



# e-LEARNING NEWS

JUNE 2007

## Tips for Using Search-and-Learn™

Use the **SEARCH-and-LEARN™** keyword search to quickly find information on specific subjects in various formats including courses, individual topics, simulations, SkillBriefs, and Job Aids.

The engine ranks its search results not only by the number of times the searched term appears, but also by the term's position in the content. Results with the searched term in titles and headings are more prominent than those in the text body. **SEARCH-and-LEARN™** results appear in relevant order, including sections and topics within a course or simulation. This presents the best topic hits so you can readily find content. A thermometer icon indicates the level of relevance.

**SEARCH-and-LEARN™** provides searches by specific words or

phrases: individually or grouped in Boolean combinations (phrases or words enclosed in quotation marks). The search engine is not case sensitive.

When you search for a specific SkillSoft learning event, use the event's ID (or course) number for the best results. If you are searching for a learning event by its title, place the title in quotation marks (" ") to conduct an exact phrase search. This is particularly important if the title contains a Boolean operator (e.g. and, or, not).

You can also search within the **SEARCH-and-LEARN™** results. After performing an initial search, type a key word in the search field. This will return a list of learning events containing your key word from within the previously returned search results. ■

## scheduling e-learning

To get the most out of e-Learning, schedule time on your calendar just as you would for any instructor-led course.

The benefit of online learning is that you work at your own pace, not at the pace of an instructor.

You can schedule your training time in a variety of increments. While SkillSoft courses generally take two to four hours to complete, you can tackle a topic in as little as ten minutes. ■

### Did you know?

SkillSoft e-Learning is available 24/7 and it can be accessed from any PC or Mac computer with an Internet connection.



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## CURRICULUM SPOTLIGHT—ANGER



Do you (or does someone you know) want to discover more effective ways of dealing with anger? If so, we recommend the *Anger Management in the Workplace* series. It consists of two courses and a simulation. Click on the course codes below for more information:

- [COMM0701 Experiencing Anger](#)
- [COMM0702 Managing Your Anger](#)
- [COMM0700 Managing Anger in the Workplace](#) (simulation) ■