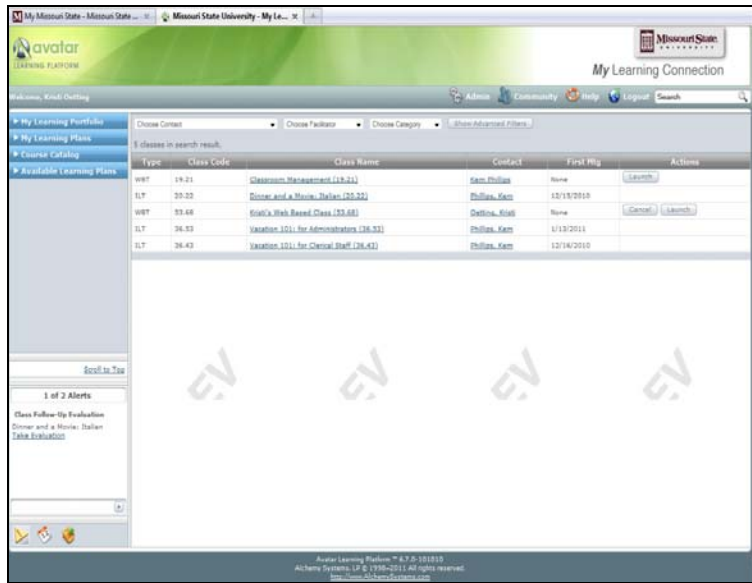


How Do I Search the Online Catalog and Register for A Class?

- Search the online catalog using filters
- Locate a class in the catalog
- Register for a class
- View my class lists online

Step 1: Click on the Course Catalog Button.



Step 2: Select the Show All Classes link. A list of available classes appears. By default, the catalog will appear alphabetically by class name.

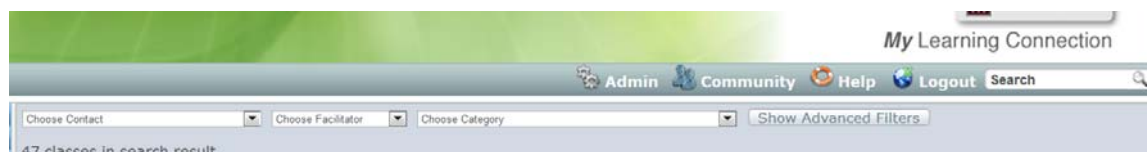


Step 3: You may also sort the list by Type, Class Code, Contact, or First Meeting by clicking on the column heading. The column that is currently sorting the catalog will be highlighted.



Type	Class Code	Class Name	Contact	First Mtg	Actions
ILT	69.122	Adult CPR/AED (69.122)	Campus Recreation	3/23/2011	
ILT	70.124	Adult CPR/AED for University AED Responders (70.124)	Campus Recreation	3/23/2011	
ILT	7.7	Argos Advanced Report Writing (7.7)	Scott Turk	3/14/2011	Add to Cart

Step 4: In addition, the list may be filtered by selecting from the Choose Contact, **Choose Facilitator**, or Choose Category Menus.

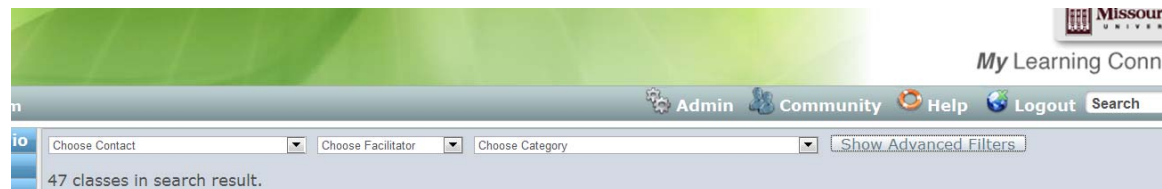


Step 5: For example, click on the down arrow for the Facilitators' names to appear. To close dropdown menu, click on the dropdown box again.



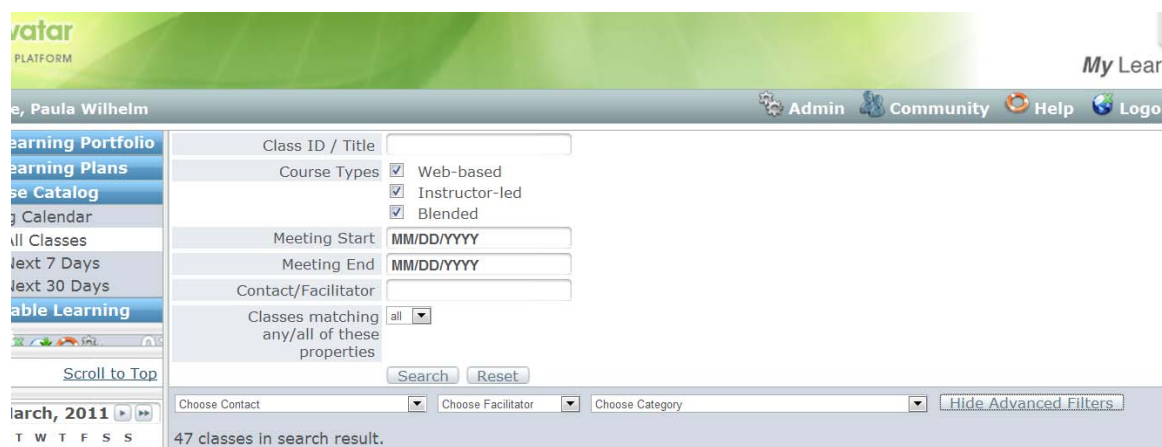
Type	Class Code	Class Name	Contact	First Mtg	Actions
ILT	69.122	Adult CPR/AED (69.122)	Campus Recreation	3/23/2011	
ILT	70.124	Adult CPR/AED for University AED Responders (70.124)	Campus Recreation	3/23/2011	Add to Cart

Step 6: Click the Show Advanced Filters button.



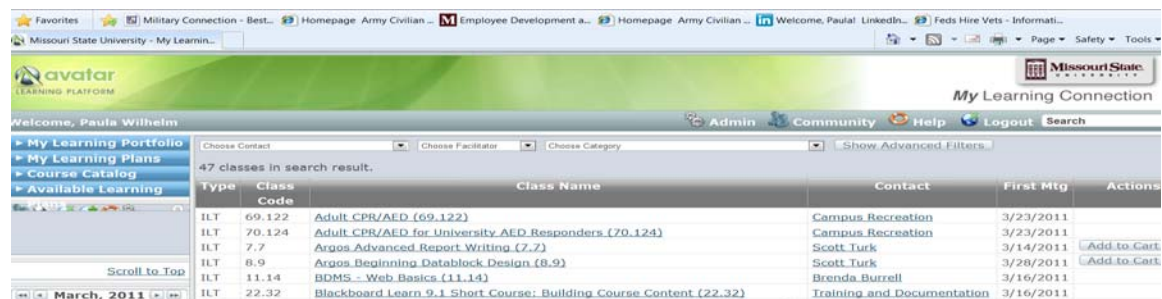
47 classes in search result.

Step 7: A menu will open allowing you to search by criteria such as class name or type, meeting time, and facilitator. Select the Hide Advanced Filters button to close



47 classes in search result.

Step 8: Click the Course Catalog Button.



47 classes in search result.

Type	Class Code	Class Name	Contact	First Mtg	Actions
ILT	69.122	Adult CPR/AED (69.122)	Campus Recreation	3/23/2011	
ILT	70.124	Adult CPR/AED for University AED Responders (70.124)	Campus Recreation	3/23/2011	Add to Cart
ILT	7.7	Argos Advanced Report Writing (7.7)	Scott Turk	3/14/2011	Add to Cart
ILT	8.9	Argos Beginning Datablock Design (8.9)	Scott Turk	3/28/2011	
ILT	11.14	BDMS - Web Basics (11.14)	Brenda Burrell	3/16/2011	
ILT	22.32	Blackboard Learn 9.1 Short Course: Building Course Content (22.32)	Training and Documentation	3/16/2011	

Step 9: Select the Show All Classes Link.

Welcome, Paula Wilhelm

Admin Community Help

My Learning Portfolio
My Learning Plans
Course Catalog
Catalog Calendar
Show All Classes
Show Next 7 Days
Show Next 30 Days
Available Learning

Choose Contact Choose Facilitator Choose Category Show Advanced Filters

47 classes in search result.

Type	Class Code	Class Name	Contact
ILT	69.122	Adult CPR/AED (69.122)	Campus Recreation
ILT	70.124	Adult CPR/AED for University AED Responders (70.124)	Campus Recreation
ILT	7.7	Argos Advanced Report Writing (7.7)	Scott Turk
ILT	8.9	Argos Beginning Datablock Design (8.9)	Scott Turk
ILT	11.14	BDMS - Web Basics (11.14)	Brenda Burrell
ILT	22.32	Blackboard Learn 9.1 Short Course: Building Course Content (22.32)	Training and Documentation
ILT	26.38	Blackboard Learn 9.1 Short Course: Using Assignments to Assess Learners (1 hour) (26.38)	Brenda Burrell

Scroll to Top

March, 2011

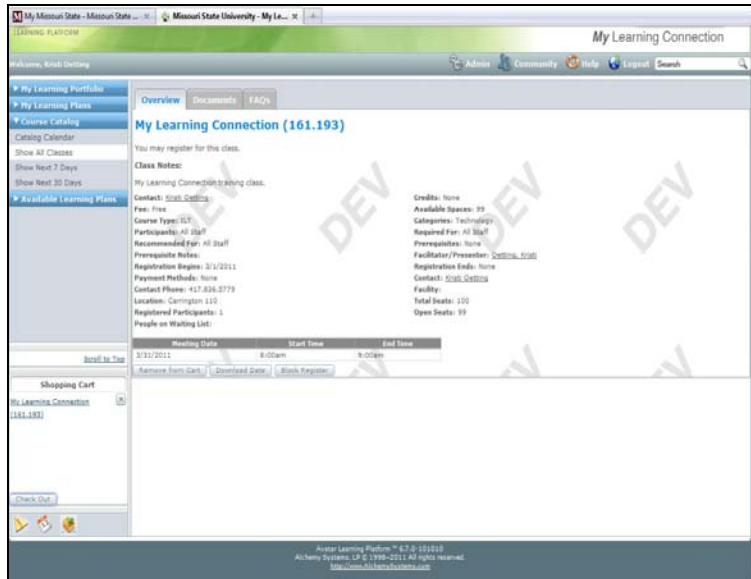
M T W T F S S

Step 10: Open the shopping cart window by clicking the Shopping Cart Icon.



Item	Description	Quantity	Unit Price	Total Price	Action
ILT	22.191	1	\$10.00	\$10.00	Add to Cart
WBT	84.111	1	\$10.00	\$10.00	Add to Cart
ILT	26.192	1	\$10.00	\$10.00	Add to Cart
SCORM	60.80	1	\$10.00	\$10.00	Add to Cart
WBT	43.199	1	\$10.00	\$10.00	Add to Cart
WBT	43.199	1	\$10.00	\$10.00	Add to Cart
ILT	8.187	1	\$10.00	\$10.00	Add to Cart
ILT	70.94	1	\$10.00	\$10.00	Add to Cart
WBT	76.99	1	\$10.00	\$10.00	Add to Cart
ILT	79.104	1	\$10.00	\$10.00	Add to Cart
WBT	74.96	1	\$10.00	\$10.00	Add to Cart
WBT	68.92	1	\$10.00	\$10.00	Add to Cart

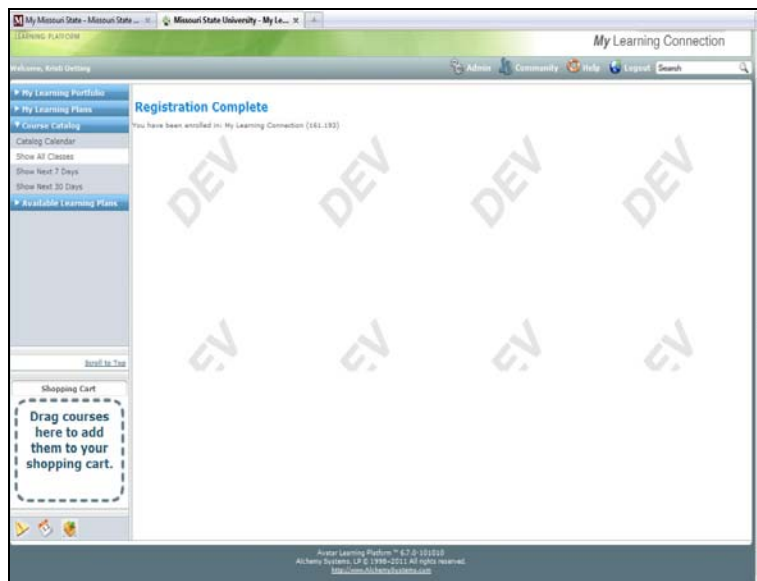
Step 13: Double-click on the class name to review detail information about the class. After reviewing the class information, click on the Checkout Button.



Step 14: Click the Finalize Button to confirm and complete your registration process for the class.



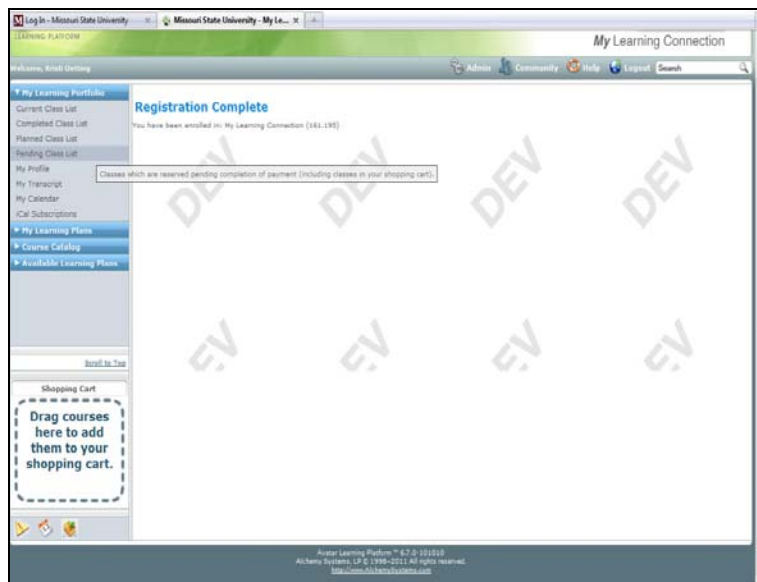
Step 15: Message displays “Registration Complete” to verify a successful registration.



Step 16: To review your class lists, click the My Learning Portfolio Button.



Step 17: Select the link for the class list you wish to view:



Class Descriptions:

- **Current Class List:** Displays classes you are registered to take, are in the process of taking, or have already taken but have not received credit.
- **Completed Class List:** Displays classes for which you have been issued credit.
- **Planned Class List:** Displays classes you must complete specifically to fulfill a learning plan requirement.
- **Pending Class List:** Displays classes that are reserved (including classes in your shopping cart) pending completion of payment (If applicable).