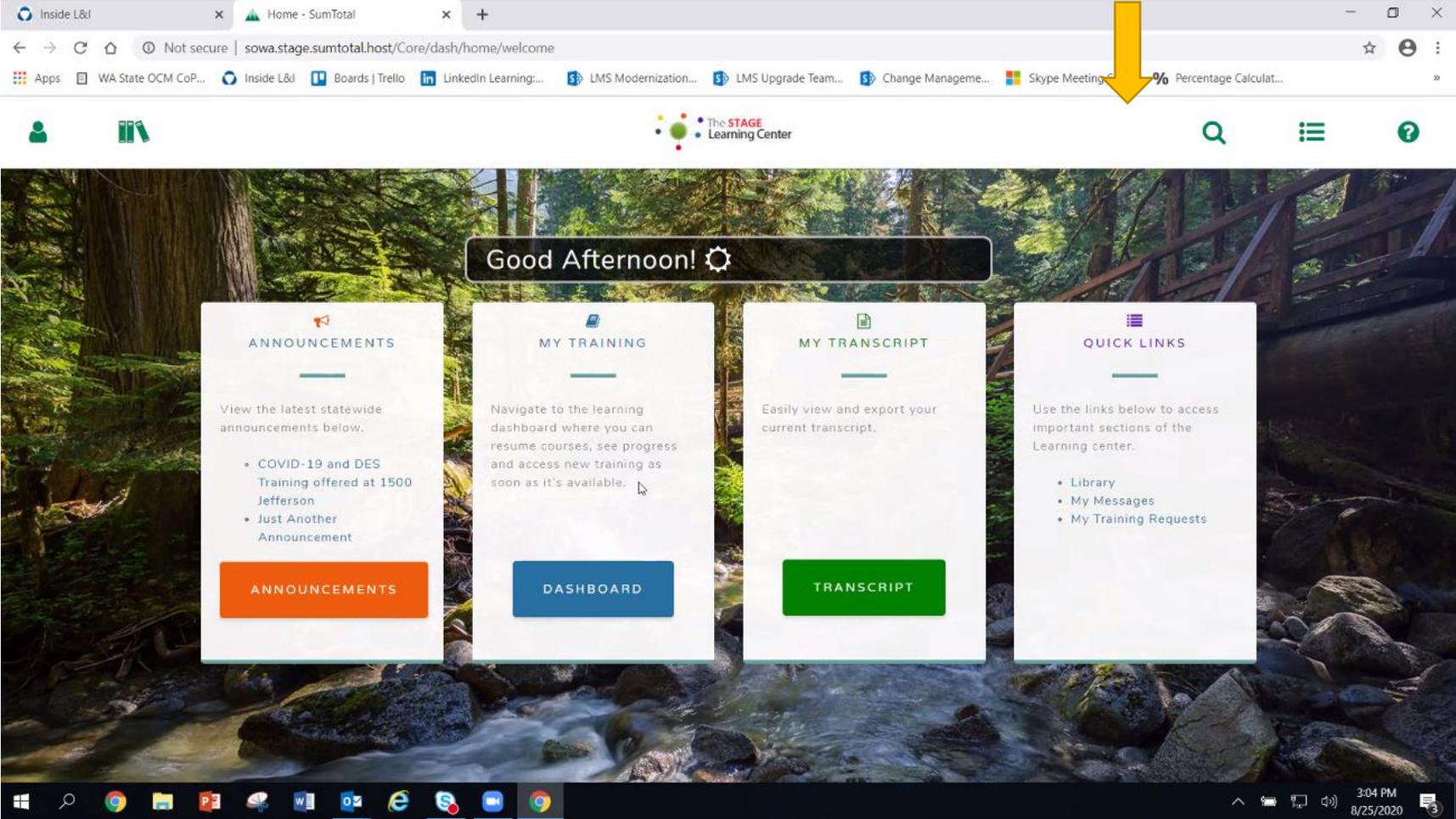


How to Search for a Class

In 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`. A yellow arrow points to the magnifying glass search icon in the top right corner of the page header. The page content includes a greeting "Good Afternoon!" with a gear icon, and four main sections: "ANNOUNCEMENTS", "MY TRAINING", "MY TRANSCRIPT", and "QUICK LINKS". Each section has a corresponding button at the bottom: "ANNOUNCEMENTS" (orange), "DASHBOARD" (blue), "TRANSCRIPT" (green), and "QUICK LINKS" (white with a list icon). The "QUICK LINKS" section lists "Library", "My Messages", and "My Training Requests". The background of the page 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.

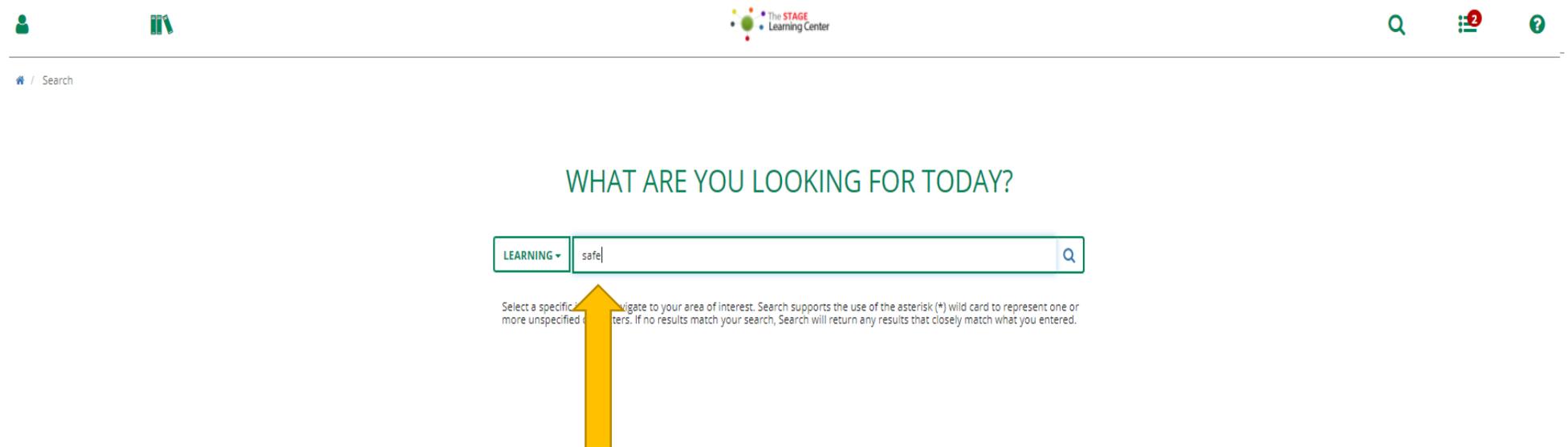
In Learning Center, you do not have to have the exact title of the class or course, a partial name in the search bar will bring you results.

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, Learning Center returns a list of results.

Note: 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 results are sorted by relevance and show 20 of 26 results. 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.

Activity Type	Count
ILT Course	16
Online Course	6
Document	3
ILT Class	1

Location	Count
L&I Plaza Rm 129	1

Facility City	Count
Tumwater	1

Topics	Count
ISH Training	1

Duration (Minutes)	Count
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	Count
0 - 0	24
3 - 3	1

Start Date	Count
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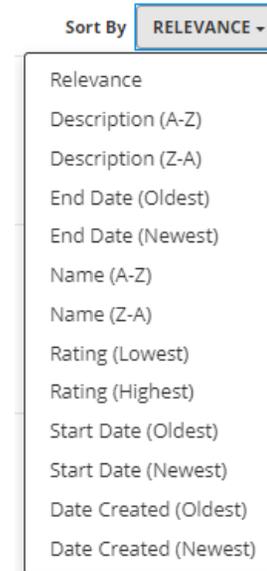
Course Title	Type	Duration	Count
L&I Safe Lifting Techniques	ILT Course	1 Hour	1
L&I Ladder Safety	ILT Course	30 Minutes	1
L&I Safe Data Disposal Process - IT UNIT UPDATE JULY 2014	Online Course	15 Minutes	1
WA-State and L&I Chainsaw Safety2010	Online Course	19 Minutes	1
MS-201 - Implementing a Hybrid and Secure Messaging Platform: Advanced Threat Protection (ATP)	Online Course	1 Hour 2 Minutes	1
WA-State Defensive Driving	Online Course	1 Hour	1

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).”



FILTER YOUR RESULTS

- 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)
- 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)

SEARCH: LEARNING - safe

SHOWING 20 OF 26 RESULTS FOR "SAFE"

- 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_Disposal_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

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. 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