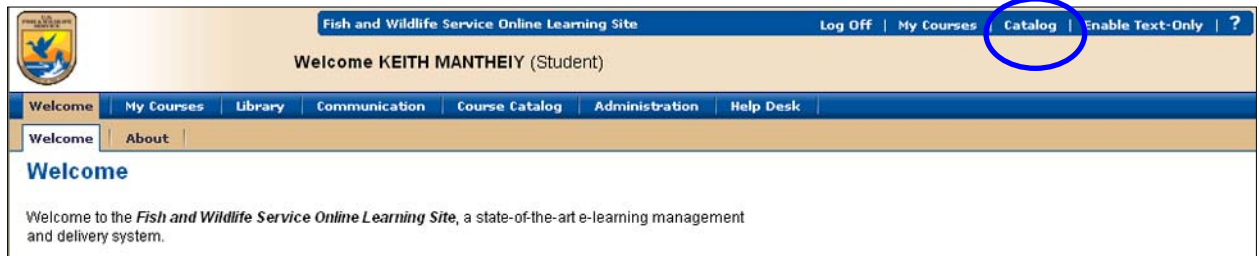
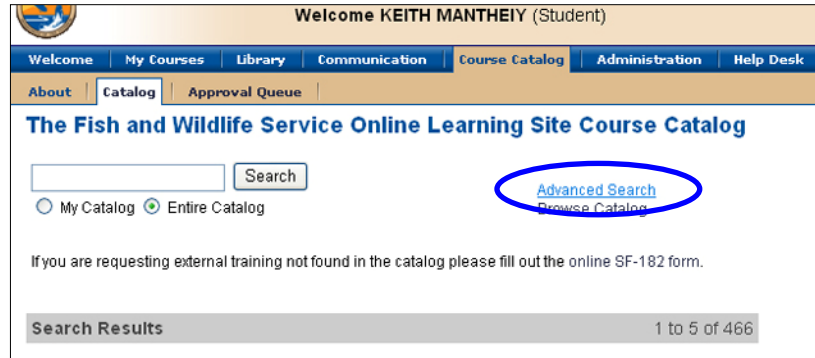


Browse and Search the Catalog

1. Log in to DOI LEARN as a student.
2. Click the **Catalog** link in the Quick-menu bar.



3. Click on the **Advanced Search** link.



The screenshot shows the 'Fish and Wildlife Service Online Learning Site' interface. At the top, it says 'Welcome KEITH MANTHEY (Student)'. Below this is a navigation bar with tabs for 'Welcome', 'My Courses', 'Library', 'Communication', 'Course Catalog' (which is selected), 'Administration', and 'Help Desk'. Underneath, there are sub-tabs for 'About', 'Catalog' (selected), and 'Approval Queue'. The main heading is 'The Fish and Wildlife Service Online Learning Site Course Catalog'. The search area includes a 'Keyword' text box, an 'Occurrence in:' dropdown menu set to 'Any', and radio buttons for 'Training Type' (All, Online, Instructor Led, SF-182 Requested). There are links for 'Basic Search' and 'Browse Catalog'. Under 'Instructor Led Course Filters', there are dropdown menus for 'Location', 'Instructor', 'Bureau', and 'Vendor', all set to 'Any'. There are radio buttons for 'Date Range' (30 days, 60 days, 90 days, All days) and 'Sort' (by Popularity, Alphabetically by Course Name). There are also radio buttons for 'Search in:' (My Catalog, Entire Catalog) and a 'Search' button. At the bottom, a note reads: 'If you are requesting external training not found in the catalog please fill out the online SF-182 form.'

1. **Keyword:** type the word or phrase to search. *Note: This search will match the keyword to the Course Name, Vendor Name and Description.*
2. **Occurrence in:** select a specific field to search in relation to the keyword.
3. **Type of Course:** **SF-182 Requested, Instructor Led, Online** or **All**.
4. If Instructor-led, then narrow the search by selecting any combination of the following:
 - a. **Location:** specify a location where the course is offered.
 - b. **Instructor:** specify the instructor of the class.
 - c. **Bureau: search by the bureau that offers the class.**
 - d. **Vendor:** specify the vendor associated with the class.
 - e. **Date Range:** select 30 days, 60 days, 90 days, or All Days.
5. **Sort:** select either By Popularity or Alphabetically by Course Name.
6. **Search in:**
 - a. **My Catalog:** will search only the courses for which you can self-register.
 - b. **Entire Catalog:** will search all of the courses in the catalog.
7. Click the **Search** button.

Register for a Class

1. Click the **Catalog** link on the Quick-menu bar then browse the catalog or use basic and advanced searches.
2. **Locate the class** to register.
3. **Click the course title.**
4. **Tip: The listing after Class allows you to determine the class date.** (example: FWS-2005-0909-NCTC,WV means the class begins on September 9, 2005).

Class Details:

Class: FWS-2005-0909-NCTC,WV

Course: Innovative Approaches to Wildlife/Highway Interactions

Course Code: FWS-TEC1789

Course Description: Highways, as well as low volume roads, are often a major source of impact affecting wildlife on public and private lands. This course will teach state-of-the-art approaches for addressing wildlife highway interactions, providing participants with skills and resources that can be applied in highway project planning as well as enabling them to recognize innovative opportunities and solutions for projects that are already affecting wildlife. Topics include an overview of wildlife issues relative to existing highways and highway planning, differences in impacts and solutions between low volume and high volume roads, structural and non-structural solutions to wildlife mortality and habitat connectivity, and an introduction to available resources on wildlife/highway crossings and interactions. This course is taught through partnership with the U.S. Forest Service, Pacific Southwest Research Station.

Categories: Natural Resource Management

Course Objectives: These are the objectives of the course This course is designed for wildlife biologists and/or engineers who need information on wildlife/highway interactions. The primary audience is wildlife refuge and other land managers who are dealing with highway and/or access road impacts on managed lands, as well as biologists and

Target Audience: This course is designed for wildlife biologists and/or engineers who need information on wildlife/highway interactions. The primary audience is wildlife refuge and other land managers who are dealing with highway and/or access road impacts on managed lands, as well as biologists and engineers responsible for reviewing project plans and permits.

Course Tuition: \$0.00

Class Dates: 09/09/2005 - 09/16/2005 M Tu W Tr F

Classroom (Location): Standard Classroom IW (Shepherdstown, WV)

Instructors/Technicians: TBA

5. Scroll down and **type in dollar estimates after Estimated Travel Costs, Estimated Per Diem Costs and Estimated Materials Costs.**

Students Registered: 3 of 18

Prerequisites: None

Estimated Travel Costs: 650

Estimated Per Diem Costs: 500

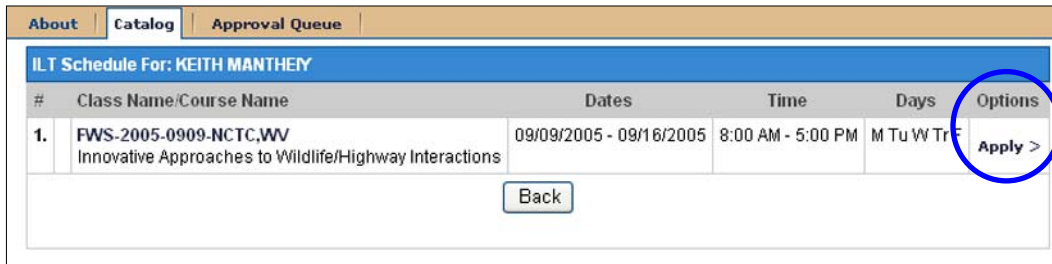
Estimated Materials Costs: 100

Who's Funding: Agency

Back Preview Schedule View Roster

6. Click the drop-down arrow after **Who's Funding** and **select Agency, Employee or Combination.**

7. Click on **Preview Schedule**.
8. Under Options, click on **Apply**. This creates a request awaiting approval.



#	Class Name/Course Name	Dates	Time	Days	Options
1.	FWS-2005-0909-NCTC,WV Innovative Approaches to Wildlife/Highway Interactions	09/09/2005 - 09/16/2005	8:00 AM - 5:00 PM	M Tu W Tr F	Apply >

Back

Note: If there is a conflict and you want to drop a class in order to register for this new class: register for the new class first, then drop the desired class.