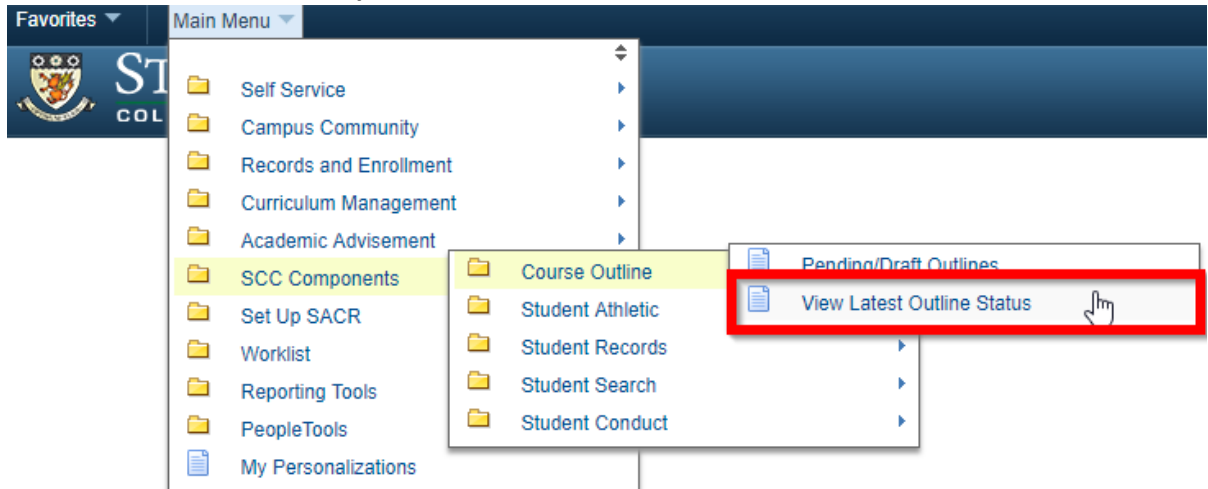




## Getting your Course Outline from SIS

1. Log into SIS
2. Go to **Main Menu > SCC Components > Course Outline > View Latest Outline Status**



3. Search for you class, I would recommend including year and course code like below, then click **Search**.

### View Latest Outline Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Academic Institution	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Course ID	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Academic Year	begins with ▼	2018	<input type="button" value="🔍"/>
Subject Area	begins with ▼	MIT	<input type="button" value="🔍"/>
Catalog Nbr	begins with ▼	409	<input type="button" value="🔍"/>
Academic Organization	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Description	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Course Type	= ▼	<input type="text"/>	<input type="button" value="🔍"/>

Include History    Case Sensitive



# St. Clair College of Applied Arts and Technology

## Quick Blackboard Guides

4. Click on the **Status** tab

Course Outline | **Status** | Pre Co Requisite | Course Outcomes | Assessment | Employable Skills

Course ID: 018417 Academic Year: 2018 Applies to: 2018 / 19 Print Outline

**Course Catalog Information** Find

Effective Date: 09/06/2016 Effective Status: A  
Title: LINUX SERVER ADMINISTRATION Course Credits/Units: 4.00  
Long Title: LINUX SERVER ADMINISTRATION  
Long Description: This course will introduce the student to basic concepts of the Linux and Unix server. It will cover the

5. Click **Print Outline**

Course Outline | Status | Pre Co Requisite | Course Outcomes | Assessment | Employable Skills

Course ID: 018417 Academic Year: 2018 Applies to: 2018 / 19 Print Outline

Change course outline status to one of the following:

Ready for approval  Curriculum Office Approved  Chair Finalized  Chair Approved  Associate VP Finalized

6. Click **Yes** on the popup.

Message

Yes = Print ONLY DISPLAYED outline, No = Print ALL SUBJECT=MIT outlines. (0,0)

**Yes** No Cancel

7. In Google Chrome if your popup is blocked click the Icon in the URL bar



8. Click **Allow**, then **Done**

Pop-ups blocked:

- [https://cssso.stclair...LN\\_2018\\_180903122131.pdf](https://cssso.stclair...LN_2018_180903122131.pdf)

Always allow pop-ups and redirects from <https://cssso.stclaircollege.ca>

Continue blocking

Manage **Done**

9. Repeat steps 5-6.