

Procedure	Course Search in eTraining LMS	Effective Date:	January 2013
Procedure #	5.3		
Functional Area	Training and Org. Development	Revised Date(s)	01/14/2013

Purpose:

The purpose of this procedure is to inform on the process for locating and registering for online learning content in the Eastern Michigan eTraining Learning Management System (LMS).

Course Search Procedure, Search Bar:

Description: The eTraining LMS contains thousands of online courses. To find the appropriate course utilize the following procedure:

1. Log in to eTraining at etraining.emich.edu by following the eTraining Log in Procedure (Procedure 5.2).
2. Enter key word(s) into the “Search for” box located along the top of the screen.
3. Select a category to narrow your search results, or select “All” for the largest range of choices.
4. Click the grey “SEARCH” button to the right of the search fields to execute a query.

The Search Results page will automatically load.

Results will be sorted by content type (i.e. Custom Content, Books, Courses, SkillBriefs, Job Aids, Videos, etc.) with the number of search results within that type displayed.

To narrow a search to a specific content type, click on that content type link.

Course Search Procedure, Catalog:

Description: eTraining content can also be located through the interactive catalog. To explore the catalog follow procedure below:

1. Log in to eTraining.emich.edu and follow the eTraining Log in Procedure.
2. From your eTraining homepage click on the white button labeled “Catalog”
3. Open the folder you wish to explore by double clicking on it.
4. Continue step 3 until you have located a course you wish to launch or save. (Ex: Catalog → Course Curricula→English→Business Certifications→Professional in Human Resources→Workforce Planning and Employment)
5. To Launch or read details of the course hold your mouse over the title of the course and click the appropriate link.