

Registering and Withdrawing from Courses

Audience: End Users



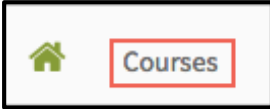
This document provides a step-by-step walkthrough for enrolling in and withdrawing from courses, and for tracking your personal transcript.

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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

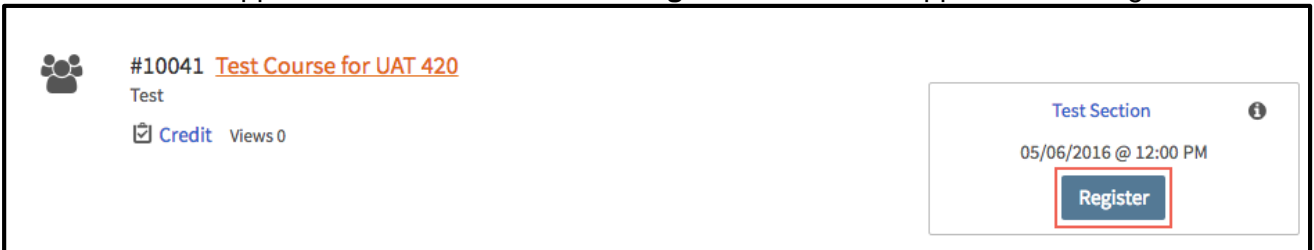
- In the **Course Search** channel, enter information for your search then click, **Search**.



- 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.



Advanced Search

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



Course Search

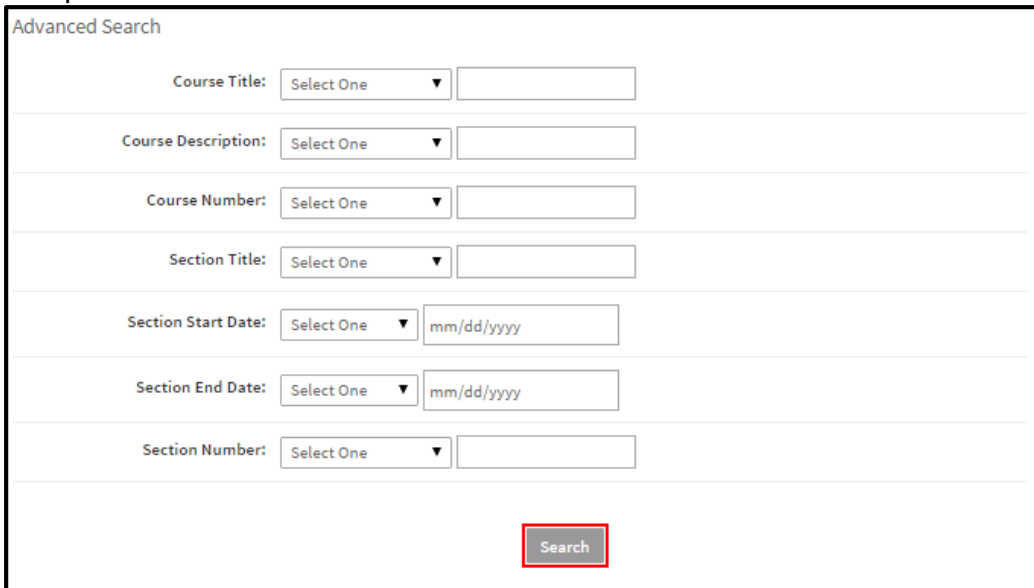
Learning Opportunities
Browse or search the course catalog.

Search

Search ⓘ

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

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



Advanced Search

Course Title:

Course Description:

Course Number:

Section Title:

Section Start Date:

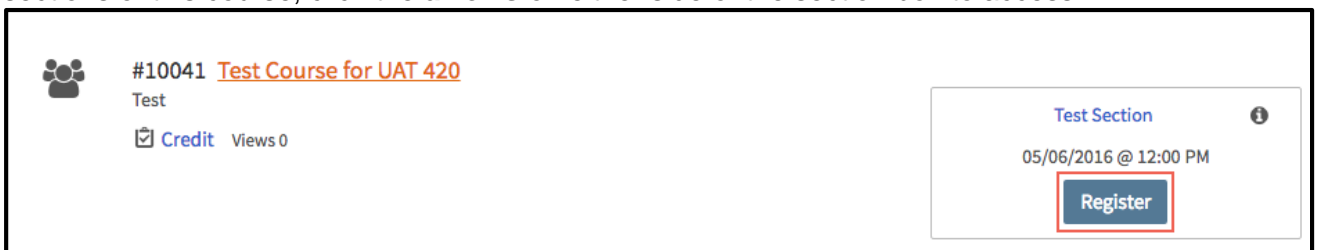
Section End Date:


Section Number:

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

- 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:	1	Location/Room Number:	
Section:	1 + 1	Street Address:	
Hours: How much do I have?	<input type="text" value="1.0"/> Hours	City:	
Section Notes:		State:	
Class Dates:	08/24/2016 - 08/30/2016	Zip:	

[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.

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, find the desired Learning Opportunity and click **Withdraw**

My Courses

Sample Course for Documentation
Section: Sample Section 1

Withdraw

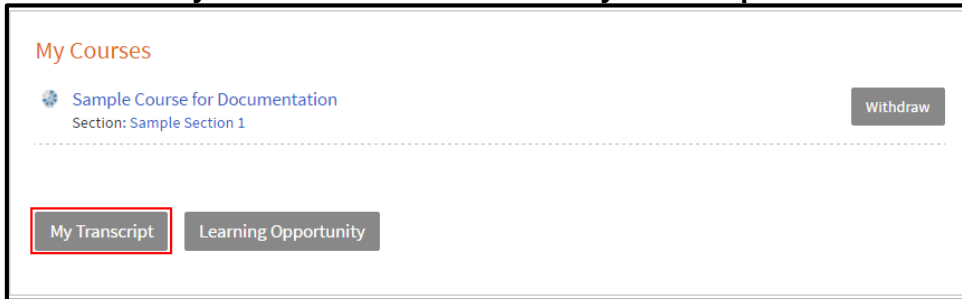
[My Transcript](#) [Learning Opportunity](#)

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

Withdraw [Cancel Withdraw Request](#)

Transcripts

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



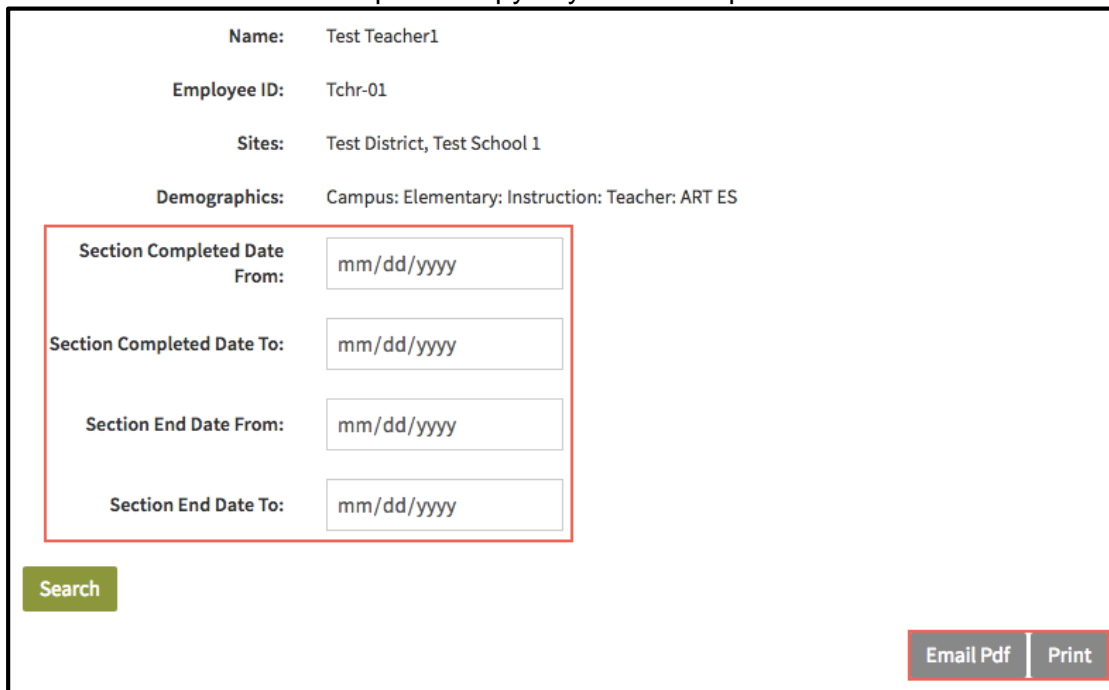
My Courses

Sample Course for Documentation
Section: Sample Section 1

Withdraw

My Transcript Learning Opportunity

- 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.



Name: Test Teacher1

Employee ID: Tchr-01

Sites: Test District, Test School 1

Demographics: Campus: Elementary; Instruction: Teacher: ART ES

Section Completed Date From: mm/dd/yyyy

Section Completed Date To: mm/dd/yyyy

Section End Date From: mm/dd/yyyy

Section End Date To: mm/dd/yyyy

Search

Email Pdf Print