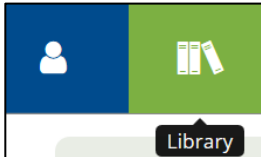# sccLearn **Quick Reference Guide**

This guide will show you how to search and register for a Web Based Training (WBT) activity using either the **Search** feature or the **Library**, and then V**iew Details** of the activity and **REGISTER**.
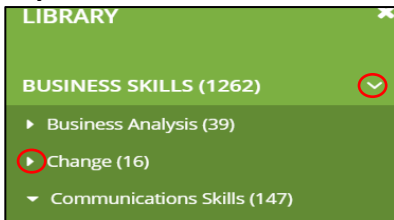
Browse library and register

1) Click on **Library** icon (header top left).

2) The Library panel opens, indicating topics and number of entries in brackets. Refine the topics using the arrows to expand the selection to view sub-topics. Click on the **Topic** to view activities.

LIBRARY

BUSINESS SKILLS (1262)
- ▶ Business Analysis (39)
- ▶ Change (16)
- ▼ Communications Skills (147)

3) To further refine the selection, click the **FILTER** button, select criteria in the filter panel. Click **Apply** to display the results.
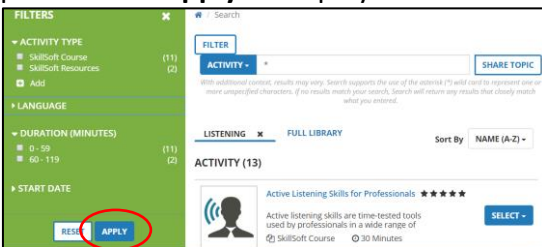
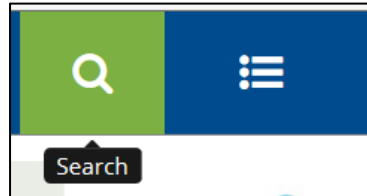**4)** The list of filtered results will be displayed.
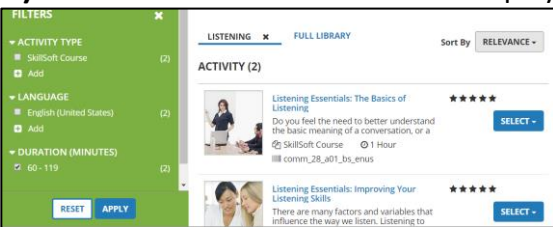
Search and register

1) Click on **Search** icon (header top right).

2) At the data entry field, begin typing the term that you are searching for.

WHAT ARE YOU LOOKING FOR?

Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.
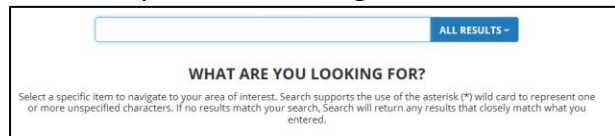
3) The system attempts to predict what you are looking for. At any point you can click on the proposed title or press **Enter** to display the search results.

listening
- listening essentials: improving your listening skills
- listening essentials: the basics of listening
- listening even when it's difficult to listen
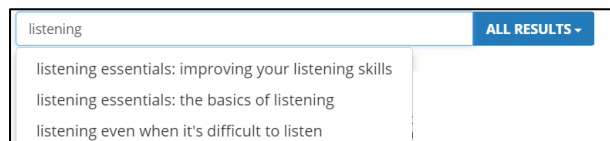
4) The list of results will be displayed.

TOP RESULTS FOR LISTENING

ACTIVITY (97)

Listening Essentials: The Basics of Listening ★★★★★
Do you feel the need to better understand the basic meaning of a
SkillSoft Course ⏱ 1 Hour comm_28_a01_bs_enus

Hear This! Effective Listening At Work
NEW! This course will give you the tools to develop one of the most
Instructor Led Training Course 00008346
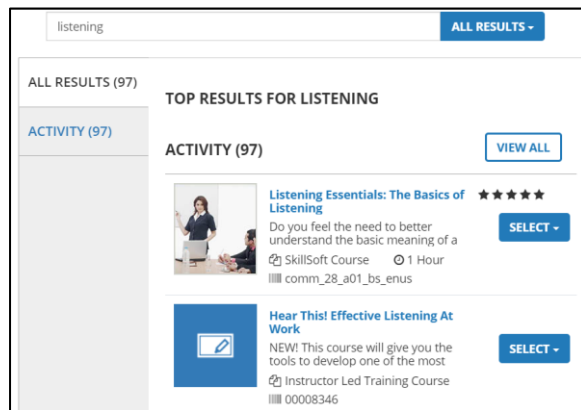
The steps to register for the activity are the same regardless of how you located the activity.

5) Click **Select** to **Register** or **View Details** for the activity. *If clicking **Register**, skip to step 7.*

Listening Essentials: The Basics of Listening

★★★★★

Do you feel the need to better understand the basic meaning of a conversation, or a

SELECT ▾

Register

View Details

SkillSoft Course   ⏱ 1 Hour

comm_28_a01_bs_enus
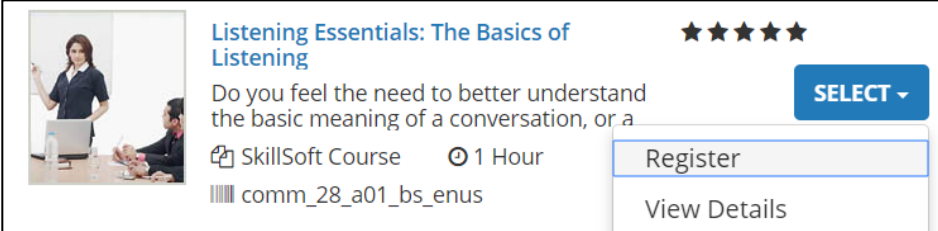
6) View Details will provide additional information about the activity. The drop-down beside the **OPTIONS** button allows you to **Add to Favorites** or **Print** (the details page). To register for the activity, click the **REGISTER** button.
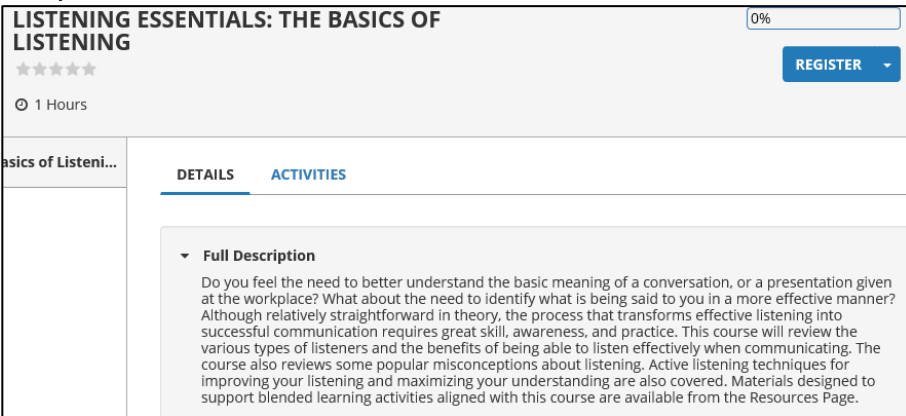

LISTENING ESSENTIALS: THE BASICS OF LISTENING

0%

★★★★★

REGISTER ▾

⏱ 1 Hours

asics of Listeni...

DETAILS   ACTIVITIES

▼ Full Description

Do you feel the need to better understand the basic meaning of a conversation, or a presentation given at the workplace? What about the need to identify what is being said to you in a more effective manner? Although relatively straightforward in theory, the process that transforms effective listening into successful communication requires great skill, awareness, and practice. This course will review the various types of listeners and the benefits of being able to listen effectively when communicating. The course also reviews some popular misconceptions about listening. Active listening techniques for improving your listening and maximizing your understanding are also covered. Materials designed to support blended learning activities aligned with this course are available from the Resources Page.

7) After completing your registration, you will receive a registration completion message. The drop-down beside **START** will allow you to **Cancel registration**, if needed.

ⓘ Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.

SkillSoft Course

LISTENING ESSENTIALS: THE BASICS OF ...   REGISTERED

⏱ 1 Hours

★★★★★

0%

START ▾

Cancel registration

Add to Favorites

Print

Do you feel the need to better understand the basic meaning of a conversation, or a presentation given at the workplace? What about the need to identify what is being said to you in a more effective manner? Although relatively

View More

Listening Essentials: The Basics of Listening

ACTIVITIES   DETAILS

Search & Register for WBT Activity?

How Do I…