



[How to: Search for a Course \(Learner\)](#)

The following is a process to help the learner “Search” for a course in the Course Catalog.

To search for an activity, please use one of the following options:

- 1) **Search Box** – There is a search box located at the top of the site. You can enter any word or multiple words to locate activities that match the word(s) used. Search by titles or any other text that might be found within the course website.



Note:

- It is not case sensitive
- It will locate the search word found on any site - e.g., if you enter “Advancing” – it will locate all pages where that word is found, course titles or any text found on any site.
- It does not locate partial words – e.g. if you enter “multi” it will not locate pages with the word “multifaceted”.
- Searching by more than one word will cause it to locate all pages with either word on any page. e.g. “American heart” will locate all pages with either the word “American”, “heart”, or “American heart”.
- It will not find courses that are more than 30 days expired. These are accessible through My Account if registered for the course.

- 2) **Search based on specific criteria** – Click **Find a Course** drop down and select **Live Activities** option to search for an activity based on the desired criteria.

