

Registering and Withdrawing from Courses

Audience: End Users



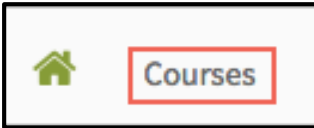
This document provides a step-by-step walkthrough for enrolling in and withdrawing from courses, and for tracking your personal transcript.

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Searching for Courses

- Once logged in, you will be directed to the homepage. To access the learning activity search channel, click on **Courses**.



Basic Search

- In the **Course Search** channel, enter information for your search then click, **Search**.



Course Search

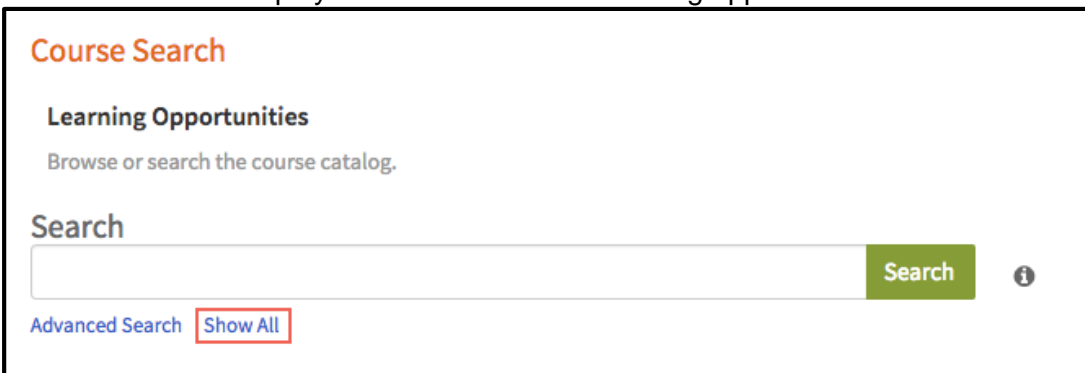
Learning Opportunities
Browse or search the course catalog.

Search

[Advanced Search](#) [Show All](#)

Note: You can search by course title, description, section title, intended audience, course subjects, or other relevant criteria.

- Click **Show All** to display a list of all available learning opportunities.




Course Search

Learning Opportunities
Browse or search the course catalog.

Search

[Advanced Search](#) [Show All](#)

- A list of all matching learning opportunities displays.
- The **course title** appears on the left. The course **registration button** appears on the right.



#10017 Test Course Ed

Credit Recommend Views 0

Description

Section 1 of 1

Test Section Ed ⓘ

01/27/2016 @ 12:00 PM

Register

Advanced Search

- Click **Advanced Search** to conduct a more detailed search.

Course Search

Learning Opportunities
Browse or search the course catalog.

Search

[Advanced Search](#) [Show All](#)

- Complete the form and click **Search**.

Advanced Search

Course Title:

Course Description:

Course Number:

Section Title:

Section Start Date:

Section End Date:

Section Number:

Enrolling in a Course

- Once you've located the course in which you wish to enroll, click **Register**. Click the **arrows** on either side of the section box to access more sections.

#10017 Test Course Ed
 Credit Recommend Views 0
Description

Section 1 of 1
Test Section Ed ⓘ
01/27/2016 @ 12:00 PM

- Review the course and section details and click **Next**.

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title:	Test Course for Documentation	Location/Room Number:	Test
Section:	Test Section Documentation	Street Address:	
Credit Types: How much do I have?	Credits	City:	
	3.0 State Compliance	State:	
Section Notes:	Test	Zip:	Test
Class Dates:	02/29/2016 - 04/29/2016		

[Map](#)

[Next](#)

- This completes the registration process.
- Click **My Course List** to view a list of courses for which you've registered.
- Click **Course Search** to search for additional courses.
- Click **Go To Course** to view details for this course.

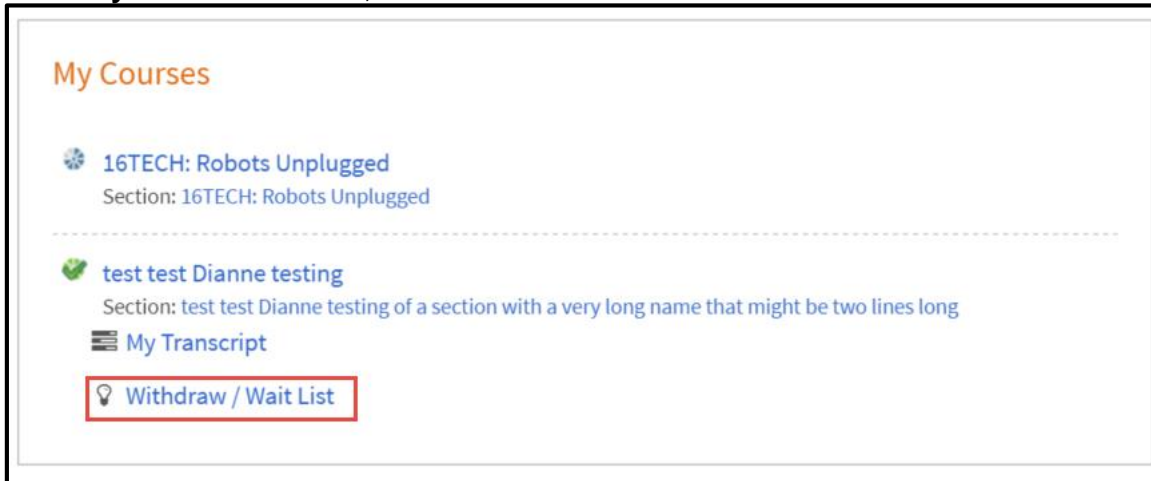
Congratulations

You have successfully registered for Test Course for Documentation

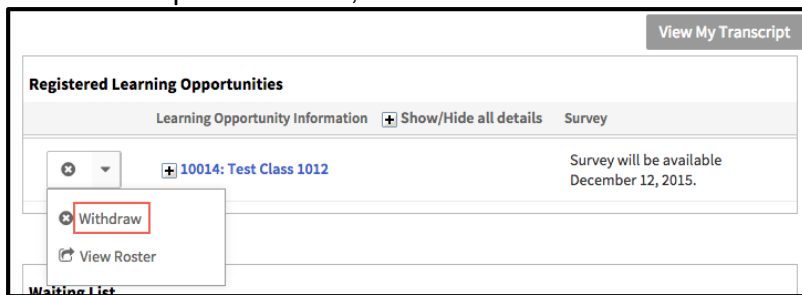
[My Course List](#) [Course Search](#)

Withdrawing from Learning Opportunities

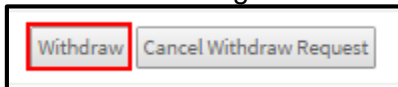
- To withdraw from a learning opportunity, return to the **Courses** tab.
- In the **My Courses** channel, click on **Withdraw/Waitlist**.



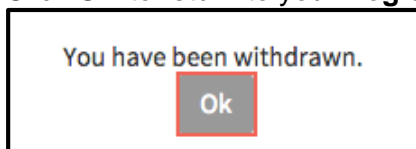
- Locate the learning opportunity you wish to withdraw from and click the drop-down menu.
- From the drop-down menu, select **Withdraw**.



- Click **Withdraw** again to remove yourself from the course.

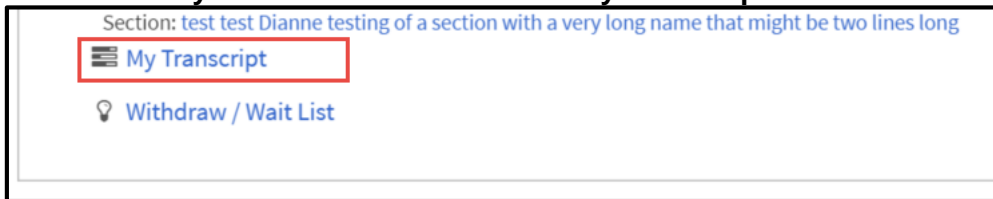


- Click **OK** to return to your **Registered Learning Opportunities**.



Transcripts

- To access and view your transcripts, return to the **Courses** tab.
- Scroll to the **My Courses** channel and click **My Transcript**.



- Your current transcript will display. Use the calendar tool to search for transcript details within a date range and click **Search**.
- Click **Email Pdf** to email a copy of your transcript to selected users.
- Click **Print** to download and print a copy of your transcript.

User Transcript

Name: Test Instructor1

Employee ID:

Sites: Test District, Test Department 1

Demographics: Teacher

Section End Date From: [reset](#)

Section End Date To: [reset](#)

Section Completed Date From: [reset](#)

Section Completed Date To: [reset](#)

[Search](#)

[Email PDF](#) | [Print](#)