



LEARNING MANAGEMENT SYSTEM (LMS) SEARCH FOR A COURSE AND REGISTER

This QRG will guide you through the process of searching for and registering for a course using the simple and advanced search options.

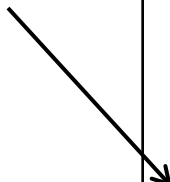
Simple search:

1. Log into the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Locate the Catalog Search portlet on the LMS Home page.

Search field



Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search	In
<input type="text"/>	Learning Catalog ▾
Location	Starting
Any Location ▾	In Next Six Months ▾

Show exact matches only

[Advanced Search](#)

Browse: [Category](#)

Figure 1 – Search field in the Catalog Search portlet on the LMS Home Page

3. Enter the title of the course for which you want to search. If you are unsure about the title of the course, use the percentage sign (%) as a wild card. Click the **Search** button to continue.

NOTE: You can use the additional search fields (In, Location, and Starting) to focus your search results to a specific type of course or date range.

Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search
%ethics%

In
Learning Catalog

Location
Any Location

Starting
In Next Six Months

Show exact matches only

Search

[Advanced Search](#)

[Browse: Category](#)

Search button

Figure 2 – Search button in the Catalog Search portlet on the LMS Home Page

4. A list of courses will be displayed, available for registration.

Advanced Search:

1. Locate the Catalog Search portlet on the LMS Home page.
2. Click the **Advanced Search** link in the Catalog Search portlet.

The screenshot shows a 'Catalog Search' portlet with the following elements:

- Search** text label above a text input field.
- In** text label above a dropdown menu showing 'Learning Catalog'.
- Location** text label above a dropdown menu showing 'Any Location'.
- Starting** text label above a dropdown menu showing 'In Next Six Months'.
- A checkbox labeled **Show exact matches only**.
- A **Search** button.
- A blue **Advanced Search** link.
- A blue **Browse: Category** link.

An arrow from the text 'Advanced Search link' on the right points to the blue 'Advanced Search' link.

Figure 3 – Advanced Search link in the Catalog Search portlet on the LMS Home Page

3. Enter the information of the course for which you want to search. If you are unsure about the title of the course, use the percentage sign (%) as a wild card. Click the **Search Learning Catalog** button to continue.

Find Knowledge Resources - Advanced Search

You may use a percent sign % as a wildcard character.

[Catalog Search Instructions](#)

Courses	Files
Certifications	Centra Recordings
Curricula	Websites
Packages	Experts

Title	<input type="text" value="%ethics%"/>	Location	<input type="text"/>
Keyword	<input type="text"/>	Delivery Type	All
Start Date >=	06/15/2015	Language	English
End Date <=	<input type="text"/>	Category	<input type="text"/>
Facility	<input type="text"/>	Competency	<input type="text"/>
Currency	US Dollars	ID	<input type="text"/>
Field of Study	<input type="text"/>		

[Configure](#) | [Save Search Query](#)

Search Learning Catalog button

Figure 4 – Search Learning Catalog button on the Advanced Search screen

NOTE: Some of the fields have a pick icon that will allow you to select additional information, such as a date range (Start Date and/or End Date), a specific Location, or a Field of Study. These fields are optional and are used to refine search results.

4. Locate the course in which you want to enroll, you can either click the **Launch Content** link to open the course immediately or click the **Add to Plan** link to add it to your Learning Plan.

Courses													
Showing 15 out of 15 results													
Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Current Enrollment	Maximum Enrollment	Price	Add
2014 Annual Ethics		Online Training						English		12		0.00 USD	Launch Content Add to Plan
Business Ethics	2.2	Online Training						English				0.00 USD	Launch Content Add to Plan

Launch Content link

Add to Plan link

Figure 5 – Launch Content and Add to Plan links

IMPORTANT: Courses that have tuition must contain a valid CAN to ensure the proper obligation of funds in NBS. A valid CAN must be added by your Manager or Additional Approver for Orders as part of the order approval process.

If you experience trouble with this process, please refer to the [LMS Support Page](#).