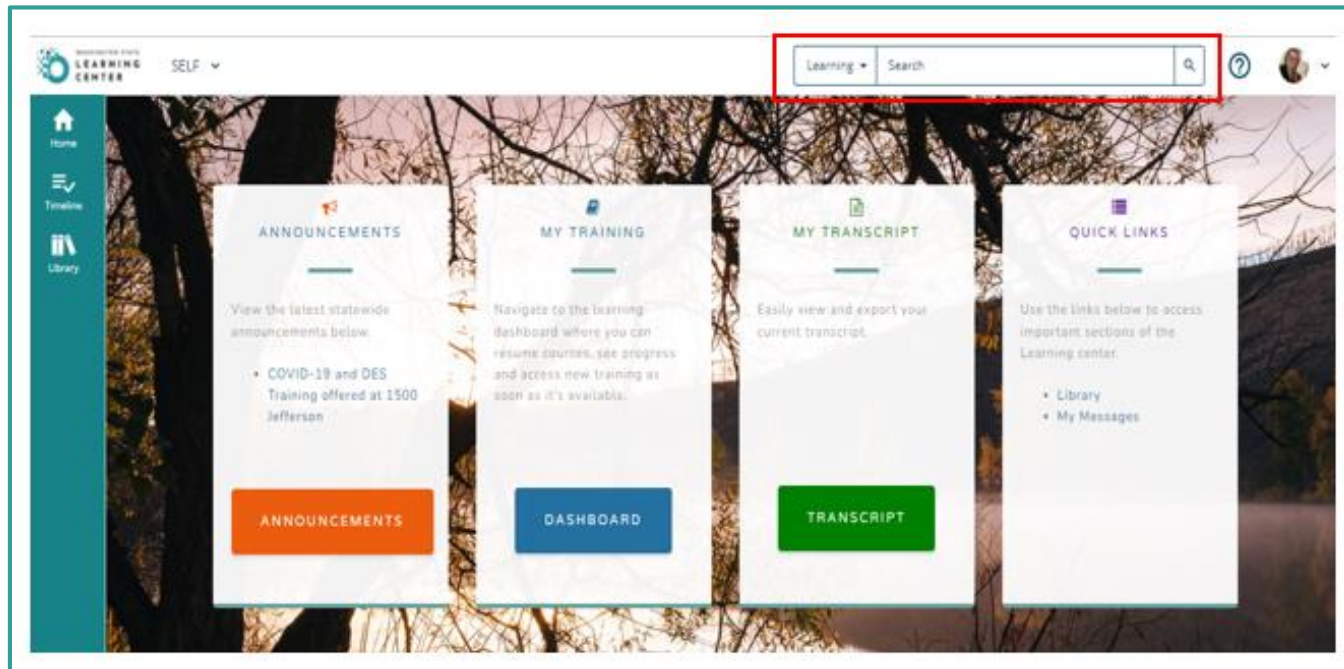
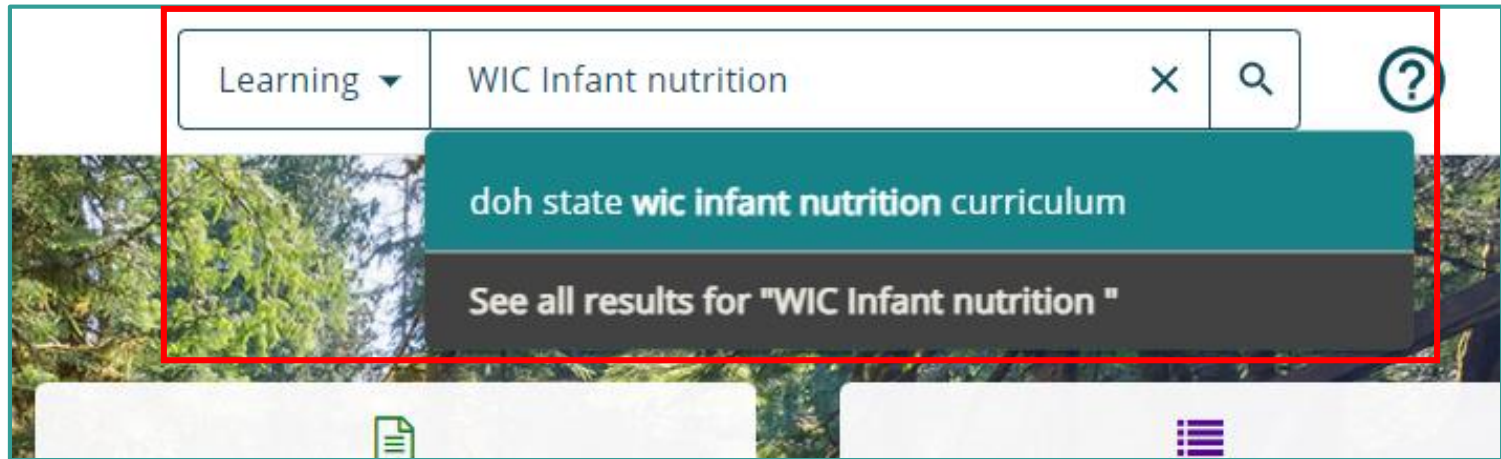


How to Search & Register in Learning Center



- In Learning Center, there are many ways to search for a course. The easiest way is to conduct your search from the home page.
- Click into the **Search Bar** located in the top right section of your home page screen. Type in key words according to the title of a class/course/curriculum and select the magnifying glass to search.

Search Bar Results



As you type into the **Search Bar** what you are looking for Learning Center may start to auto fill.

You have 3 ways to open your search:

1. Select the prefilled title of what you are searching for.
2. Select **“See all results for (key words entered)”**
3. Select **Magnifying glass**.

Search Results for Learning

Search / Search

SEARCH RESULTS FOR LEARNING

Search for available learning activities. Use the Filters to narrow your results.

Filter Results

- > Saved Searches
- > Activity Type
 - ILT Course (348)
 - OnLine Course (58)
 - Curriculum (10)
 - Document (6)
 - Quick Assessment (6)
- > Duration (Minutes)
- > Topics
- > Credit Hours
- > Language
- > Activity Availability
- > Start Date
- > Location
- > Media Type
- > Delivery Method

20 of 428 results for "doh state wic inf"

All Watch Listen

Sort By: Best Match

- ONLINE COURSE
DOH STATE WIC Welcome to WIC
Introduction to WIC for coordinators, leads, administrators
Training Objectives:-Learn about WIC's hist...
DOH_PCH_WIC_0062
- ONLINE COURSE
DOH STATE WIC Assessment
This course is the Assessment Questions webinar from October 2020. Be sure to review the Assesse...
DOH_WIC_Assessment_001
- ONLINE COURSE
DOH STATE WIC Outreach
Recorded webinar for WIC coordinators, managers, supervisors, leads, agency directors sharing infor...
DOH_PCH_WIC_0069
- ONLINE COURSE
DOH STATE WIC - WA WIC Monitor Process
This course covers the Washington state DOH WIC monitor process. It consists of four parts:WA WIC ...
_6gbmZyfhjp3_course_id

- Selecting the name of the course or selecting “See all results for...” will open a full list of options in the **SEARCH RESULTS FOR LEARNING**.
- If the title you are searching for displays you can click on it, to open the class/course/curriculum.

Please Note: Learning Center categorizes classes as part of a group of activities a learner performs in the system. Your returned search result may also include courses, online training (OLT), documents, quick assessments if they are options available in the system.

Sorting Search Results

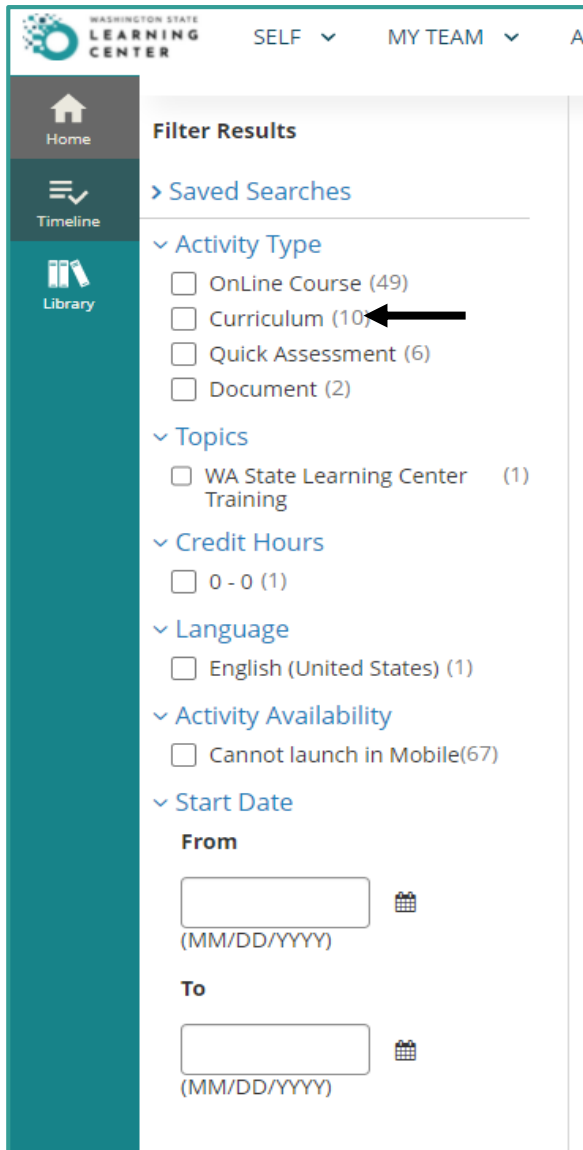
SORTING SEARCH RESULTS:

- You may sort the results you see on the screen by clicking the drop-down menu next to the **Sort By**.
- The drop-down menu provides several options on how you want to re-sort the results.

Tip: Are you looking for the latest courses added to Learning Center? Select the option titled "Date Created: Newest to Oldest".

The screenshot displays a search results interface. At the top right, a dropdown menu is open, showing the following options: Best Match, Description: A to Z, Description: Z to A, End Date: Soonest to Latest, End Date: Latest to Soonest, Name: A to Z, Name: Z to A, Start Date: Soonest to Latest, Start Date: Latest to Soonest, Date Created: Oldest to Newest, and Date Created: Newest to Oldest. An arrow points to the 'Sort By: Best Match' dropdown menu. Below the menu, a list of online courses is visible, including 'DOH STATE WIC Outreach', 'DOH STATE WIC Cascades Certification Policy Training - Part 1', and 'DOH STATE WIC The Basics - Using Video Technology for Remote WIC Services'. On the left side of the interface, there is a sidebar with a search bar and a list of filters: Document (2), Topics, Credit Hours, Language, Activity Availability, and Start Date.

Filtering Search Results



FILTERING SEARCH RESULTS:

- If you want to narrow your search results further, look to the section on the left side of your screen titled, “FILTER YOUR RESULTS”.
- You can filter search results by:
 - ACTIVITY TYPE
 - TOPICS
 - CREDIT HOURS
 - LANGUAGE
 - ACTIVITY AVAILABILITY
 - START DATE

Tip: For each item in the filter category there are sub-categories. You can see the number of trainings available in each sub-category. As you select the filter the Search Results will update.

For example; there are 2 documents associated with the topic we searched for.

How to Register

The screenshot shows a web application interface for searching and registering for curriculum. On the left, there is a sidebar with filters: 'Saved Searches', 'Activity Type' (with options: ILT Course (348), OnLine Course (58), Curriculum (10), Document (6), Quick Assessment (6)), 'Activity Availability', and 'Start Date'. The main content area has a search filter 'Curriculum' and a 'Clear All' button. It displays two curriculum items, each with a 'WIC WASHINGTON' logo. The first item is 'DOH STATE WIC Breastfeeding Curriculum' with a description: 'This curriculum contains the Breastfeeding course and the Breastfeeding post-test.' and ID 'DOH_WIC_Breastfeeding_Curriculum'. The second item is 'DOH STATE WIC Hematology Curriculum' with a description: 'This curriculum contains the Hematology online course and the Hematology Post-Test.' and ID 'DOH_WIC_Hematology_Curriculum'. A 'More Actions' menu is open over the first item, showing options: 'Register', 'View Details', and 'Add To Playlist'.

Once you've identified the Curriculum or Course you need to register for:

- Select the 3 dots to the far right of the curriculum or course for More Actions.
- An option box will open to “Register”, “View Details” or “Add To Playlist”.
 - Select **Register** to register for the curriculum or course.
- If you click the title of the curriculum or course – you can also register from within the details of the curriculum/course and then click the **Register button**.



This institution is an equal opportunity provider. Washington WIC doesn't discriminate.

To request this document in another format, call 1-800-841-1410. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email WIC@doh.wa.gov

DOH 961-1258 January 2022