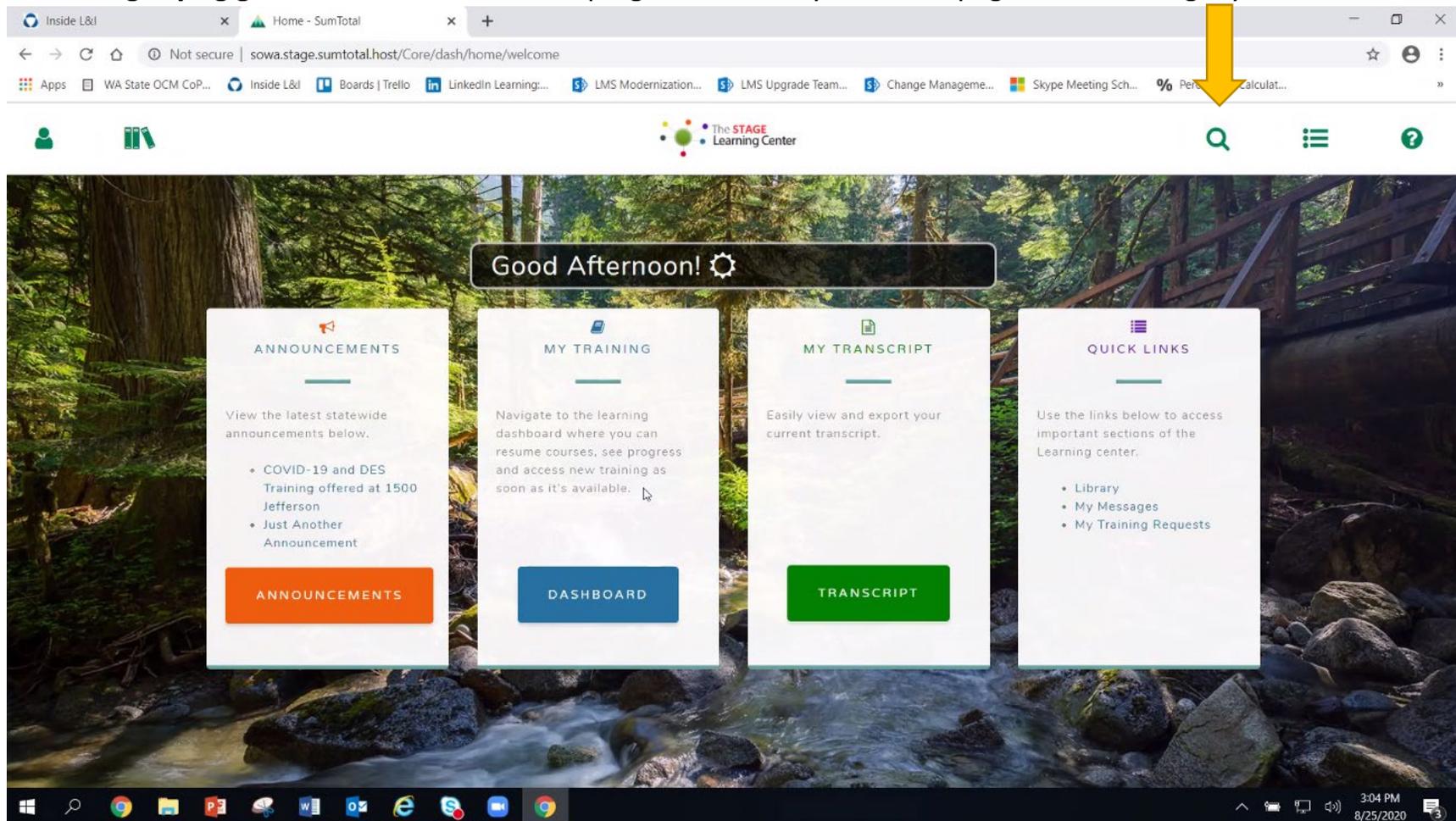


## How to Search for a Class

In the Learning Center, there are many ways to search for a class. The easiest way, is to conduct your search from the home page.

Click on the **magnifying glass icon** located on the top right section of your home page screen to begin your search.



The screenshot shows a web browser window displaying the Washington State Learning Center home page. The browser's address bar shows the URL `sowa.stage.sumtotal.host/Core/dash/home/welcome`. The page features a navigation bar with a magnifying glass icon (search) highlighted by a yellow arrow. Below the navigation bar, the main content area is titled "Good Afternoon!" and contains four white panels: "ANNOUNCEMENTS", "MY TRAINING", "MY TRANSCRIPT", and "QUICK LINKS". Each panel has a corresponding button at the bottom: "ANNOUNCEMENTS" (orange), "DASHBOARD" (blue), "TRANSCRIPT" (green), and "QUICK LINKS" (purple). The background of the dashboard is a scenic image of a forest stream. The Windows taskbar at the bottom shows the time as 3:04 PM on 8/25/2020.

After clicking on the magnifying glass icon, you are directed to the page below that has the search bar.

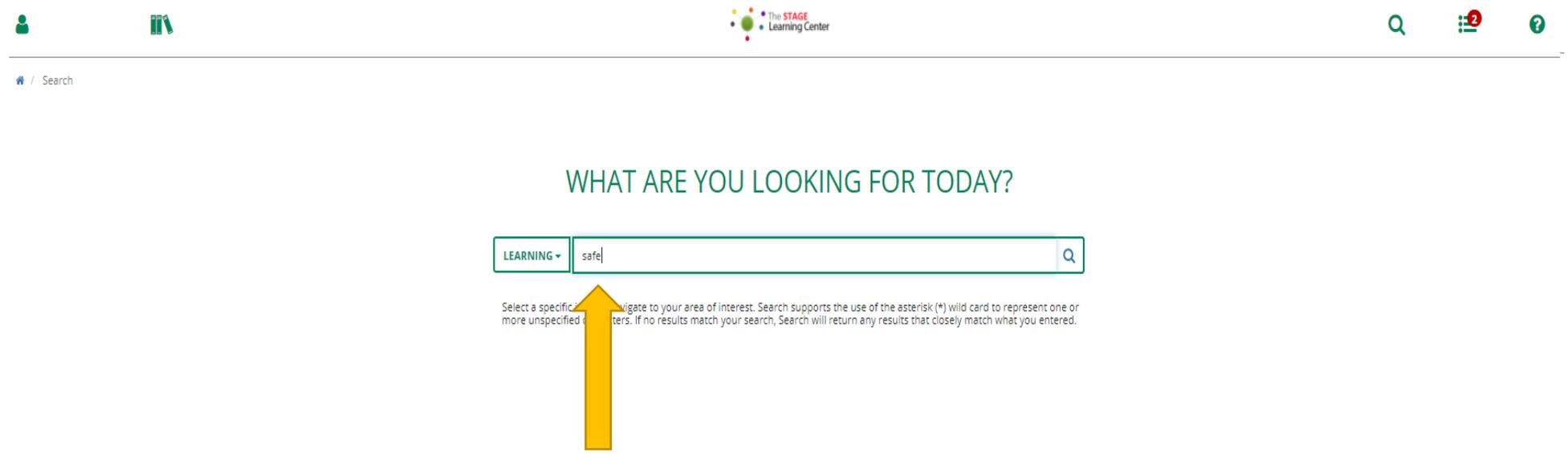
In the Learning Center, you do not have to have the exact title of the class or course, a partial name in the search bar will bring you results.

To begin your search:

**Type in the search bar** the topic or part of the title of a class or course.

**Press ENTER on your keyboard or click on the magnifying glass icon on the search bar.**

In the example below, the word “safe” is typed in the search bar.



After pressing ENTER on your keyboard or clicking on the magnifying glass on the search bar, the Learning Center returns a list of results.

Note: the Learning Center categorizes classes as part of a group of activities a learner performs in the system. Your returned search result may also include courses, online training (OLT), documents, quick assessments if they are options available in the system.

The screenshot shows the Learning Center interface with a search bar containing the word "safe". The search results are displayed in a list format, showing 20 of 26 results. The results are sorted by relevance. The left sidebar contains filter options for Activity Type, Location, Facility City, Topics, Duration (Minutes), Credit Hours, and Start Date. The main content area lists several courses, each with a pencil icon, a title, a description, and a "SELECT" button. The courses listed are:

- L&I Safe Lifting Techniques**: This course provides information on techniques you can use to safely lift items and information on how improper lifting can cause injuries. (ILT Course, 1 Hour, L&I 01-07-1331)
- L&I Ladder Safety**: This course focuses on the safe use of ladders. (ILT Course, 30 Minutes, L&I Q0009)
- L&I Safe Data Disposal Process - IT UNIT UPDATE JULY 2014**: Safe data disposal process training for L&I IT units and managers. (Online Course, 15 Minutes, L&I CAC IT Safe\_Data\_Disposals\_Process)
- WA-State and L&I Chainsaw Safety2010**: How to handle a chainsaw safely and prevent injuries created by L&I 2010. (Online Course, 19 Minutes, WA-State\_and\_L&I\_Chainsaw\_Safety2010\_ORG)
- MS-201 - Implementing a Hybrid and Secure Messaging Platform: Advanced Threat Protection (ATP)**: Microsoft Office 365 Advanced Threat Protection (ATP) is a cloud-based email filtering service that offers numerous capabilities including real-time protection. Explore ATP capabilities such as Safe Attachments, Safe Links, anti-phishing policies, and the Attack Simulator while preparing for the MS-201 Implementing a Hybrid and Secure Messaging Platform certification exam. (Online Course, 1 Hour 2 Minutes, It\_cihsmpl\_07\_enus)
- WA-State Defensive Driving**: This course will provide advanced defensive driving techniques to reduce your chances of being involved in a motor vehicle accident. The course name was updated to include WA-State on 6/2/2015. (Online Course, 1 Hour, DES DefensiveDriving\_Final\_ORG)

## SORTING SEARCH RESULTS

You may sort the results you see on the screen by clicking on the drop down menu next to “Sort By.”

The drop down menu provides several options on how you want to re-sort the results.

Tip: Are you looking for the latest courses in Learning Center?  
Select the option called, “Date Created (Newest).”

Sort By **RELEVANCE -**

- Relevance
- Description (A-Z)
- Description (Z-A)
- End Date (Oldest)
- End Date (Newest)
- Name (A-Z)
- Name (Z-A)
- Rating (Lowest)
- Rating (Highest)
- Start Date (Oldest)
- Start Date (Newest)
- Date Created (Oldest)
- Date Created (Newest)

The screenshot shows the Learning Center interface. On the left is a green sidebar with filter categories: ACTIVITY TYPE (ILT Course: 16, Online Course: 6, Document: 3, ILT Class: 1), LOCATION (L&I Plaza Rm 129: 1), FACILITY CITY (Tumwater: 1), TOPICS (ISH Training: 1), and DURATION (MINUTES) (0-59: 6, 60-119: 5, 120-179: 1, 180-239: 1, 240-299: 2, 420-479: 2, 480-539: 3, 600+: 5). Below this is CREDIT HOURS (0-0: 24, 3--3: 1). The main content area has a search bar with 'safe' and shows 20 of 26 results. The results list includes 'L&I Safe Lifting Techniques', 'L&I Ladder Safety', 'L&I Safe Data Disposal Process - IT UNIT UPDATE JULY 2014', and 'WA-State and L&I Chainsaw Safety2010'. On the right, a 'Sort By' dropdown menu is open, showing options like 'Relevance', 'Description (A-Z)', 'End Date (Oldest)', etc. A yellow arrow points from the text in the top right to the 'Sort By' dropdown. The interface also features a top navigation bar with a search icon, a notification icon with a red '2', and a help icon.

**FILTER YOUR RESULTS** ✕

▼ **ACTIVITY TYPE**

- ILT Course (16)
- Online Course (6)
- Document (3)
- ILT Class (1)
- ➕ Add

▼ **LOCATION**

- L&I Plaza Rm 129 (1)
- ➕ Add

▼ **FACILITY CITY**

- Tumwater (1)
- ➕ Add

▼ **TOPICS**

- ISH Training (1)
- ➕ Add

▼ **DURATION (MINUTES)**

- 0 - 59 (6)
- 60 - 119 (5)
- 120 - 179 (1)
- 180 - 239 (1)
- 240 - 299 (2)
- 420 - 479 (2)
- 480 - 539 (3)
- 600 + (5)

▼ **CREDIT HOURS**

- 0 - 0 (24)
- 3 - 3 (1)

▼ **START DATE**

**SAVED SEARCHES**

Select ▼

DELETE SEARCH SAVE SEARCH

RESET APPLY



## FILTERING SEARCH RESULTS

If you want to narrow down your search results further, look to the section on the left side of your screen with the green border titled, “Filter Your Results.”

You can filter your search results using the following categories:

- Activity Type
- Location
- Facility City
- Topics
- Duration (Minutes)
- Credit Hours
- Start Date

Tip: For each item in the filter category, there are sub-categories. The Learning Center provides the number of items available for the sub-category present.

As an example, if the Learner is only interested in Instructor-Led Training (ILT) Courses, (the screen snip shows there are 16 available) click on the box next to ILT course then click on the “Apply” button below the screen.

| Date Changed | Revisions | Changed By | Revision # |
|--------------|-----------|------------|------------|
| 09/19/20     | Created   | Imelda     | 1          |