



How to Search for a Course

- Step 1** Log into: <http://www.Respondere-Learn.com>
- Step 2** Click Search in the main navigation bar (next to My Courses, My Communities, and My Records).
- Step 3** A list of courses and communities will automatically appear. You have the option to scroll through the list or to narrow your search.

Step 4 To narrow your search, search by a course ID, Name, Summary, Type, or Organization. For example, to perform a search by ID, click on the drop down arrow next to the field ID. Choose “starts with,” or “contains” and type the letter “N” in the adjoining field, click the Add filter button. This pulls up all courses starting with or containing the letter “N” and allows you to make your course selection.

New filter

ID N

Name

Summary

Type Select a type ...

Organization Select a type ...

NOTE: Before beginning a new search, remove the search results of your first attempt. To clear the results, check the box next to the previous results, and select the “Remove selected” button. This clears all previous search results and allows you to continue.

Active filters

ID contains "angelica"

To perform a search by Name, use the drop down arrow next to Name and choose “is equal to.” In the adjoining field type in the course name, for example type in “Disaster Response,” and click the Add filter button. This will pull up the Disaster Response course.

New filter

ID

Name Disaster Response

Summary

Type Select a type ...

Organization Select a type ...

Click on the course “ID” listed at the bottom of the page to enter the course.