



LEARNING AT DU

LMS USER GUIDE

How to Search for and Launch Training

METHOD 1 – From “View Available Courses & Trainings” Box

1. Locate the **View Available Courses & Trainings** box on the homepage and click on “Get Started.”

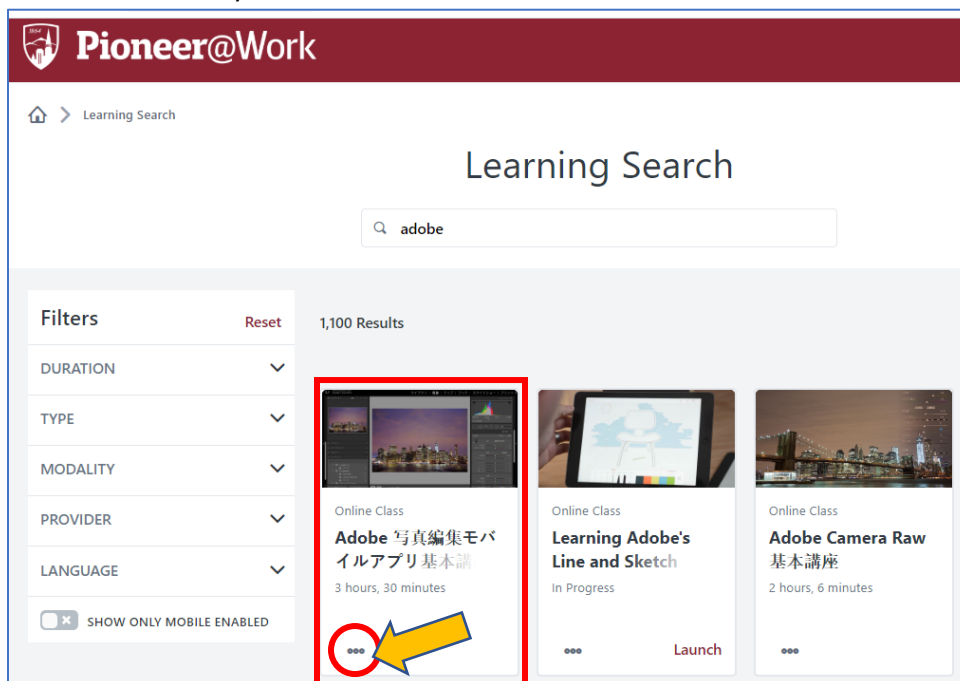
The screenshot shows the Pioneer@Work homepage. The 'View Available Courses & Trainings' box is highlighted with a red circle, containing a 'GET STARTED' button. Other sections include 'Your Action Items', 'Special Announcements', and a 'Training Calendar'.

2. Type a word (or words) in the learning search bar to search for training, then click Enter on your keyboard. In this example, the search term is “Adobe.”

The screenshot shows the Pioneer@Work Learning Search page. The search bar is highlighted with a red circle, showing the search term 'adobe'. The page displays 15,993 results and includes filters for Duration, Type, Modality, Subject, and Provider. Search results are shown in a grid format, including 'Safety', 'Creating Great Presentation', 'Driver Education', and 'Safety Toolbox Talks'.



3. Choose the course you're interested in and click on the menu  icon.



Pioneer@Work

Learning Search

adobe

Filters **Reset** 1,100 Results

DURATION ▼

TYPE ▼

MODALITY ▼

PROVIDER ▼

LANGUAGE ▼

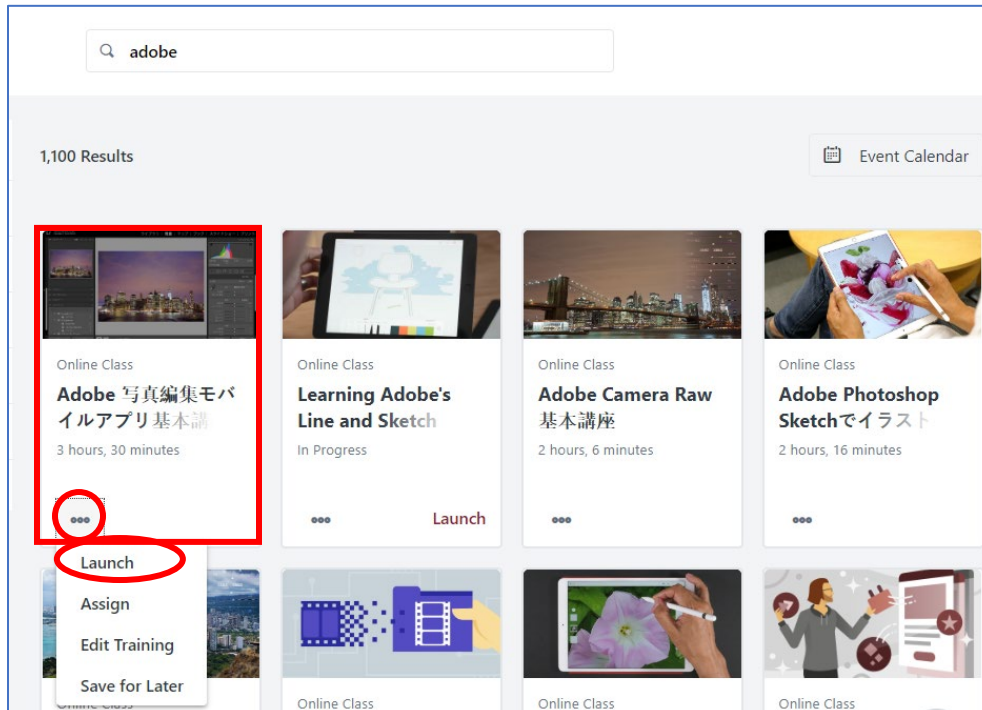
☐ SHOW ONLY MOBILE ENABLED

Online Class
Adobe 写真編集モバイルアプリ基本講
3 hours, 30 minutes

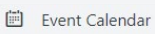
Online Class
Learning Adobe's Line and Sketch
In Progress

Online Class
Adobe Camera Raw 基本講座
2 hours, 6 minutes

4. Choose "Launch" from the dropdown. In this example, you will be redirected to LinkedIn.



adobe

1,100 Results 

Online Class
Adobe 写真編集モバイルアプリ基本講
3 hours, 30 minutes

Online Class
Learning Adobe's Line and Sketch
In Progress

Online Class
Adobe Camera Raw 基本講座
2 hours, 6 minutes

Online Class
Adobe Photoshop Sketchでイラスト
2 hours, 16 minutes

Launch


Assign

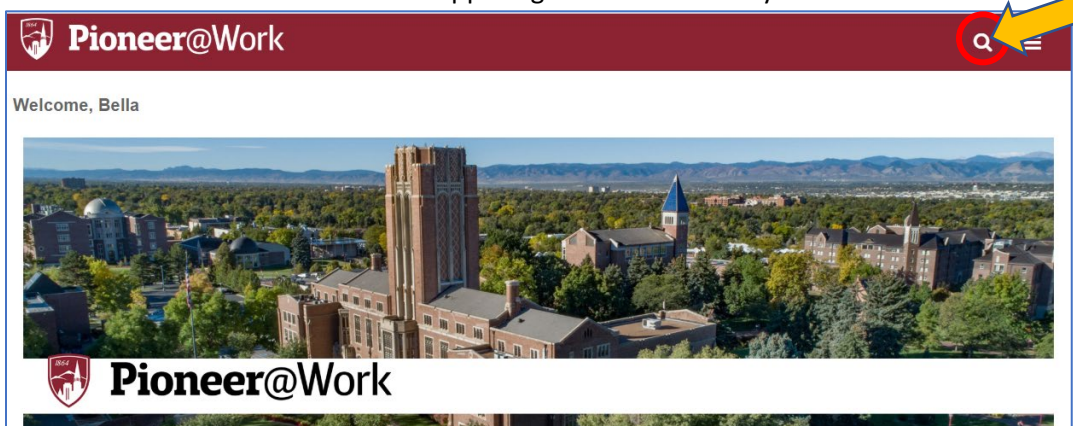
Edit Training

Save for Later

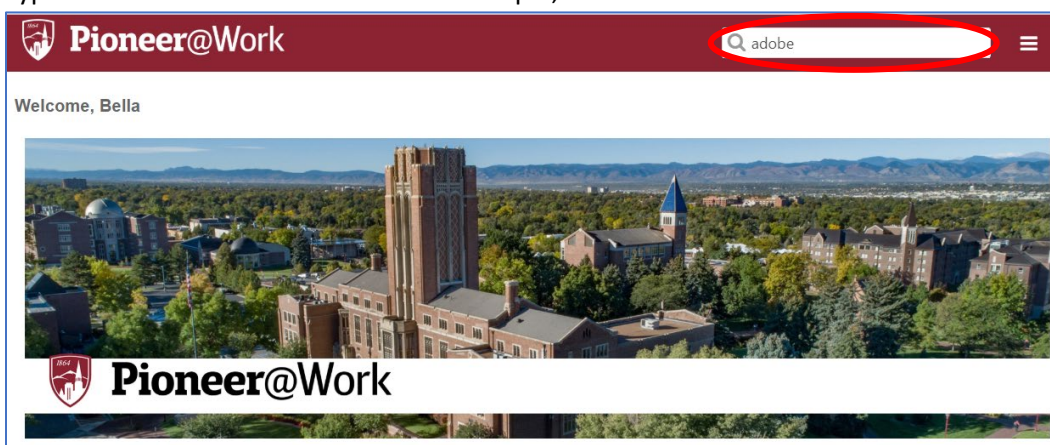


METHOD 2 – Using the Search Bar

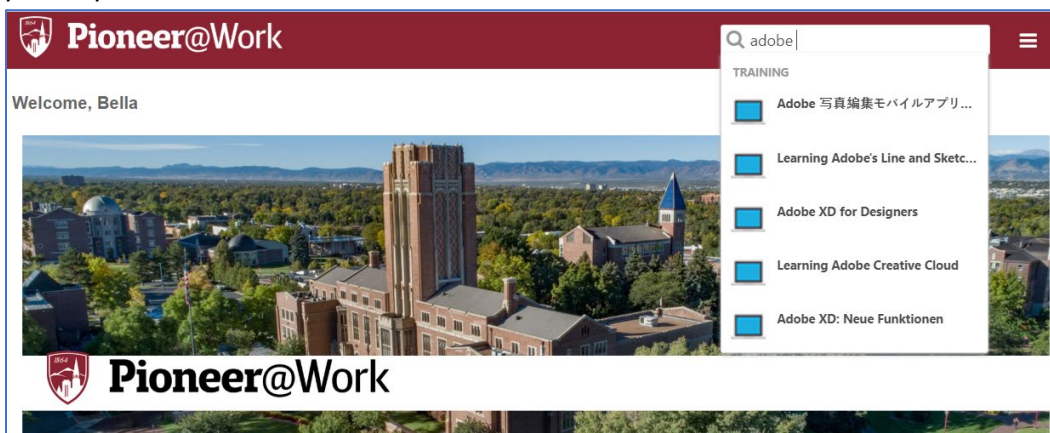
1. Click on the search icon  in the upper right-hand corner of your screen.



2. Type a word in the search bar. In this example, “Adobe” is the search term.

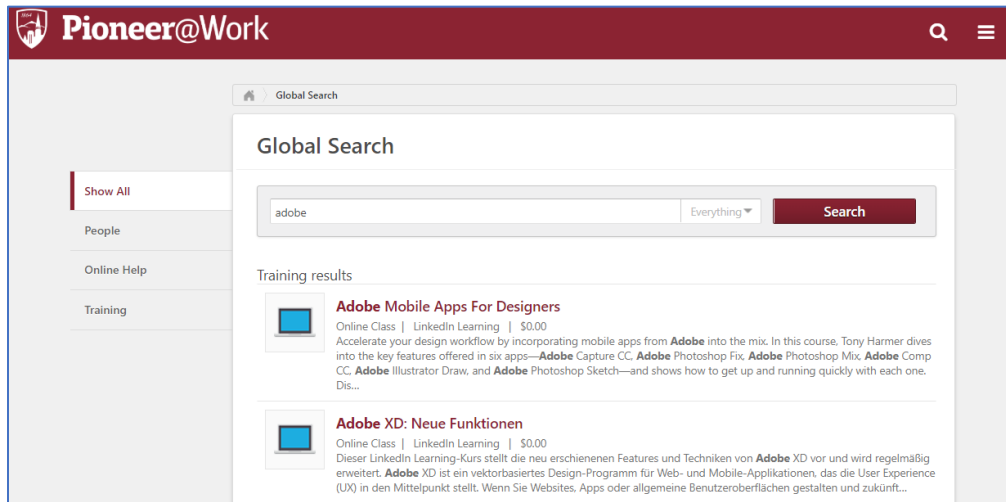


3. The top five search results will appear. Choose the training you would like to take or hit Enter on your keyboard to view all search results.

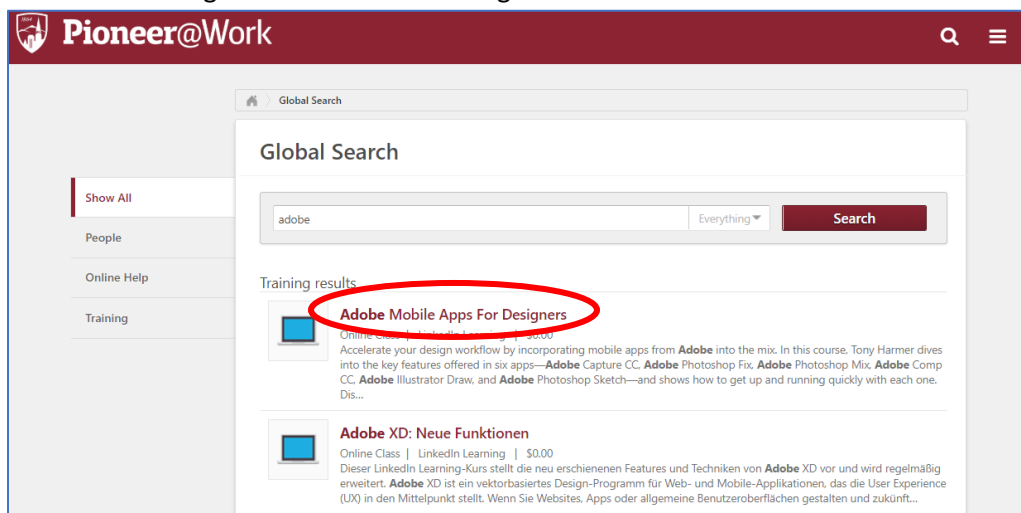




4. If you hit Enter, all search results containing “Adobe” will appear.



5. Click on a training title to view the training details.



6. To start the training, click on “Launch.”

