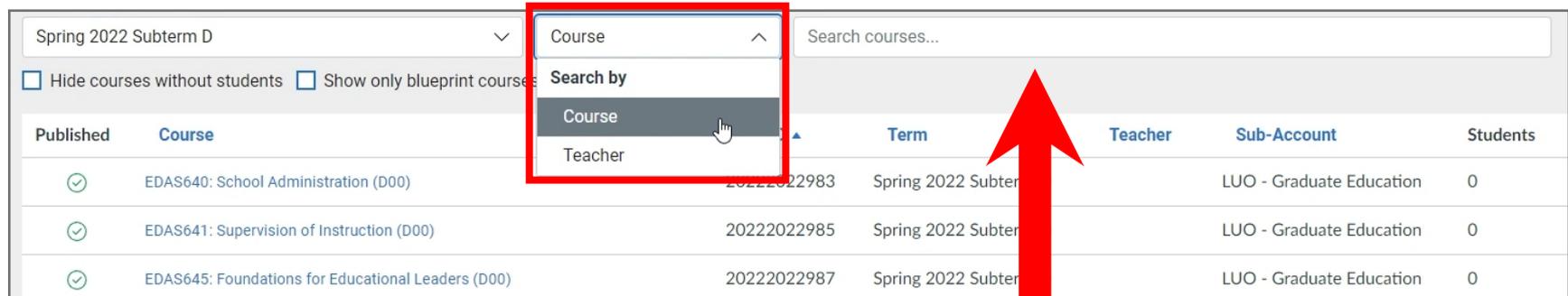
Step 6: Click on the Subterm you want to view.

Published	Course	SIS ID	Term	Teacher	Sub-Account	Students
<input checked="" type="checkbox"/>	EDAS640: School Administration (D00)	20222022983	Spring 2022 Subterm D		LUO - Graduate Education	0
<input checked="" type="checkbox"/>	EDAS641: Supervision of Instruction (D00)	20222022985	Spring 2022 Subterm D		LUO - Graduate Education	0
<input checked="" type="checkbox"/>	EDAS645: Foundations for Educational Leaders (D00)	20222022987	Spring 2022 Subterm D		LUO - Graduate Education	0
<input checked="" type="checkbox"/>	EDAS646: School-Community Relations (D00)	20222022989	Spring 2022 Subterm D		LUO - Graduate Education	0
<input checked="" type="checkbox"/>	EDAS647: School Law (D00)	20222022991	Spring 2022 Subterm D		LUO - Graduate Education	0
<input checked="" type="checkbox"/>	EDAS648: School Finance and Management (D00)	20222022993	Spring 2022 Subterm D		LUO - Graduate Education	0
<input checked="" type="checkbox"/>	EDAS740: Leadership Principles and Ethics (D00)	20222022998	Spring 2022 Subterm D		LUO - Graduate Education	0
<input checked="" type="checkbox"/>	EDAS741: Theories of Educational Leadership (D00)	20222023001	Spring 2022 Subterm D		LUO - Graduate Education	0

All the courses visible are part of the Subterm you selected.

## How to Filter Courses by Subterm (continued)

**Step 7:** To further refine your search you can use the Course dropdown to toggle between Course or Teacher and manually enter the course or teacher name you want to review for that Subterm.



Published	Course	Term	Teacher	Sub-Account	Students
<input checked="" type="checkbox"/>	EDAS640: School Administration (D00)	Spring 2022 Subter		LUO - Graduate Education	0
<input checked="" type="checkbox"/>	EDAS641: Supervision of Instruction (D00)	Spring 2022 Subter		LUO - Graduate Education	0
<input checked="" type="checkbox"/>	EDAS645: Foundations for Educational Leaders (D00)	Spring 2022 Subter		LUO - Graduate Education	0

### Tips for Success!

To learn more about Canvas, visit [www.liberty.edu/canvas](http://www.liberty.edu/canvas).