



User Job Aid: Sort and Filter Catalog Search Results

Purpose

The purpose of this job aid is to guide users in how to sort and filter catalog search results based on new criteria.

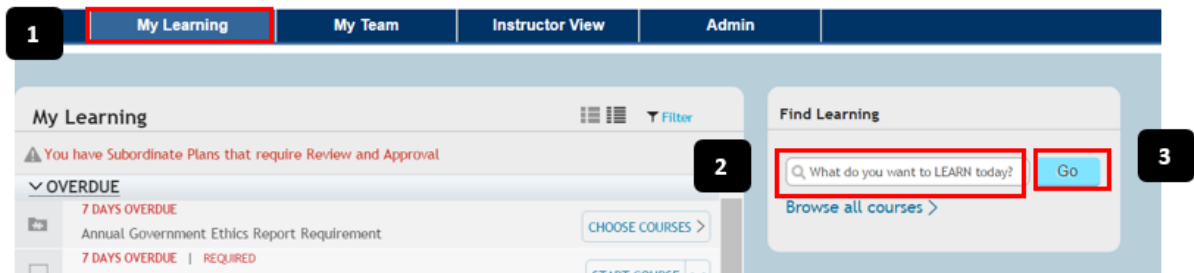
In this job aid, you will learn how to:

- Task A. Sort and Filter Catalog Search Results

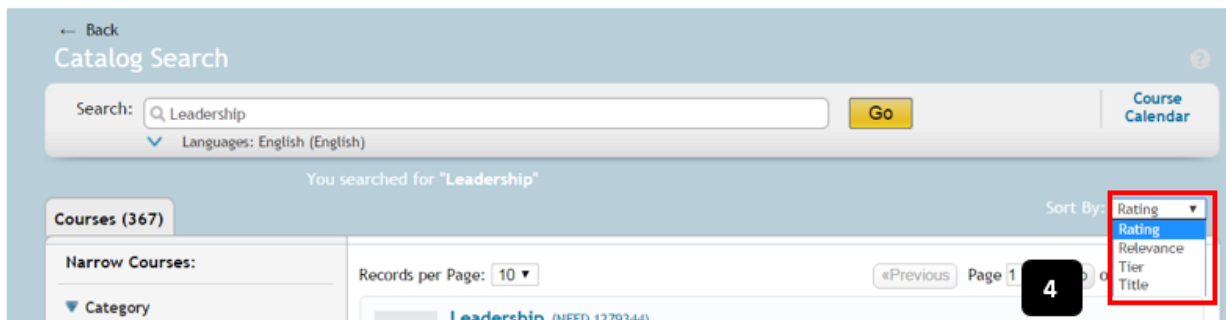


Task A. Sort and Filter Catalog Search Results

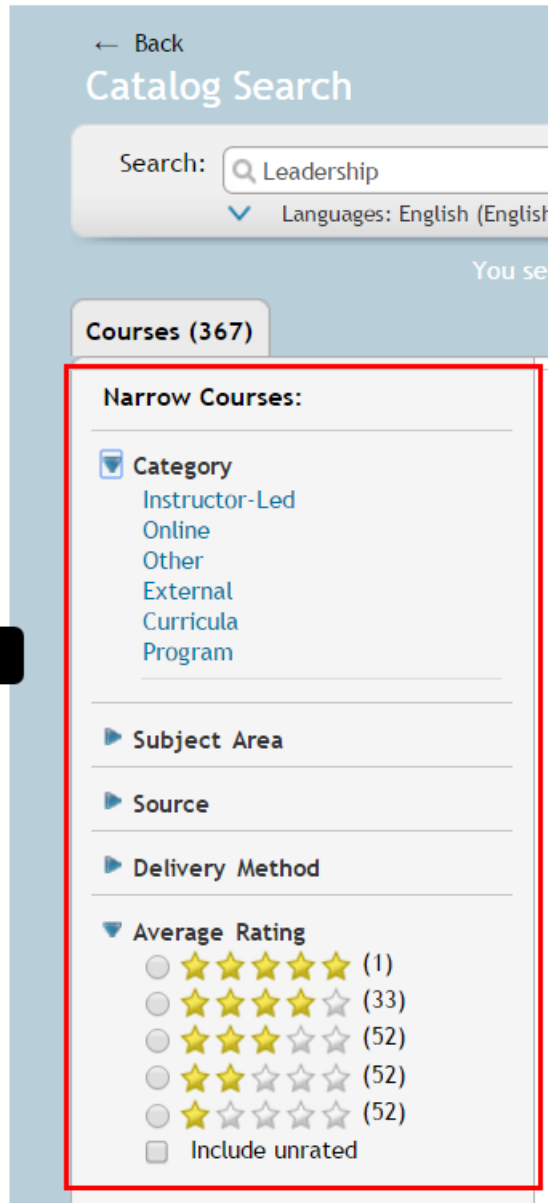
1. Select the **My Learning** tab.
2. Enter a **keyword(s)** in the **Find Learning** search box.
3. Select the **Go** button.



4. Notice how you can now sort your catalog search results by **Rating, Relevance, Tier, and Title**.



5. Notice how you can filter your catalog search results by **Category, Subject Area, Source, Delivery Method, and Average Rating**. These filters provide maximum flexibility in searching the catalogs.



The screenshot shows the 'Catalog Search' interface. At the top, there is a search bar with the text 'Leadership' and a dropdown menu for 'Languages: English (English)'. Below the search bar, there is a button labeled 'Courses (367)'. A red box highlights the 'Narrow Courses' section, which contains the following filters:

- Category** (expanded):
 - Instructor-Led
 - Online
 - Other
 - External
 - Curricula
 - Program
- Subject Area** (collapsed)
- Source** (collapsed)
- Delivery Method** (collapsed)
- Average Rating** (expanded):
 - 5 stars (1)
 - 4 stars (33)
 - 3 stars (52)
 - 2 stars (52)
 - 1 star (52)
 - Include unrated

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