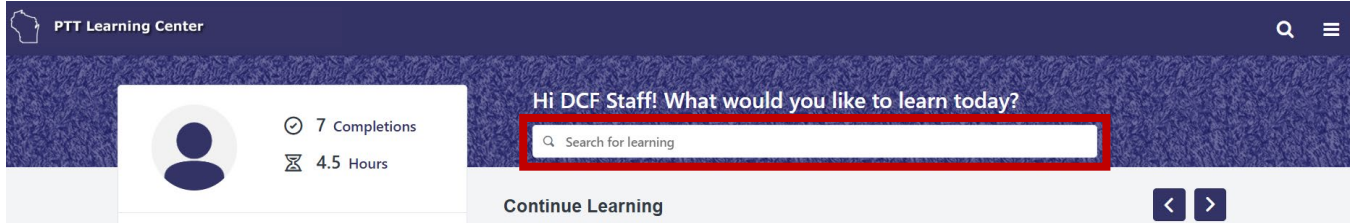
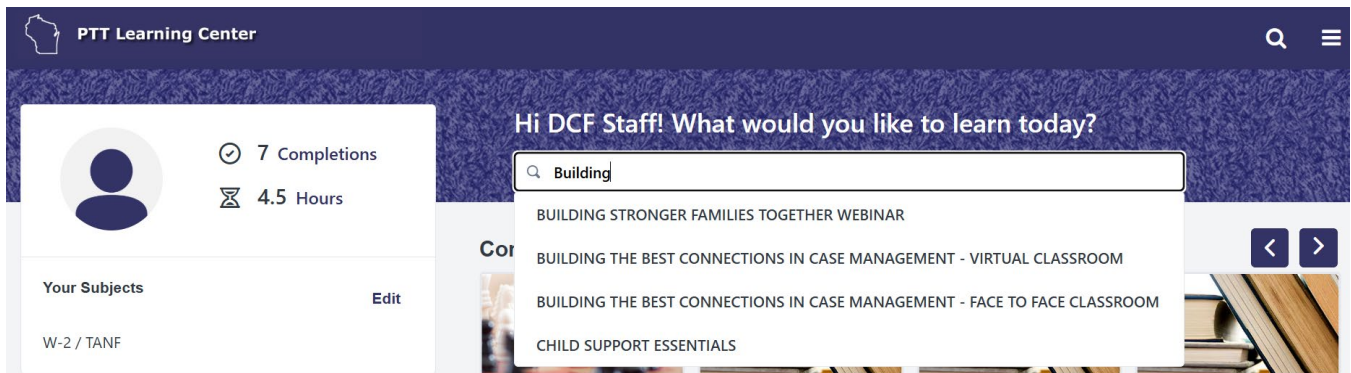


# How to Search the Training Catalog

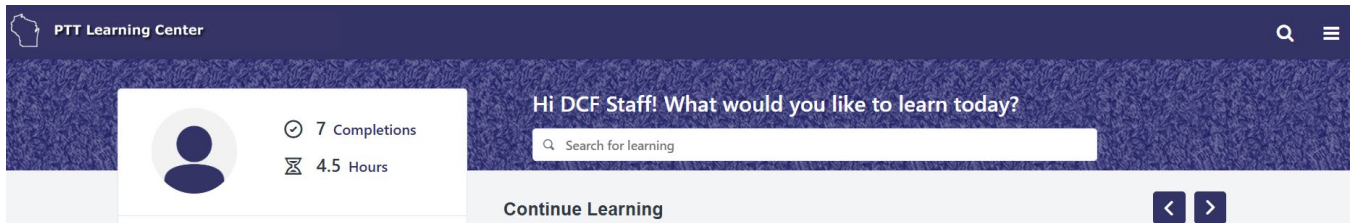
1. On your **Home** page, locate the Search for Learning bar.



2. To search for a specific training, type the name of a training or search using keywords.



3. To search the entire Training Catalog, click in the Search for Learning bar and press Enter.



4. On the **Learning Search** page, you can narrow your search by using filters. You can filter by Duration, Type, and Subject.

5. Click on the title of a training to open the **Training Details** page.

6. To start the training, select **Launch**.

The screenshot shows the PTT Learning Center interface. On the left, the main content area displays the title "DOMESTIC VIOLENCE RESOURCES AND INFORMATION - DESK AID" under the category "MATERIAL". Below the title, it indicates "Last Updated 05/09/2025" and "Duration 1 hour". A "Details" section follows, with the sub-heading "Domestic Violence Resources and Information - Desk Aid" and the type "Independent Learning - Webpage". The description states: "Domestic Abuse impacts applicants and participants throughout the state. Use the **Domestic Violence Resources and Information Desk Aid** to access resources, hotlines, and other information to assist you when working with survivors." It also lists "Intended Audience: All workers", "Release Date: September 2020", and "Contact for Questions: regstaff@uwosh.edu or (920) 424-1071." A "Show More" link is at the bottom of this section. On the right, a smaller version of the same content is shown in a card format. A red rectangular box highlights the "Launch" button in the bottom right corner of this card.

7. After you have completed the training, select **Mark Complete**.

This screenshot is identical to the one above, showing the same training card for "DOMESTIC VIOLENCE RESOURCES AND INFORMATION - DESK AID". However, the status of the training has changed. In the smaller card on the right, the "Launch" button has been replaced by a blue "In Progress" button. A red rectangular box now highlights the "Mark Complete" button in the bottom right corner of the card.

8. After you mark the training complete, you can view it on your Transcript.

9. On the **Transcript** page, select **Completed** from the Filter by Training Status drop down menu.

The screenshot shows the PTT Learning Center interface. At the top, there is a dark blue header with the PTT Learning Center logo and a search icon. Below the header, the user is identified as 'DCF Staff User' with a 'Bio' dropdown and a 'Transcript' dropdown. The main content area is titled 'Transcript: DCF Staff User' and includes a sub-header 'Use the transcript to manage all active training.' Below this, there are three filter sections: 'Filter by Training Status' with a dropdown menu, 'Sort by' with a dropdown menu, and 'Filter by Training Type' with a dropdown menu. A search bar labeled 'Search by Keyword' is also present. The 'Filter by Training Status' dropdown menu is open, showing options: All, Active, Required, Past Due, Due Soon, Assigned / No Due Date, **Completed** (highlighted with a red box and a checkmark), and Archived. A red arrow points to the dropdown menu. Below the filters, there is a list of training items. The first item is '...nt in CWW' with 'Status : Completed', 'Training Type : Online Class', and 'Training Status : Completed'. The second item is '... : DESK AID' with 'Status : Completed', 'Training Type : Material', and 'Training Status : Completed'. The third item is 'Case Management Strategies: Empathy' with 'Completed : 6/3/2025', 'Status : Completed', 'Training Type : Curriculum', and 'Training Status : Completed'. Each item has a corresponding action button: 'Evaluate', 'Launch', and 'View Certificate'.

10. Your completed training will be listed here. From the Launch drop down menu to the right of your completed training, you may see several options listed.
  - a. **Launch** – This allows you to relaunch the training.
  - b. **View Training Details** – This takes you to the **Training Details** page.
  - c. **Move to Archived Transcript** – This moves the training from your Active Transcript into your Archive Transcript. The purpose of the Archive Transcript is to store training that you no longer need to access.

