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
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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.