# **Browsing and Finding Courses**

# **Searching for Courses**

To browse and find courses, simply log into the Learning Management System (LMS). Then, on the left-hand side of the screen, directly below the Dashboard, select View Course Catalog.



From there, you can search for courses 3 different ways.

1. **Scroll** - By simply scrolling up and down, you can browse all available courses.



1. **Search** – Use the Search Box to enter key terms to find a course on a specific topic. Click Find Course to see results.



1. **Use Filters** - To access the filters, click on the Advanced Filters link below the Search Box in the Course Catalog. ​



You will see a drop-down menu that allows you to search for courses using specific criteria, such as:

* All Categories
* All Dates
* All Delivery Methods, and
* All Locations



* **Filtering by Category –** To filter the Course Catalog by Categories, use the drop-down menu to select the category of your choice. Your options will include:
	+ All Categories
	+ Compliance
	+ On-Site Course
	+ Training, or
	+ Virtual Training

If you are not sure what type of training the course is, the All Categories option provides the largest selection of courses to choose from.



* **Filtering by Date** - To filter a course by Date, click on the text box All Dates and select the date range by day, month and year. Then select Apply to view courses within the specified date(s).



* **Filtering by Delivery Method -** To filter by Delivery Method, select All Delivery Methods. This will give you a drop-down menu with the following options:
	+ Classroom / Instruction Led
	+ Webinar
	+ Computer Based Training
	+ Web-Based Training
	+ On-the-Job Training, and
	+ Blended

Making a selection from the drop-down menu will automatically populate a selection of courses to choose from.



* **Filtering by Location -** To filter your Course Catalog by Location, click on the AllLocationsdrop-down menu and select your desired location.

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If your results have been limited by selecting specific filters, you can always revert back to using the Allcriteria under each filter in its original drop-down menu.

**For more information, please visit the Blackboard Learning Management System (LMS) page, located on the DOR website.**