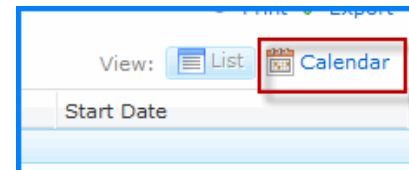
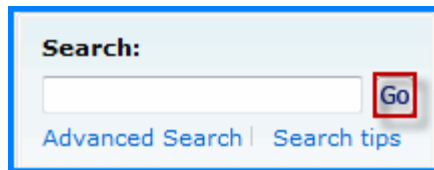


## How to Find Current or Upcoming Classes

Log into the UHN eLearning Centre at: <http://intranet/education/elearning/>.

On the Learner homepage, in the **Search** field on the upper left hand side, click the **Go** button. Change the view on the upper right hand side to **Calendar**.



There are several ways to view **all available classes**:

- ◆ Click on the name of the month on the left hand side to view classes offered by month
- ◆ Use the drop down menu under search results
- ◆ Use the slider across the top of the calendar
- ◆ Click on an individual date. Bolded dates indicate training is available

A screenshot of the calendar view. On the left, there is a filter by facility city dropdown set to 'All' and a 'Browse by month/year' section with a slider for 2011 and 2012. The month 'February (172)' is selected. The main calendar grid shows days from Monday 13 to Thursday 16. Each day has a list of classes with their times and titles. For example, on Monday 13, there are classes like 'Beginner Yoga-Class6of6' and 'Stress Be Gone Yoga-Class6of6'. On Tuesday 14, there are 'Yoga at TGH-Class6of6' and 'Yoga at PMH-Class6of6'. On Wednesday 15, there are 'Facilitation Fundamentals for...' and 'Ballet Boot Camp-Class6of6'. On Thursday 16, there are 'Yoga at...' and 'Butts and Guts'.

If you only want to see search results for a **specific class**, enter the name of the class in the search field, click **Go**, and then click the **Calendar View**.

A screenshot of the search results page. The search field contains 'Acting Out' and the 'Go' button is highlighted. Below the search field, it says '6 search results found'. There is a table with columns: Activity Name, Activity Type, Code, and Start Date. The table lists several activities related to 'Acting Out' and 'New Leader's Orientation Seminar'. On the right side of the page, there are 'Print' and 'Export' buttons, and a 'View:' section with 'List' and 'Calendar' buttons. The 'Calendar' button is highlighted with a red box.

Click on the class in the calendar to highlight it on blue.

You will see all of the details for the class including description, location, start and end dates and times below the calendar.

## How to Register for an ILT Class via the Calendar

Once you have reviewed the details of the class and would like to register, click the **Register** button to the right.

The screenshot shows a calendar for January 2012. On Wednesday, January 25, there are two class listings for "Acting Out Respect: for Patient-Centred Care". The first listing is for 12:30:00 PM EST - 2:00:00 PM EST, and the second is for 2:30:00 PM EST - 4:00:00 PM EST. A red box highlights the radial button to the left of the first listing. Below the calendar, a detailed view of the class is shown, including a description, locations (EN 1-429/430 (TGH)), start date (January 25, 2012 12:30:00 PM EST), end date (January 25, 2012 2:00:00 PM EST), and a "Register" button. The status is "Not register" and cost information is "View Details".

If there is more than one date offered for the class, select the date that you would like to register for by clicking the radial button directly to the left of the class name.

Registration will be allowed if there is sufficient capacity in the class.

Click the **Submit** button to complete the registration process.

The screenshot shows the registration confirmation page for the class "Acting Out Respect: for Patient-Centred Care". It includes a "Cancel" button, a "Submit" button, and a list of available options. The first option is "Instructor Led Course : 'Acting' Out Respect: for Patient-Centred Care" with an available capacity of "Unlimited" and a status of "Registration allowed". The second option is "Instructor Led Class : 'Acting' Out Respect: for Patient-Centred Care" with a start date of January 25, 2012, from 12:30:00 PM EST to 2:00:00 PM EST, an available capacity of 19, and a status of "Registration allowed". The third option is "Instructor Led Class : 'Acting' Out Respect: for Patient-Centred Care" with a start date of January 25, 2012, from 2:30:00 PM EST to 4:00:00 PM EST, an available capacity of 22, and a status of "Registration allowed". A red box highlights the "Submit" button and the "Available Capacity: 19" for the second option.