


# Find or Explore Learning Opportunities

As a learner, you may not be limited to just those learning opportunities assigned to you. CSU Learn includes tools to allow you to search through and explore learning opportunities to help set you up for current and future success.

## Search for Learning

**Enterprise Search** allows you to find just about anything in the system. This includes learning opportunities. If you know the name of the activity you are interested in, or if you want to search activities by keyword, try finding the activity in **Enterprise Search**.



1. Click  in the Header menu to open Enterprise Search.
2. Enter your search term in the search bar.
  - You can enter the **title** of the activity or the **class code** to locate any course or topic.
  - You can use the **asterisk (\*)** wildcard to search for partial words (for example, entering **financ\*** will return results for "finance" and "financial"). Press **Enter** to perform the search.
3. The search returns any learning activities that closely match your search terms, with the total number of results displayed.

Once you have found an activity you are interested in, use the blue button on the right-hand side of the row to view more details on the activity, register for it, and more.

SHOWING 13 OF 13 RESULTS FOR "FOOD DEMO"




Sort By

RELEVANCE ▾



### Food Demo: Meal Prepping 101

Do you hate finding new recipes that are health and your family will love? Do you want to include more fruits and veggies in your family's diet but aren't sure

 ILT Class  01/29/2020 12:00 pm PST  01/29/2020 01:00 pm PST

 ilt\_CSUSM\_FOOD\_DEMO-0005



SELECT ▾

Register

View Details


Add To Playlist

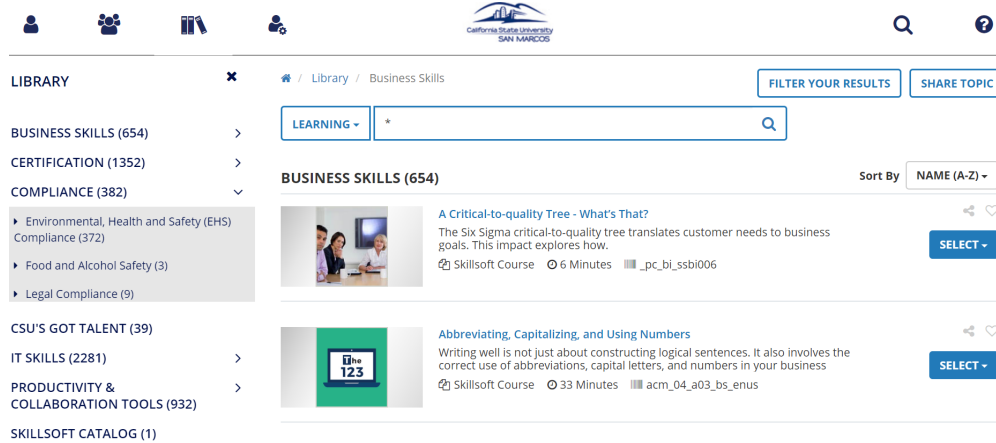
Manage Assignments

Register Others

If you do not see what you are looking for in the first set of results, you can click **View All** to list all results in a new page. From here, you can also sort activities by various criteria (such as relevance or date), or filter by criteria (such as activity type, delivery method, or duration).

## Browse for Activities in the Library

The Library is a collection of learning activities organized by topics and subtopics. You can access the Library by clicking  in the Header menu.



The screenshot shows the Library interface. At the top, there is a header with icons for user, group, library, and profile, followed by the California State University San Marcos logo and search/help icons. Below the header, the main content area is divided into two panes. The left pane, titled 'LIBRARY', contains a list of topics: BUSINESS SKILLS (654), CERTIFICATION (1352), COMPLIANCE (382), CSU'S GOT TALENT (39), IT SKILLS (2281), PRODUCTIVITY & COLLABORATION TOOLS (932), and SKILLSOFT CATALOG (1). The right pane, titled 'BUSINESS SKILLS (654)', displays a search bar with 'LEARNING' selected and a search button. Below the search bar, there are two results. The first result is 'A Critical-to-quality Tree - What's That?' with a description: 'The Six Sigma critical-to-quality tree translates customer needs to business goals. This impact explores how.' It is a Skillsoft Course, 6 Minutes long, and has the ID \_pc\_bi\_ssbi006. The second result is 'Abbreviating, Capitalizing, and Using Numbers' with a description: 'Writing well is not just about constructing logical sentences. It also involves the correct use of abbreviations, capital letters, and numbers in your business.' It is a Skillsoft Course, 33 Minutes long, and has the ID acm\_04\_a03\_bs\_enus. Both results have a 'SELECT' button.

From here, you can:

- Use the **Navigation** (left-hand) pane to browse by topic. Use the arrows to expand or minimize lists of subtopics.
- Type your keywords into the **Search** box.
- Click **Filter** to select options to help narrow your results (such as by Activity Type).
  - Clicking on any of the options in the **Navigation** pane (whether topics or filters) causes them to display in the main **Results** (right-hand) pane. Use the **Select** split-button to perform available actions, such as registering for the activity or viewing its details page.