

Using the Search Tool

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Type of Search	Description
Basic Search	Within the Basic Search you can search terms within metadata and file or folder names.
Advanced Search	The Advanced Search contains more options to search on username, dates, file size and more specific metadata.
Portfolio Search	The Portfolio Search is used to search only portfolios created in Blackboard Learn. Your search will only return portfolios that have been set to available or have been shared with you.
Saved Searches	Saved Searches include any search that you have saved after it has been run. For example, you searched for a biology article that your instructor made available and you want to be able to find it again. Once you complete the search you can click Save Search in the Action Bar and name the search so that you can easily find the article again.