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| OMES Logo | Learn Help Website Transcript |

Linda: Welcome to another learn quick bit video. I'm Linda [and I'm Tom] and we're from OMES. Today's video is going to cover how to navigate the learn center online help. We're going to spend our time today going through the different ways you can search for information within this built in system. Tom where are we going?

Tom: To begin with, we're going to open our browser and typing in “help.learn.com”. This will bring you to the home page.

Linda: Later on, we're going to talk about making this a favorite, but what we're going to concentrate is the left-hand column down in the lower left [of the screen] and we're going to look at the five tabs. We're going to begin with the first tab called TOC or table of contents which is an alphabetical listing of all the contents within the system. Tom, tell us a little bit about the TOC.

Tom: All right. When you click on [the link] TOC, it will open the table of contents which is what we're looking at here [expanded menu above the links] You can see some of the sentences are chopped off a little bit so the first thing we're going to do is grab this vertical line that separates those two parts of the page and we're going to drag that to the right till we can read everything clearly [widen the column] This is our list of contents so let's start with enrollments. That's a popular topic. Click on enrollments and that will open up all of these sub contents regarding enrollments.

Linda: So the other side of the page is what we call the center page?

Tom: Right.

Linda: It gives you all the information about the topic that you've selected from the table of contents. Within that page, there's links and additional information. Tom, what if from here there's a particular word I'm looking for. Is there a way to search within the page?

Tom: There is. There's a search box at the top called quick search [on the tool bar]. Let's type for the term ‘permissions’ and select that magnifying glass [next to the term] and that will show you every instance of that term on this page.

Linda: So once you find what you're looking for, and you don't want the highlighted text anymore, you can easily take it away. How do you do that?

Tom: There's an icon at the top that looks like a highlighter with an X in the center. Just click that and that will turn off that highlighting once you're done with it.

Linda: All right, so I'm still not sure if this is what I'm looking for but I know it's related to enrollments. How do I continue searching from here?

Tom: Okay, if what you're looking for is not on this page, you can go to the bottom of these content pages and click on related topics. That will show you every other related topic to what you're looking for.

Linda: That is excellent, so you can search not only using the table of contents, you can search on the page, and then you can search for related topics.

Tom: Right.

Linda: All right, so that's using the table of contents-that's one way you can search. The other one is the next tab called index which is a really useful tool.

Tom: Before we move on to that though, I do want to show a couple more things here [on the tool bar.] Let's say you wanted to print this information. There's an icon at the top next to that quick search box. It looks like a printer so if you wanted to print this [page], you could simply by selecting that. And if you wanted to go back to the home page from here, there's also an icon at the top of the page that looks like a little house. You can click on that that'll take you back to that home page

Linda Excellent, thank you for showing us.

Tom: So now, let's go to the index. Our index is a box search.

Linda: So basically, it's all the topics right. Show us how we're going to use this one.

Tom: You can either scroll to look for what you're looking for but you can already see this is a much bigger list than the table of contents. I'm going to use the search box at the top, so let's see what something we could search for is. Let's search [pause] search for reports.

Linda: What you'll notice is, as Tom is typing it in [in the text field] the index navigates immediately to that topic and brings it to the top of the list

Tom: Right. It just makes a little link for us there. I'll click on reports and that opens up all of the subheadings under reports.

Linda: From here, you again you can select a sub topic. So Tom, let's select BI reporting.

Tom: OK.

Linda: The center page opens to BI reporting, and now everything we need to know about reporting is listed here. Alright, and how do we go home again?

Tom: We click on the home icon at the top of the page. So that's how to use the index. Very simple and just type in whatever word you're looking for and it'll take you there.

Linda: Now let's look at the next choice of searching and that is the search button or the global search’

Tom; Right, this opens up just a search box, so what's another term? Let's, let's search for assessment.

Linda: What opens up is a ranked order of the most commonly asked questions about the term assessments, and it has everything you need to know about assessments beginning from number one and going to whatever. Let's go to number twenty-seven which is managing scores. Now you'll notice it opens up the center page, but the word is already highlighted so you don't have to search for it. So that's one way you can use search. Now another thing about the search that is very useful is that this search string may be something you want to search again, and you don't want to have to go find it so you can save the search string.

Tom: Yes can. You can select this magnifying glass next to the search box that says add search string to favorites. I will click on that and now the search string called assessment is saved in my favorites folder.

Linda: We’ll look at it in a second. We have another search that we can go through and that is called the glossary. So Tom, show us how to use the glossary.

Tom: Now the glossary opens up a list of how learning management system terminology is defined. You'll find as users of this system that sometimes the learning management system defines things a little bit differently than you would. Let's say you wanted to see the system definition of enrollment. You could just come to the glossary click on enrollment and there's your definition right there.

Linda: This can be very useful as you're working in the system because you're not quite sure what is it [system] asking you to do. Use your glossary to find out more about the words. All right, so we have a glossary.

The other thing that we can do is [pause], Tom can you go back to index, and I want you to search for enrollments again.

Tom: I will. This is a good time to point out there's another way that you can get to these functions that are here at the bottom left of the page. If you go to the top of the page [tool bar], you'll see some icons that do exactly the same thing. Table of contents, index search, Glossary and favorites. We will go back to the index.

Linda: Index is open and Tom's going to type in enrollments at the top. Again it navigates to the word.

Tom: Yes, click on a link.

Linda Let's choose cancelling an enrollment, Tom, from the list. Okay, so this might be something that you're going to do on a regular basis but you're still learning the system and you don't want to have to hunt for the information every time. Remember, we told you could type it, but what's better than just saving it in the system so you can find it when you need it? Tom, show them how to save a page as a favorite.

Tom: We'll go up to here to the top of the page and click on this icon that says add topic to favorites. Now we have this topic cancelling an enrollment saved in our favorites.

Linda: So how can we be sure that the items that we selected as favorites are there?

Tom: Let's go look at our favorites folder. That is the last item here on the bottom left tab. We'll click on that, and there they are we have our search string assessment that's been saved. If we clicked on this magnifying glass [next to the title] it'll take us right back to that search string.

Linda: Excellent.

Tom: We'll go back to favorites and you can see cancelling an enrollment is a page that we just saved.

Linda: You simply have to click on the little question mark next to it [the title] to open up a page.

Tom: Right, if we wanted to go back to, I don't know, BI reporting, we'd click that icon or if we want to go to cancelling an enrollment we'd click on that icon.

Linda: Excellent, so how do we get back home? We're done with the TOC, the index, the search, the glossary and the favorites.

Tom: Click on the home page icon.

Linda: That completes your tour of the learn center online help. We hope that you'll find this useful. Tom take it away.

Tom: Until next time. Keep on learning.