What is Find Learning?

Find Learning is the catalog of classes, curricula, and certifications available for you to complete through UAccess Learning. Any time you see the Find Learning link, click it to navigate to Find Learning.

Courses, Classes, Curricula, and Certification

Course: A training offering, such as New Employee Orientation. These are listed in Find Learning. Most courses have a prefix, such as Financial Management, that helps group related courses together in Find Learning.

Class: A specific instance of a course, such as New Employee Orientation on Tuesday, August 5, at 8:30 AM. A class is the level at which you enroll.
Curriculum: A collection of related courses, such as *Curriculum: UAccess Analytics Level One*. All curricula are prefixed with Curriculum. Once you register for a curriculum, you need to navigate to My Learning to access the list of required courses and then enroll in them.

![Curriculum: UAccess Analytics Level One](image)

Certification: Similar to a curriculum, except that a certification requires you to recertify on a regular basis to maintain your certification: for instance, *Certification: Cash Handling*. All certifications are prefixed with Certification. Once you register for a certification, you need to navigate to My Learning to access the list of required courses and then enroll in them.

![Certification: NSF Responsible Conduct of Research](image)

Searching in Find Learning

Once you are in Find Learning, use the filters on the left side of the screen to narrow your search. Or use the search box at the top of the screen. Note that the default is Basic Search, but you can switch to Advanced Search.

![Find Learning Search Screen](image)
Using the Search Box
Use the search box to look for partial names of courses, words in class descriptions, or learning codes. Your results will be filtered to just the learning that includes your search terms.

Categories
There are two main types of Categories in UAccess Learning: Role and Subject. Click either of those to drill down to a more detailed list of categories. Categories allow you to filter the catalog to learning most relevant to you.

In the image below, the Subject category filter has been applied, and the sub-categories within Subject display on the left under the Category heading.

Learning Types
There are several types of learning in UAccess Learning.
- **Self-Paced**: Classes you complete entirely on-line without needing to meet with anyone.
- **Instructor-Led**: You need to attend a class in a specific location at a specific date and time.
- **Webinar**: Has a specific date and time, but are conducted online.
- **One-on-One**: Individual meeting with an instructor.
• **Blended:** Requires you to complete work on your own time and meet an instructor at a specific date and time.

Use the **Learning Type** links on the left side of Find Learning to filter the search results.

Self-paced classes will not have a start date, location, start time, or listing of available seats.

**Requesting New Learning**

If there are no classes available for a course you are interested in at a time when you can take them, you can request that a new class be offered. Simply click on the **Request New Learning** link at the top of the page and fill out the form.

**My Learning**

After you enroll in or register for learning, navigate to My Learning to access the details of the class, certification, or curriculum.