| **SEARCHING THE LEARNING CATALOGUE** |
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| **DID YOU KNOW:**  **The Learning Catalogue allows you to search for**  **specific Courses, Classes, Curricula or Certifications.** |

| **PROCEDURES** | **IMAGES** |
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| 1. To perform this task, log into [Saba](https://esdc.sabacloud.com/Saba/Web_wdk/CA1PRD0006/index/prelogin.rdf?spfUrl=%2FSaba%2FWeb_spf%2FCA1PRD0006%2Flocal). | Attention Select your language preference by clicking **English** or **Français canadien (French Canadian)** at the bottom of the screen **BEFORE** entering your Username and Password. |
| 1. You can search the **Catalogue**:    1. By using the **Magnifying glass**; or    2. By using the **Browse option**.   AttentionThe Browse feature is intended to browse the entire Saba system, with the Learning Catalogue only being one component. The “Search” feature is much simpler and is the recommended option. |  |
| 1. In the **SEARCH** field, enter **keywords** that could be found in the title or description, or the **Course** or **Class ID** (if known)   Attention Please pay special attention to spaces, apostrophes, and accents. For example, the keyword “employee” would not show any result for a course entitled **Employee’s** assessment – in such a case, the keyword to use would be “Employee’s”. |  |
| 1. When entering search criteria, a **drop down list** may appear with potential course names.    1. If you **select** a course from this list, the system goes directly to that course.    2. If you want to **view** all potential courses that meet the criteria, hit **Enter** or click **See all results**.    3. **Prior** to initiating the **Search**, additional **filters** may be added to refine the search. Select in the **Filters** drop down menu to indicate any additional filters (such as **Learning Event Types** - Course, Certification, Curriculum, and/or **Delivery Types** - Web-based, Instructor-Led, Virtual Classroom, **etc.**)   [(From the College@ESDC iService page,](http://iservice.prv/eng/college/index.shtml)  [click on any category on the left menu](http://iservice.prv/eng/college/index.shtml)  [to find a specific course title).](http://iservice.prv/eng/college/index.shtml) |  |
| 1. The search results can be further refined, either by using the **Sort** field and/or checking filter boxes on the left side of the window. | Sort and/or search Box |
| 1. You may click on the “**Course Title”** to view course details, your status, and any available classes.    1. To view more classes, click on “**Find more classes**” at the bottom of the window.    2. To register to a class, click on the **ENROLL** button.    3. Should you not want to register at this time, you can add the course to your learning plan by clicking the **ADD TO PLAN** button.   Attention If no classes are currently scheduled, the course will indicate “0 class”. In such a case, or if no suggested classes meet your needs, you can submit a learning request.  [(Please refer to](http://dialogue/grp/learning-apprentissage/Shared%20Documents/03-CLG-CLS-TRG-Roadmap-JobAid-RequestTraining-06Dec2017-EN-Final.docx)[the Job Aid](http://dialogue/grp/learning-apprentissage/Shared%20Documents/03-CLG-CLS-TRG-Roadmap-JobAid-RequestTraining-06Dec2017-EN-Final.docx) **[–](http://dialogue/grp/learning-apprentissage/Shared%20Documents/03-CLG-CLS-TRG-Roadmap-JobAid-RequestTraining-06Dec2017-EN-Final.docx)**  **[Requesting a Learning Activity](http://dialogue/grp/learning-apprentissage/Shared%20Documents/03-CLG-CLS-TRG-Roadmap-JobAid-RequestTraining-06Dec2017-EN-Final.docx)**[)](http://dialogue/grp/learning-apprentissage/Shared%20Documents/03-CLG-CLS-TRG-Roadmap-JobAid-RequestTraining-06Dec2017-EN-Final.docx) | Find more courses or enroll box |
| 1. You may also click on the **VIEW CLASSES** button at the right of the window to display all available classes for a said course.    1. To register to a class, click on the **ENROLL** button.    2. Should you not want to register at this time, you can add the course to your learning plan by clicking the **ADD TO PLAN** button. | Enroll and/or Add to your plan |