

HOW TO USE THE SEARCH FUNCTION

This document describes how to use the search function in the course calendar page.

WHAT IS THE SEARCH FUNCTION

When you land on the course calendar page, it automatically shows you the list of all available courses in Learning Central.

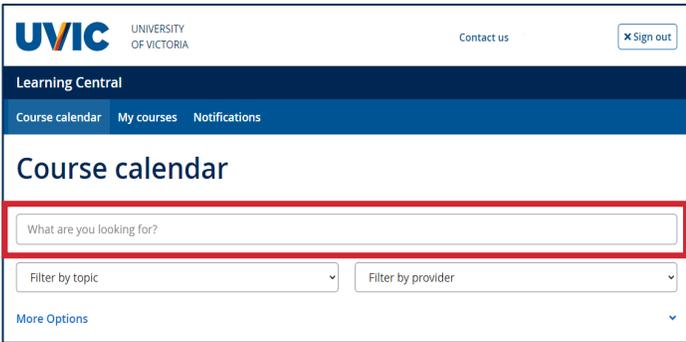
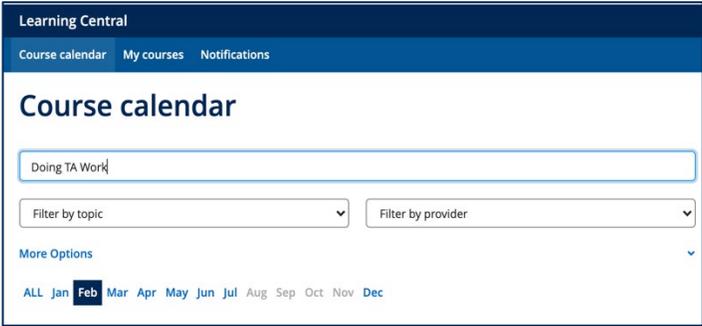
The purpose of the search function is to:

- Help you easily find the specific course titles that you want to register for
- Help you find available courses that match your needs

This guide will cover:

- How to search for a specific course
- How to search by topic or provider

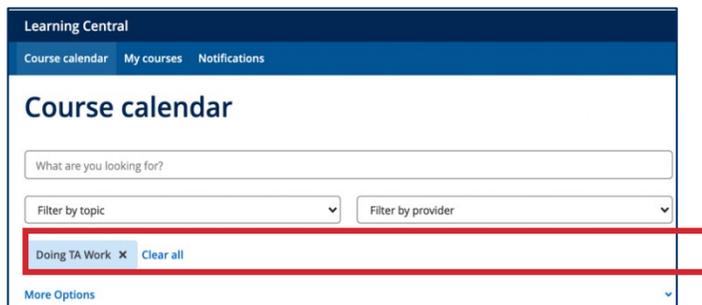
A. How to search for a specific course

#	Instructions	Screenshot
1	To search for your desired course, simply click on the search bar.	 The screenshot shows the top of the Learning Central website. The header includes the UVIC logo and navigation links for 'Course calendar', 'My courses', and 'Notifications'. Below the header, the 'Course calendar' section is visible, featuring a search bar with the placeholder text 'What are you looking for?'. The search bar is highlighted with a red rectangular border. Below the search bar are two dropdown menus for 'Filter by topic' and 'Filter by provider', and a 'More Options' link.
2	Type-in the title/code/keywords of the desired course. It will automatically generate all related results. However, you can click 'enter' from your keyboard to ensure that it search using your keyword.	 The screenshot shows the same Learning Central Course calendar page, but now with search results. The search bar contains the text 'Doing TA Work'. Below the search bar, the 'Filter by topic' and 'Filter by provider' dropdown menus are visible. At the bottom of the page, a navigation bar shows the months of the year, with 'Feb' highlighted in a dark box, indicating the current month.

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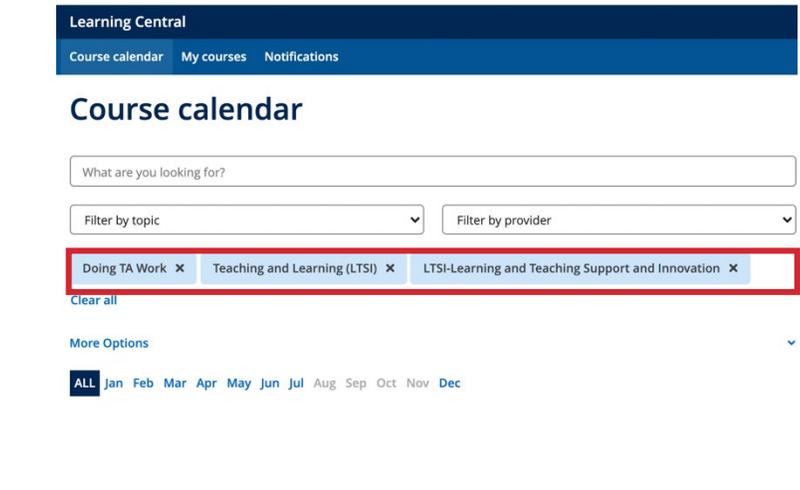
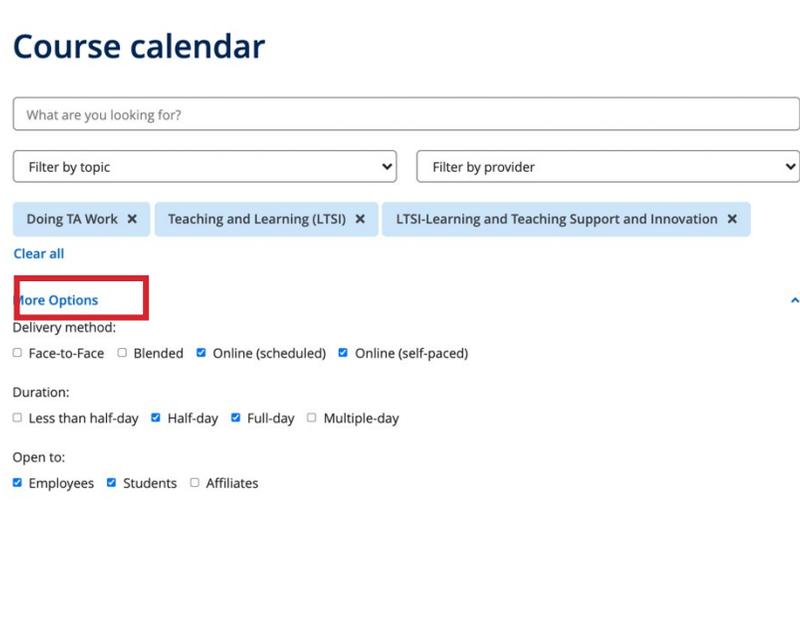
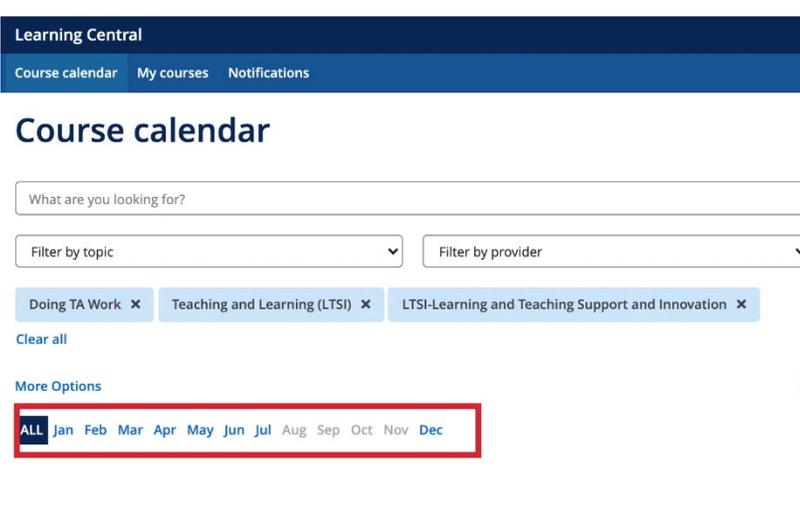
3 The keywords you have typed-in should appear below the 'filter box'

Click the 'x' to clear the filter and begin again.



B. How to search by Topic or Provider

#	Instructions	Screenshot
1	To search for a desired course with use of the filter, you can either type-in the course name/title/keywords or just leave it blank.	
2	<p>Click on the following 'filter box' and choose according to your need</p> <ul style="list-style-type: none"> Filter by topic Filter by provider 	

<p>3</p>	<p>The filtered keywords should appear below the 'filter box'</p>	 <p>The screenshot shows the 'Learning Central' interface with the 'Course calendar' tab selected. Below the search bar, there are two dropdown menus for 'Filter by topic' and 'Filter by provider'. Below these, three filter tags are displayed: 'Doing TA Work', 'Teaching and Learning (LTSI)', and 'LTSI-Learning and Teaching Support and Innovation'. A red box highlights these three tags. Below the tags is a 'Clear all' link and a 'More Options' link with a dropdown arrow. At the bottom, there is a month selection bar with 'ALL' selected and months from Jan to Dec.</p>
<p>4</p>	<p>4.1. If you want to be more specific with your search, click on 'More options'</p> <p>4.2. This will expand the window to show you the following:</p> <ul style="list-style-type: none">• Delivery Method• Duration• Target participants <p>4.3. Select from given options, the ones that matches your need.</p>	 <p>The screenshot shows the 'Learning Central' interface with the 'Course calendar' tab selected. Below the search bar, there are two dropdown menus for 'Filter by topic' and 'Filter by provider'. Below these, three filter tags are displayed: 'Doing TA Work', 'Teaching and Learning (LTSI)', and 'LTSI-Learning and Teaching Support and Innovation'. A red box highlights the 'More Options' link. Below the link, the 'More Options' section is expanded, showing three categories: 'Delivery method:' with options 'Face-to-Face', 'Blended', 'Online (scheduled)', and 'Online (self-paced)'; 'Duration:' with options 'Less than half-day', 'Half-day', 'Full-day', and 'Multiple-day'; and 'Open to:' with options 'Employees', 'Students', and 'Affiliates'. The 'Online (self-paced)', 'Full-day', and 'Students' options are selected.</p>
<p>5</p>	<p>The list of courses can also be filtered according to month of availability.</p> <p>To filter based on month, click on the month options.</p>	 <p>The screenshot shows the 'Learning Central' interface with the 'Course calendar' tab selected. Below the search bar, there are two dropdown menus for 'Filter by topic' and 'Filter by provider'. Below these, three filter tags are displayed: 'Doing TA Work', 'Teaching and Learning (LTSI)', and 'LTSI-Learning and Teaching Support and Innovation'. A red box highlights the month selection bar at the bottom, which includes 'ALL' and months from Jan to Dec.</p>

6 As you filter, the page will automatically generate results according to your preference.

However, you can also press 'enter' from your keyboard to ensure that it has been filtered accordingly.