



The New Learning Hub Admin Guide

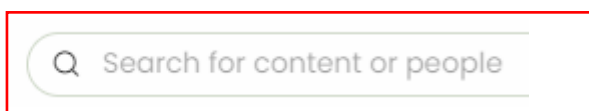
How to Search for Learning Content



How to Search for Learning Content

On the top of your Learning Hub Homepage, you will see a Search feature as per the below

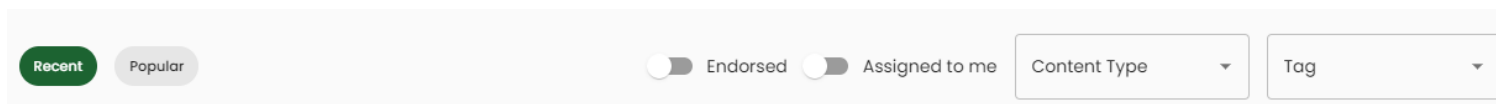
Welcome back, Adam

A search bar with a magnifying glass icon on the left and the placeholder text "Search for content or people". The search bar is highlighted with a red rectangular border.

You can simply type in a topic or specific keyword for a course and press enter on your keyboard. You will see a list of learning content appear which you can select. If required, you can use the 'Advanced Search' option to narrow down the search as detailed in the next section.

Using Advanced Search

Advanced search filters will now appear at the top

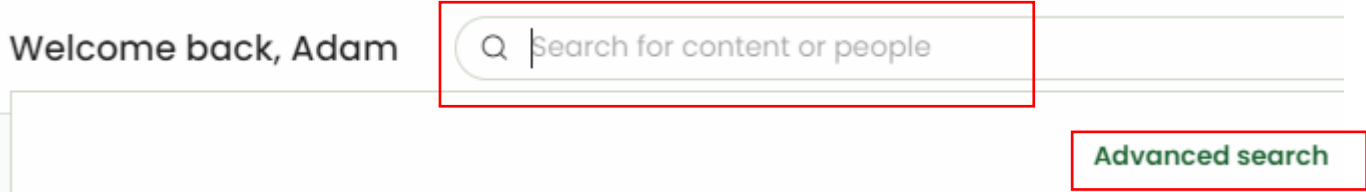
A horizontal bar containing advanced search filters. On the left, there are two buttons: "Recent" (highlighted in green) and "Popular". In the center, there are two toggle switches: "Endorsed" (turned off) and "Assigned to me" (turned off). On the right, there are two dropdown menus: "Content Type" and "Tag".

You can select any of these filters for shortlisted and specific learning content to appear

Brief definition of advanced search options:

- **Recent** – This is recently added new learning
- **Popular** – Learning content other learners have highly engaged with
- **Endorsed** – Some learning content is endorsed meaning that it is highly recommended by the content owner
- **Assigned to me** – You can filter courses that are specifically assigned to you by your manager or required for you to be completed as part of your role
- **Content Type** – Using the drop down arrow, you can search for the type of content you want to engage with e.g video or e-learning
- **Tag** – Tags are related to categories and topic areas that have been added and associated with specific learning content. When you select a tag (or multiple of tags using the dropdown), your search will bring up those learning content that have specifically used those tags

Note: you can go straight to the advanced search option too for your initial search:
Click into the Search field, you will see an option for 'Advanced Search' at the bottom, click on the 'Advanced Search' option



Filter your search as you require.