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Member Account Manager QuickStart Guide: How to Browse and Search for Courses

How to Browse and Search for Courses

- Go online to our website www.EncoreLearning.net.
- Under **QUICK LINKS** on the right, select **Member Account Manager**.
 - To find courses by title: under **ACADEMIC COURSES** on the left, select **All Courses** and use the **A to Z Course Index**.
 - To browse courses by topic: under **ACADEMIC COURSES** on the left, select the desired subject name (e.g. History or Science & Technology).
 - To browse for courses offered in a particular time window: just below the blue banner, select **List Activities by Date**, enter a range of dates, select **Academic Courses** from the drop down list, then select the **Search** button to the right.
 - To browse for courses offered at a particular location: just below the blue banner, select **List Activities by Date**, enter a range of dates, select **Academic Courses** from the drop down list, then select the **Search** button to the right.
 - To search for courses by title or instructor: just below the blue banner, type the desired course name, number or instructor into the **Search** box then select the **Go!** button to the right.

Additional information about a course is available by clicking on the course name. You may deepen your search within a course description by selecting highlighted links such as the instructor's name or the **View** option.