


# Using the search tool

## Step-by-step guide for all users

For Blackboard Vista 4.x

The **Search** tool allows you to search for documents or images within your course.

## Accessing the search tool

You can access the **Search** tool by clicking on the  **Search** icon located under **Course Tools**, on the left of your screen.

## Performing a search

1. Click on **Search** under **Course Tools**.
2. The **Advanced Search** box will appear.

Your location: **Advanced Search**

**\*Search for:**

\_\_\_\_\_

**Search area:**

Title  Author  Subject  Full text

If none of the above areas are selected, all areas will be searched.


**Search tool:**


All searchable tools ▾

**Date:**

Any date

Specify date range

Beginning:  September ▾ 7 ▾ , 2006 ▾

Ending:  September ▾ 7 ▾ , 2006 ▾

**Sort results by:**

Relevance ▾

**Search**

3. To perform a simple search, type keywords into the **Search for:** text box then click **Search**.
4. To perform a more advanced search, choose from the options available.
5. **Search area:** – for example, tick Author if you want to search for the author of a discussion message or email.
6. **Search tool:** – choose from the drop-down list of searchable tools (for example, mail or discussion).
7. **Date** – to refine your search specify a date range
8. **Sort results by** – gives you the option to sort the search results by Relevance, Title, Author, Tool or Date.

## Results

1. The results of your search will display in a list.

Title
<b>1</b> <a href="#">Week 1, (File)</a>
<b>Date</b> 2006-06-02
<b>Subject</b> Week 1
<b>Author</b> John Jones
<b>Description</b> Study Skills ..
<b>2</b> <a href="#">Week 2, (File)</a>
<b>Date</b> 2006-06-02
<b>Subject</b> Week 2
<b>Author</b> John Jones
<b>Description</b> Study skills ..

2. Click on the link to view the full text of that item.

## References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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