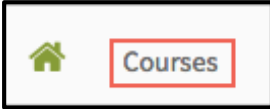This document provides a step-by-step walkthrough for enrolling in and withdrawing from courses, and for tracking your personal transcript.

Table of Contents

Searching for Courses

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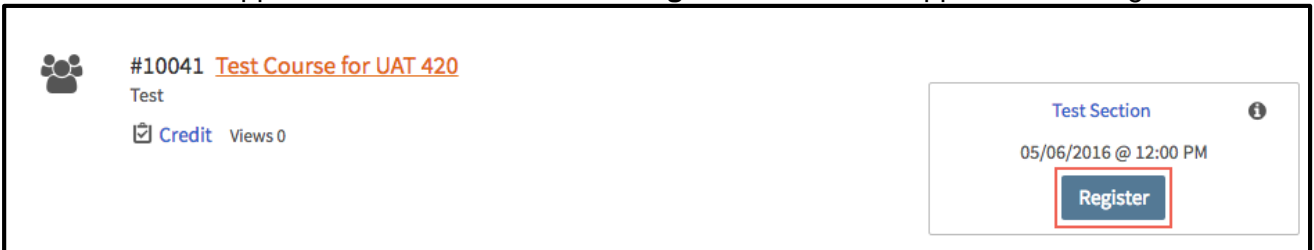

Basic Search

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

> **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.

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

Powered by
performance matters

Advanced Search

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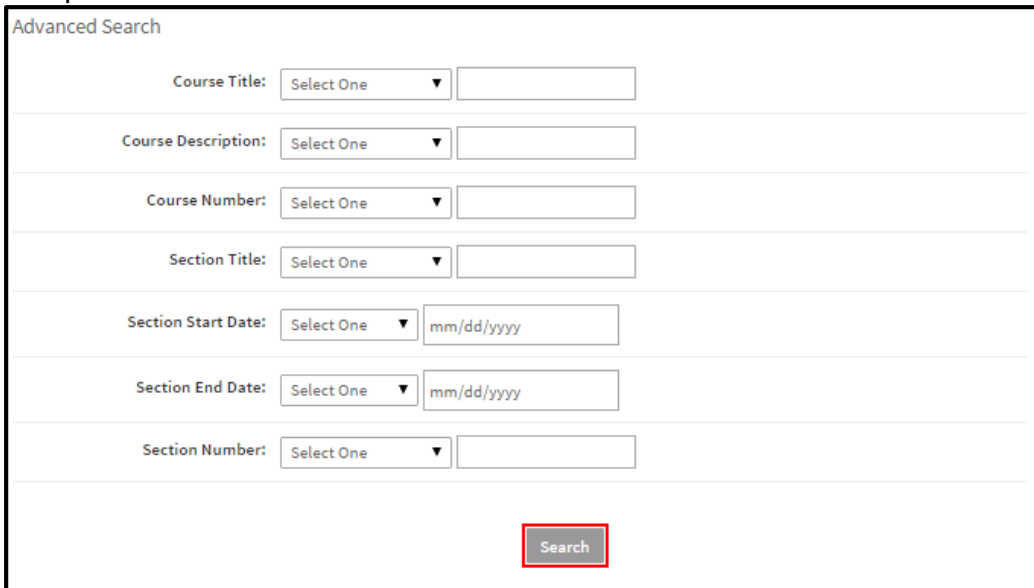
Course Search

Learning Opportunities

Browse or search the course catalog.

Search

| | Search | ⓘ |

Advanced Search   Show All

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

Advanced Search

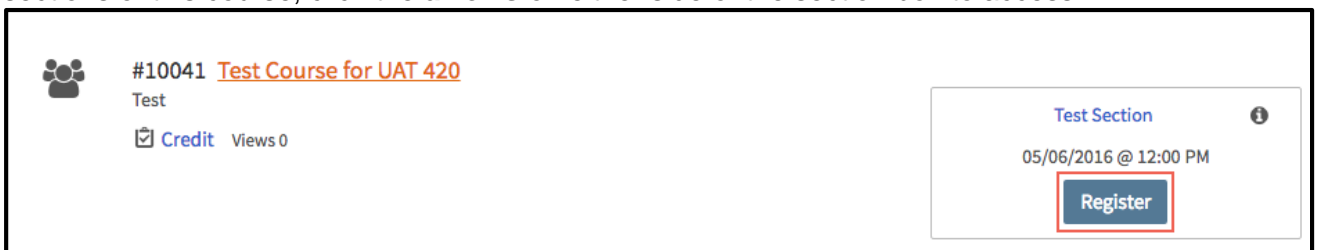|			
Course Title:	Select One ▼		
Course Description:	Select One ▼		
Course Number:	Select One ▼		
Section Title:	Select One ▼		
Section Start Date:	Select One ▼	mm/dd/yyyy	
Section End Date:	Select One ▼	mm/dd/yyyy	
Section Number:	Select One ▼		

Search

Enrolling in a Course

- Once you've located the course in which you wish to enroll, click **Register**. If there are additional sections of this course, click the **arrows** on either side of the section box to access.

#10041 **Test Course for UAT 420**
Test

☑ Credit   Views 0

Test Section   ⓘ

05/06/2016 @ 12:00 PM

Register

Powered by
performance matters

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

Withdrawing from Learning Opportunities

- To withdraw from a learning opportunity, return to the **Courses** tab.
- In the **My Courses** channel, find the desired Learning Opportunity and click **Withdraw**
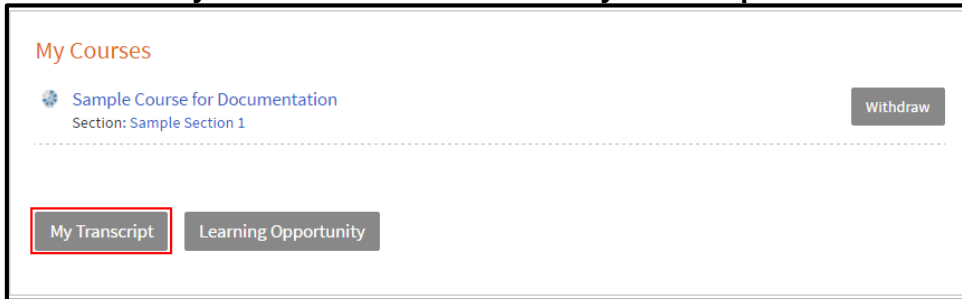
- Click **Withdraw** again to remove yourself from the course.

Transcripts

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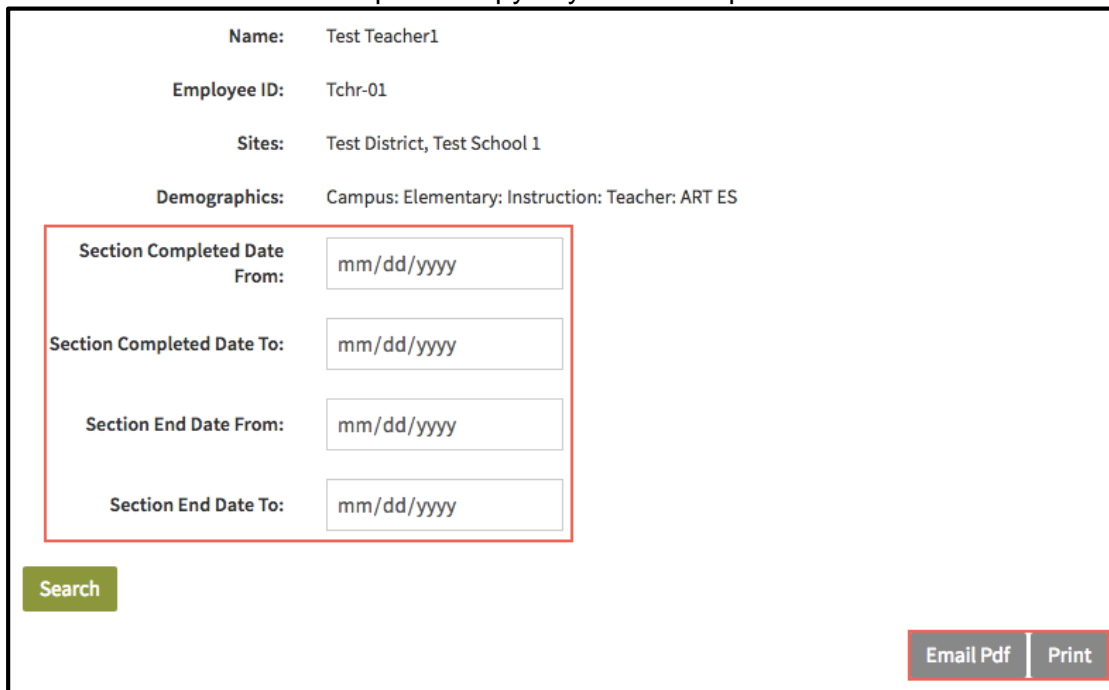

- Your current transcript will display. Use the calendar tool to search for transcript details within a date range and click **Search**.
- Click **Email Pdf** to email a copy of your transcript to selected users.
- Click **Print** to download and print a copy of your transcript.