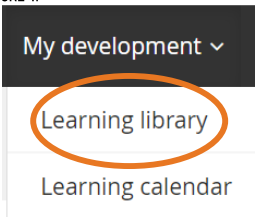


Search by the Learning Library

FIGURE 1.



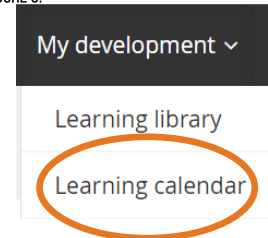
Locate the navigation bar at the top of the screen and select the drop-down "My development". Then select "Learning library" as shown in Figure 1. This will bring up all the learning activities in the Learning Library as shown in Figure 2.

FIGURE 2.



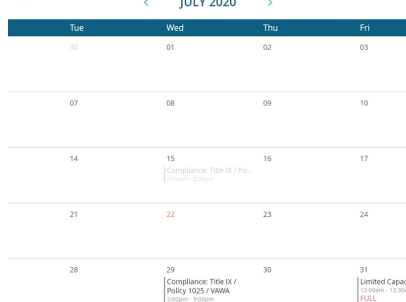
Search by the Learning Calendar

FIGURE 3.



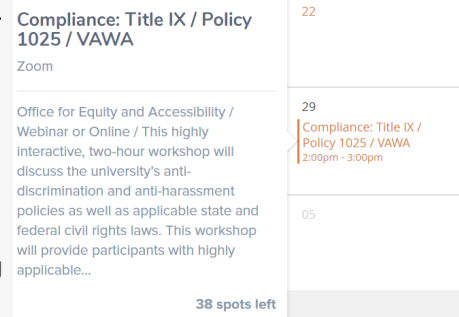
To search for a specific date, locate the navigation bar at the top of the screen and select the drop-down "My development". Then select "Learning calendar" as shown in Figure 3. This will bring up all the learning activities that have specific times associated with a learning activity in a monthly calendar format beginning with the current month as shown in Figure 4. Prior learning activities are grayed out. **NOTE: This is only for learning activities that have a date and time associated.**

FIGURE 4.



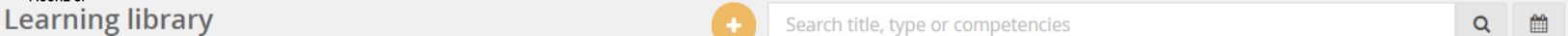
Hovering over the learning activity will provide additional information on the learning activity including how many seats are left, as shown in Figure 5. By selecting the title, it will bring you to the learning activity registration page.

FIGURE 5.



Search by Search Bar or Filters

FIGURE 6.



Level Type Competencies Locations Availability Archived

In both the Learning Library and the Learning Calendar, there is the option to search by the search bar or through the drop-down filters located at the top of the page under the main navigation bar, as shown in Figure 6.

The search bar on the right can be used to search by title, keyword, type of activity, or competency. Type the search term into the space that states "Search title, type or competencies" and either press "Enter" on your keyboard or the magnifying glass icon to the right of the search bar.

To use the filters on the bar below the search bar, select the drop-down that is appropriate. The filters will only show options that are currently in the Learning Library. The options of "Level" are "Employee", "Supervisor", or "Faculty". The options for "Type" are "Classroom", "Multiple", "Online", or "Webinar". Competencies is only "Compliance". "Location" is only "Virginia". The options for "Availability" are "Available" or "Full". "Archived" includes all inactive learning activities.

Reminder: Filters limit the information.

To switch back and forth between the Learning Library and Learning Calendar, select the icon (calendar or four-square icon) to the right of the magnifying glass icon.