

Faculty Tools-Course Overrides-Set Options

When the options for Course Overrides are changed it will affect all the override portlets on all the pages of the site.

- ✚ Click the **Set Options** tab in the **Course Overrides** area.
- ✚ The **Set Options** window will display (see illustration below).

Course Overrides - Set Options ?

[Course Overrides](#) > [Course List](#) > Set Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Name Search Options

Check the Name Search Options that you wish to have the name search process use. When you are doing Exact Match searches, you will probably want to uncheck the option, Search Using Phonetic Search.

Search Using Phonetic Match

Search Using Primary Name

Search Using the Alternate Name Types

Default Authorizations Sort Order

To indicate the column by which the Authorizations Granted should sort when the Course Authorization Details screen displays, select one of the values from the drop down.

Sort Column: ▼

- ✚ Under **Name Search Options**, click one or more of the check boxes.
 - ★ **Search Using Phonetic Match** – This option will search for a name that sounds like the one that is input. When using the other two options, it is a good idea to uncheck this option.
 - ★ **Search Using Primary Name** – This option is used to search for the student using the primary name as it is listed in the CARS database.
 - ★ **Search Using the Alternate Name Types** – In CARS, it is possible to input a different name for a student, such as their maiden name. This option will allow the advisor to search by the alternate name.
- ✚ To indicate the column by which the **Authorizations Granted** should **sort** when the **Course Authorization Details** screen is displayed, click the **Sort Column** list arrow and select one of the options; **Student**, **Condition**, or **Reason**.
- ✚ When all the options have been selected, click the **Save** button.