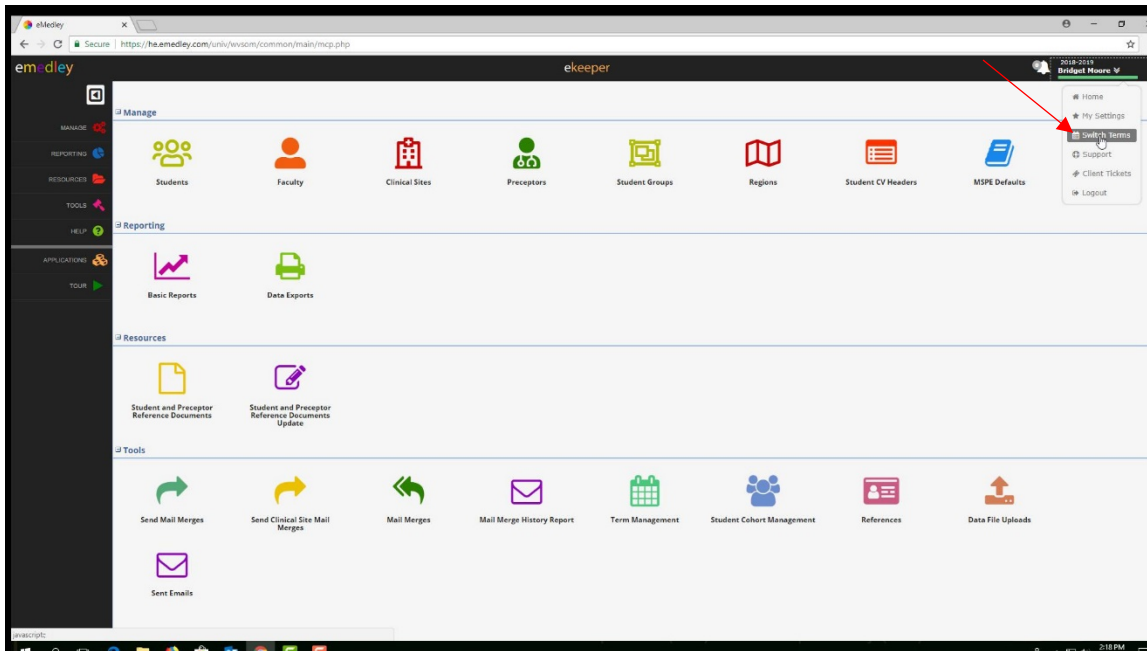
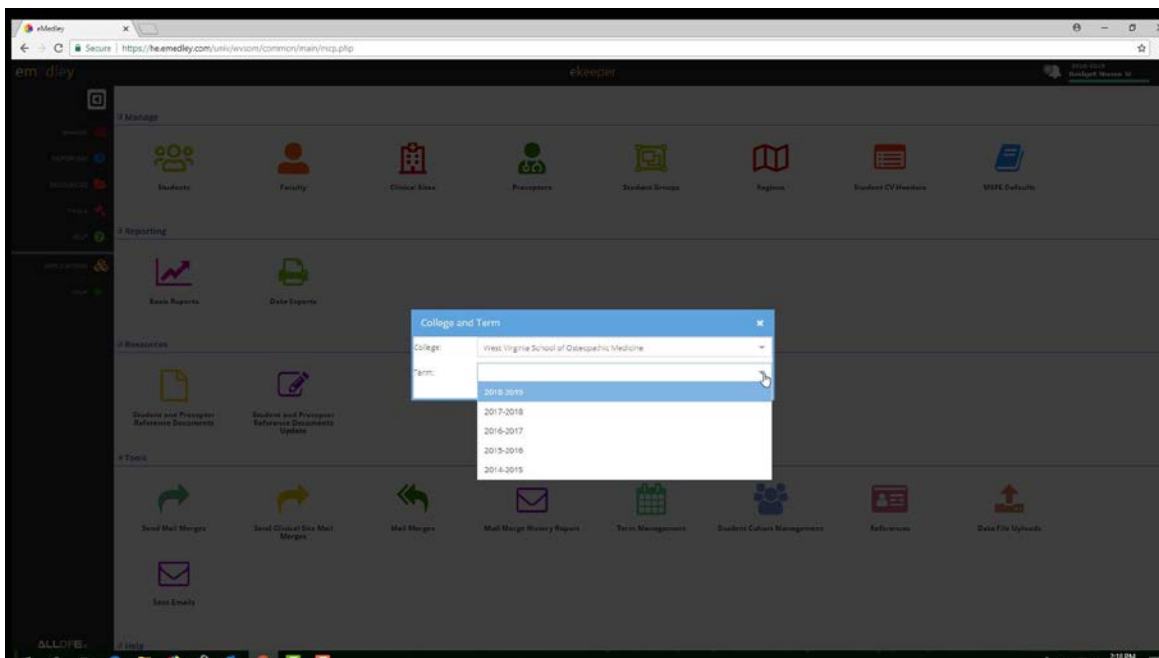


## Searching for Previous Term Content Using the Calendar

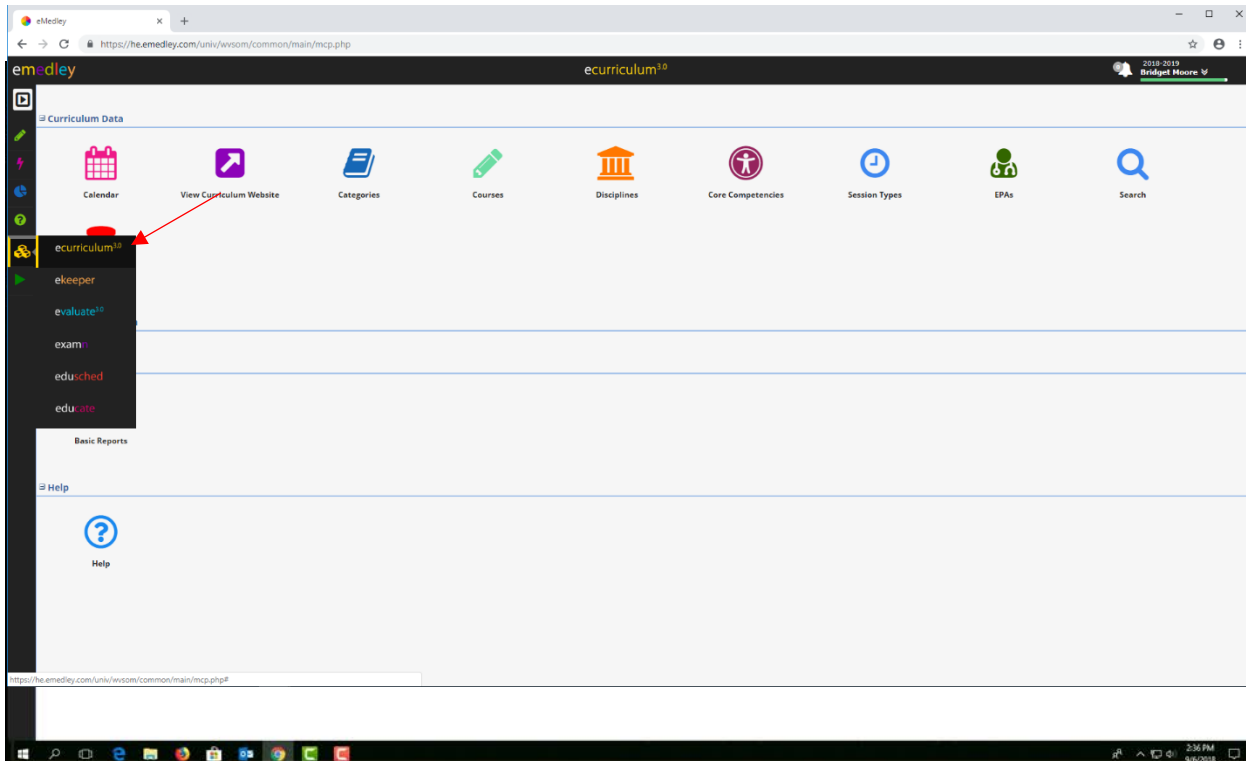
1. Log into eMedley
2. Click the drop down menu beside your name.
3. Click *Switch Terms*.



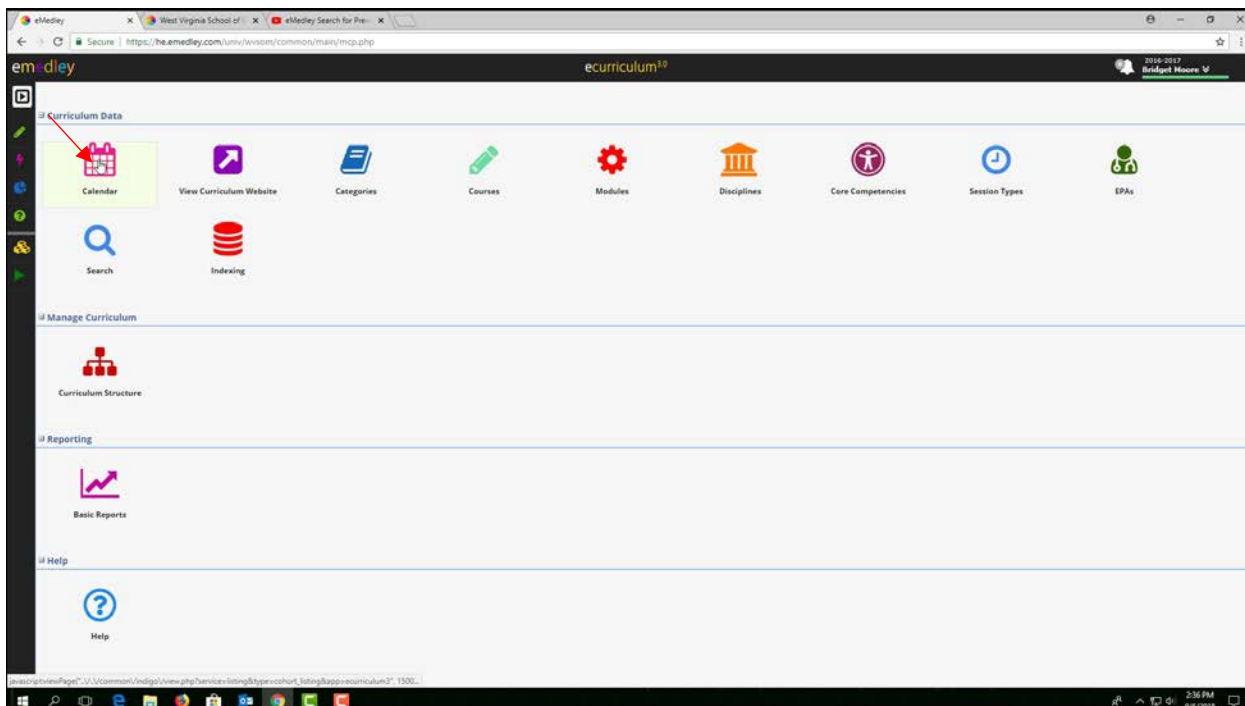
4. From the drop down menu, select the term you wish to search.



5. Go to applications and select *eCurriculum*.

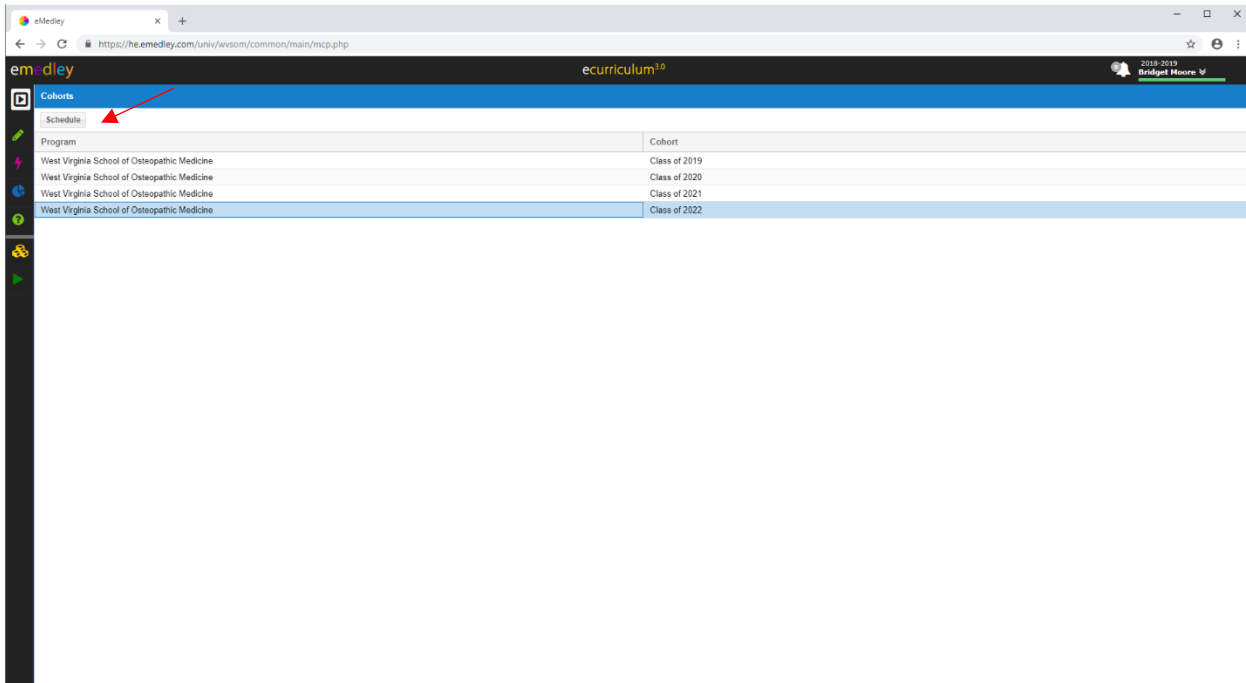


6. From eCurriculum, click on the *Calendar* icon.

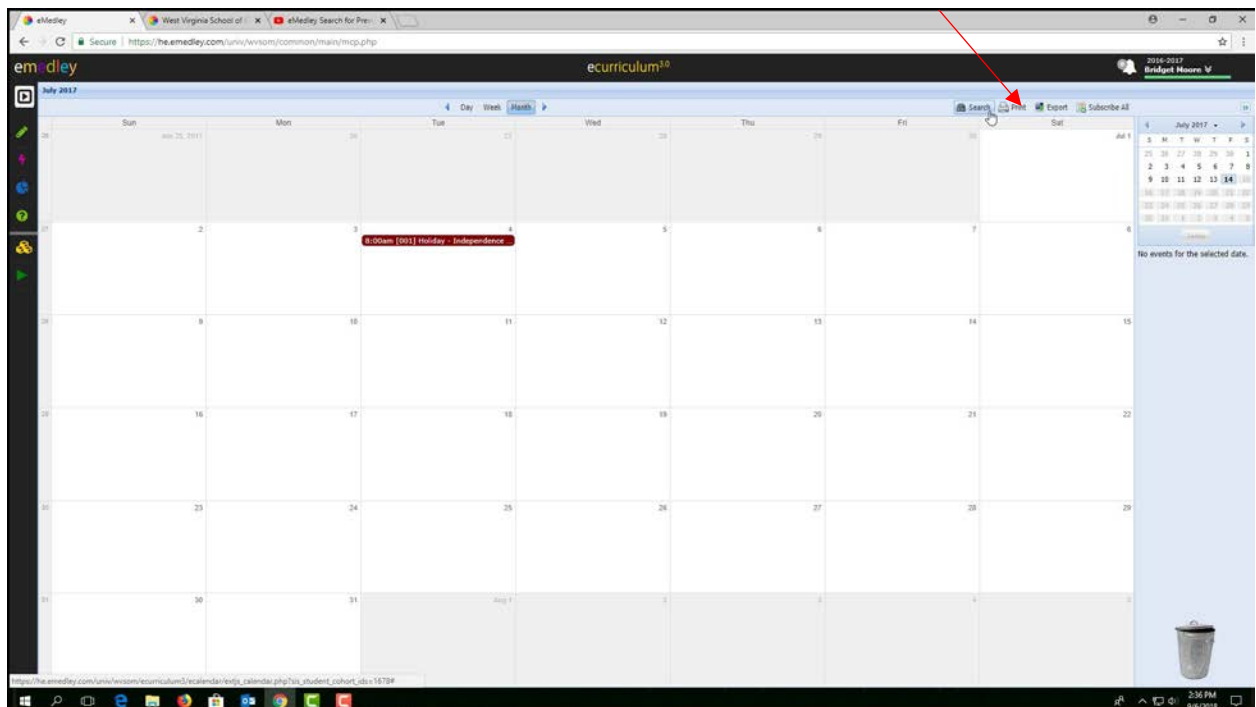


7. This will open a menu that allows you to select the class cohort calendar you wish to search.

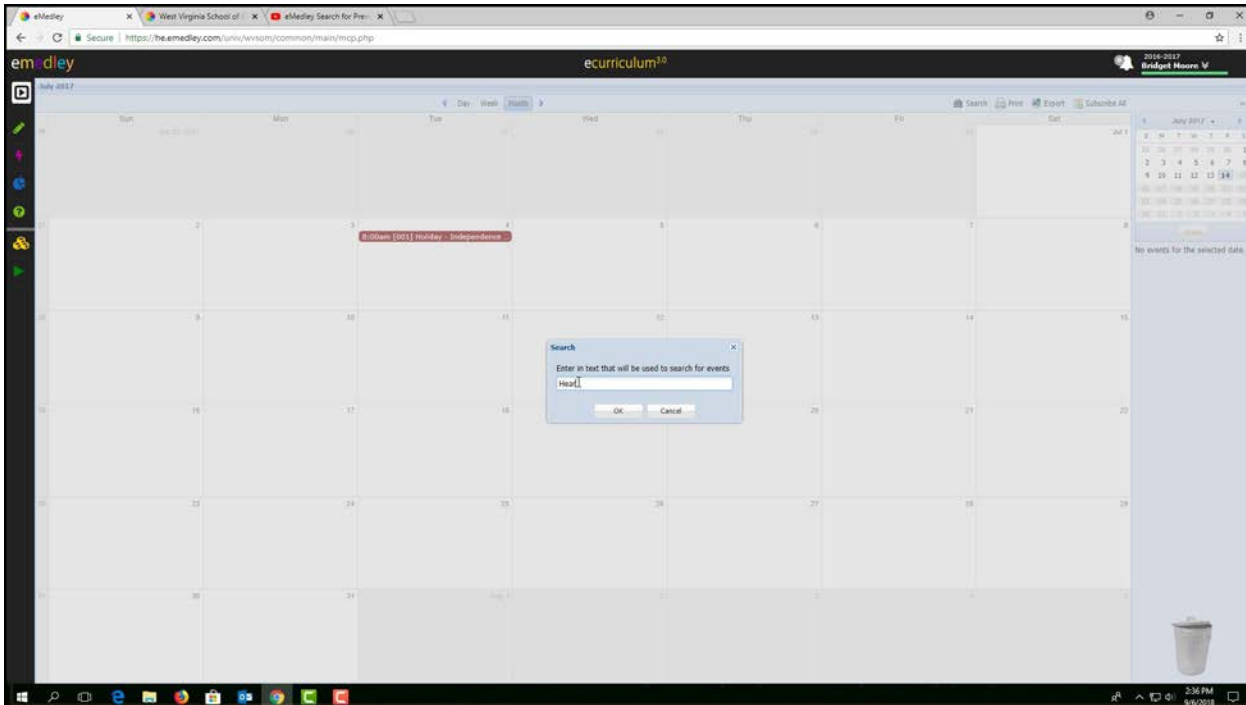
8. Click on the cohort you want and then click *Schedule* at the top left corner of the screen.



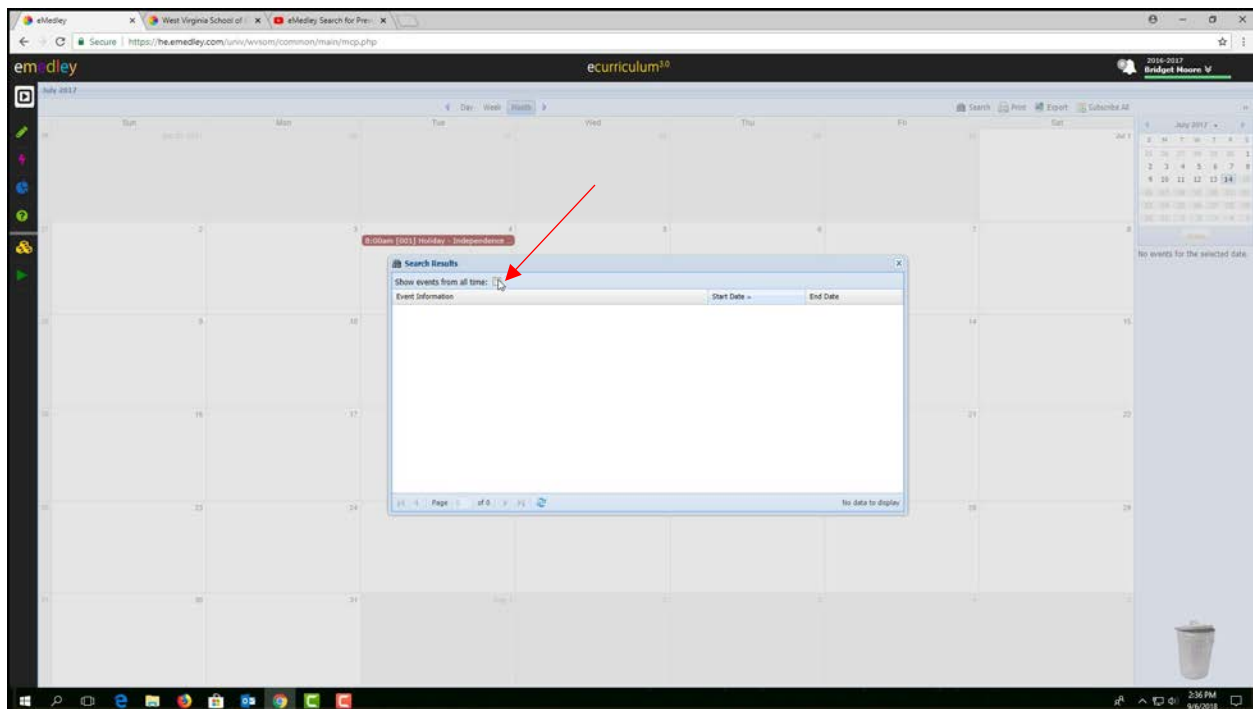
9. This will open the calendar for that specific class. At the top of the calendar page select *search*.



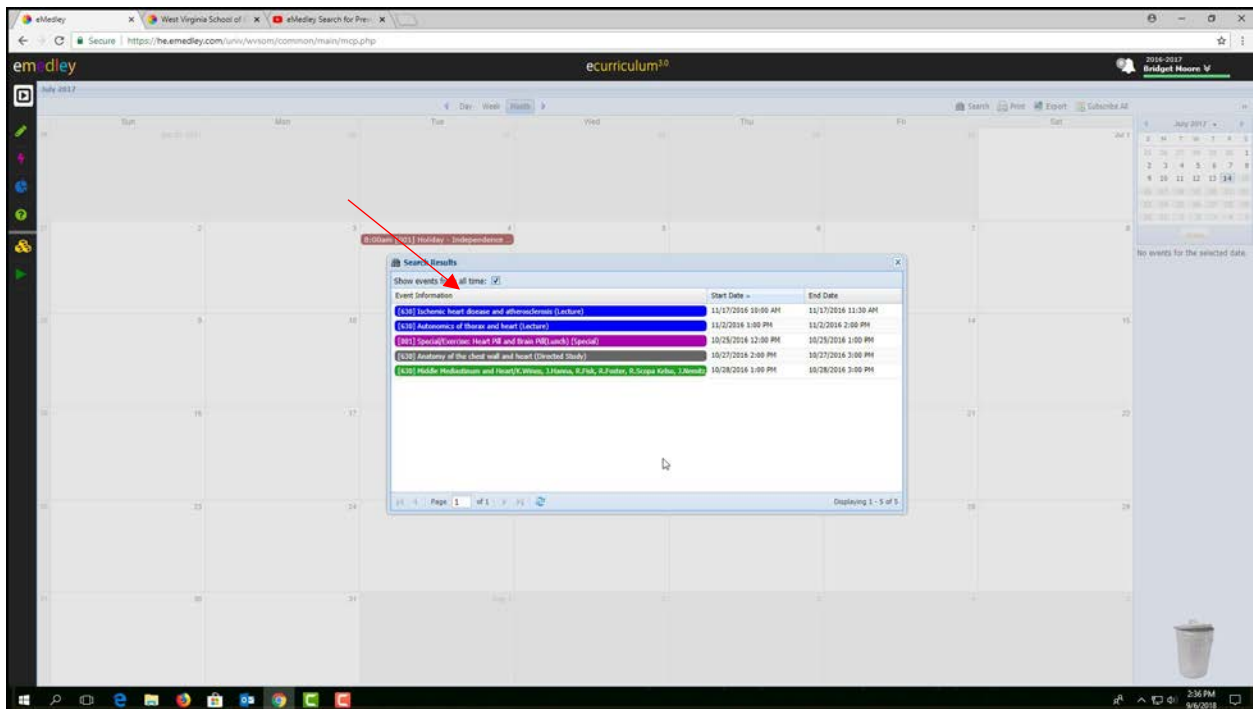
10. A search window will open allowing you to enter your search term(s). Enter your term(s) and click ok.



11. eMedley is now searching that cohort calendar for your search term. Remember this is not searching in the lecture files, powerpoints or handouts.
12. If you do not get any results, click on the search from all time. This will look at all the cohort calendars and may help you find the material.



13. Once you have search results, click on the name of the lecture that you want.



14. You will get a screen that shows all the materials related to that specific lecture. You can then click on the desired material to bring up the content.

The screenshot displays the eCurriculum software interface for the West Virginia School of Osteopathic Medicine. The main content area shows the following details:

- Name:** Ischemic heart disease and atherosclerosis
- Session Type:** Lecture
- Courses:** 620 - CV/Respiratory
- Module:** CV
- Description:** (Empty field)
- Offerings:** A table with the following data:

Date	Time	Name	Description	Location	Faculty	Student Groups	Student Cohorts
Thursday 11/17/2016	10:00 am - 11:00 am	[620] Ischemic heart disease and atherosclerosis (Lecture)		Tech Building Year 1 Classroom	Laure Bauer		West Virginia School of Osteopathic Medicine - Class of 2020
- Announcement:** V1-111716-10am-Bauer-Ischemic heart disease and atherosclerosis pt 2  
V1-111716-10am-Bauer-Ischemic heart disease and atherosclerosis pt 2 Video

15. If you are having difficulty finding the material you need, refer to the instructions on search using eCurriculum search.