

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

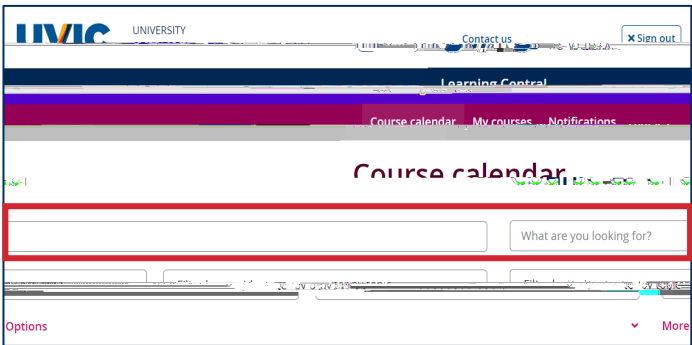
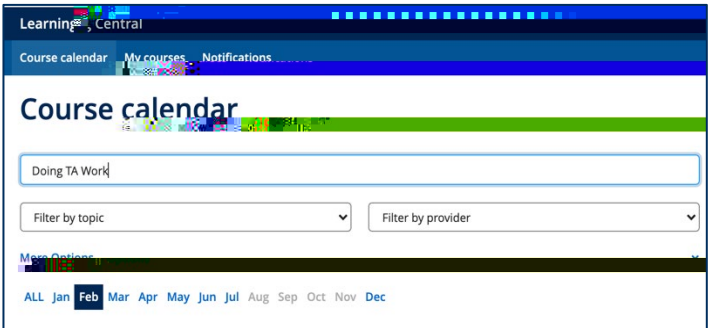
When you land on the course calendar page, it automatically shows you the list of all available courses in Learning Central.

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:

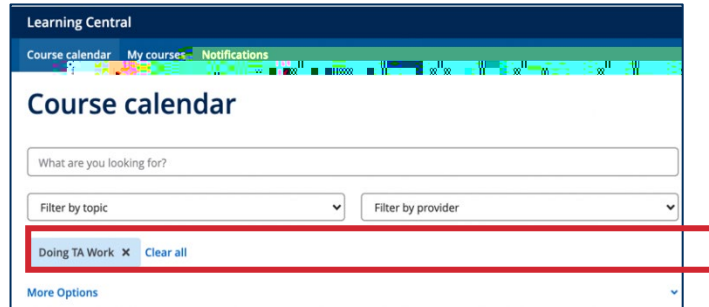
- How to search for a specific course
- How to search by topic or provider

		Screenshot
1	To search for your desired course, simply click on the search bar.	 A screenshot of the Learning Central website's 'Course calendar' page. The search bar is highlighted with a red rectangular box. The text 'What are you looking for?' is visible to the right of the search bar. The page header includes 'LIVIC UNIVERSITY' and navigation links like 'Contact us' and 'Sign out'.
2		 A screenshot of the Learning Central website's 'Course calendar' page. The search bar contains the text 'Doing TA Work'. Below the search bar are two dropdown menus labeled 'Filter by topic' and 'Filter by provider'. At the bottom, there is a navigation bar with months from 'ALL' to 'Dec', with 'Feb' highlighted.

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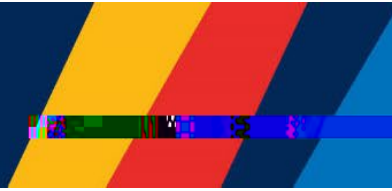
3 The keywords you have typed-in should appear below the 'filter box'

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	Click on the following 'filter box' and choose according to your need <ul style="list-style-type: none"> Filter by topic Filter by provider 	



3 The filtered keywords

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.