

Advanced Search

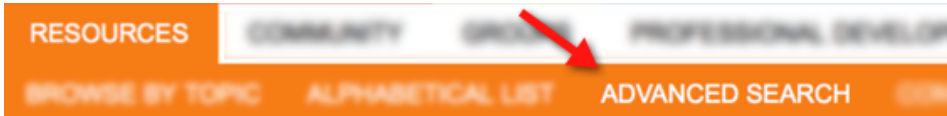
Tutela has multiple ways to access resources. The advanced search gives you the most flexibility to find what you need and discover new resources.

Accessing the Advanced Search

1. Click Resources in the Main Menu of Tutela. It is the first option available in the Main Menu



2. Click on Advanced Search from the Resources Sub-Menu. This will be the 3rd option in the Sub-Menu.



Searching for ANY keyword

1. Enter keywords in the search bar. These keywords can be subjects of interest, a title of a resource or type of resource etc...



2. Click the Search button located on the right of the search bar.



- You can reset your search and start over by clicking on the Reset Search button found on the far right.



Searching for ALL keywords

1. Enter keywords in the search bar. These keywords can be subjects of interest, a title of a resource or type of resource etc...



2. Check the box below the Search Bar called “Search for text as a complete phrase”. This option will search for resources that contain the exact words in the exact order that you entered in the search bar

Search for text as a complete phrase

3. Click the Search button located on the right of the search bar.

Search

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Reset Search

Filtering your search results

1. After making a search, click on the button titled “click to refine your search by selecting more criteria”. This button is found directly below the search bar after you perform a search.

Click to refine your search by selecting more criteria

2. Click on any of the available filters found in the list that will pop up.

Choose your Filter

Select a type of teaching resource...
Select a type of testing and assessment resource...
Select a type of curriculum resource...
Select a type of PD resource...
Select a type of policy papers resource...
Select a region...
Select a CLB stage...
Select an ESL literacy level...
Select a language skill...
Select an essential skill...
Select a functional skill...
Select an instructional theme...
Select a language program focus...
Select a specific learner group...

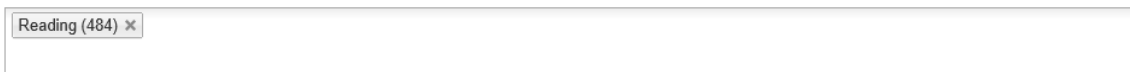
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3. Make a selection from the options that appear in the drop down




A screenshot of a web interface showing a dropdown menu. The menu is open, displaying several options. The top option is "Reading (484)", which is highlighted in blue. Below it are "Writing (282)", "Listening (206)", and "Speaking (144)". The text "Select an ESL literacy level..." is visible at the top of the dropdown, and "Select a language program focus..." is visible at the bottom.

4. Your results will now be filtered based on your keyword search and the filter that you just selected. Notice how your newly selected filter appears in the Filters box found below the search bar.



A screenshot of a filter box. It contains a single filter labeled "Reading (484)" with a small 'x' icon to its right, indicating it can be removed.

5. Repeat steps 2 & 3 as many times as you need and notice your filters appearing in the box.



A screenshot of a filter box containing three filters: "CLB Level 1 to 4 (Stage I) (4)", "Reading (4)", and "Managing Information (4)". Each filter has a small 'x' icon to its right.

- You can Click on the X beside one of your filters in order to remove that filter from your search query.



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Reset Search