Search for Courses or Resources

The Learning Center has a variety of free on-line courses available to all employees. You can use the Research feature to view ALL available courses/resources, courses/resources available on a specific topic or for a specific course/resource. The steps below are the same, but the manner in which you search is slightly different for each of the three types of searches.

To search for courses in the Learning Center:


Step 2. Enter your Login ID and Password.

Step 3. Click the Submit button. The WM Learning Center Home Page opens.

Step 4. Click the Research link at the top of the Home Page. The Research Assistant window opens.

Research Assistant allows the user to search all site content. To search for content, complete the search criteria, then click Search. From the resulting list, click the information icon for details or click the title to view the content in a new window.
View ALL available courses/resources

- Set TOPIC to All
- Leave KEYWORDS blank
- Click on the Search button

The Learning Center will take a minute to compile the comprehensive list of all courses and resources available. As you scroll through the list:

Step 5. Click the blue icon to the left of the content item to view its description in the right frame of the Research Assistant window.

Step 6. If the content’s name is shown as a link, click it to open the item in a new window.

Note: If more than 10 results are found, use the provided Next and Last links to page through the results.

View courses/resources available on a specific topic

- Use the TOPIC drop down menu to select a topic
- Leave KEYWORDS blank
- Click on the Search button

The Learning Center should fairly quickly compile a list of all courses and resources available. As you scroll through the list:

Step 5. Click the blue icon to the left of the content item to view its description in the right frame of the Research Assistant window.

Step 6. If the content’s name is shown as a link, click it to open the item in a new window.

Note: If more than 10 results are found, use the provided Next and Last links to page through the results.

Search for a specific course/resource

- Set TOPIC to ALL
- Enter the KEYWORD you have selected or was provided to you by the agency who created the course or resource
- Click the Search button

The Learning Center searches for all courses and resources matching the information you entered and returns the list to the lower-left frame of the Research Assistant window.
Note: If more than 10 results are found, use the provided Next and Last links to page through the results.

Step 5. Click the blue icon to the left of the content item to view its description in the right frame of the Research Assistant window.

Step 6. If the content’s name is shown as a link, click it to open the item in a new window.