

How to view the classes you are registered for

The UHN eLearning system will automatically send out email notifications when you register for a class. If you would like to view all of your current and upcoming training activities in one place, log into the UHN eLearning Centre at: <http://intranet/education/elearning/>.

On your Learner homepage you will see your “To Do” list at the top of the page. This area will list all of your current or upcoming training activities.

The screenshot shows the 'To do' section of the UHN eLearning system. It displays the next training activity: 'Shifting to Wellness-Session1' on 24/02/2011 at 7:30:00 AM EST. Below this, there are two tabs: 'Training activities' and 'Teaching activities'. A table titled 'Activities related to your training' is shown with columns for Activity Name, Action, Assignment Type, Start Date, Priority, Deadline, and Status. The table lists two activities: 'Shifting to Wellness - Information...' (Status: Regist) and 'What's New in Microsoft® Excel Ve...' (Status: In Pro). A dropdown menu labeled 'Display:' is set to 'All Training'.

Use the drop down menu to view the following: **All Training**, **Current Training**, **Upcoming Training**, or **Assigned Training**. This will show you classes that you are registered for and any online courses that are still “In Progress”.

If you want to cancel your registration for a training activity, click the **Other Actions** button and select **Cancel Registration**.

The screenshot shows the 'To do' section of the UHN eLearning system. It displays the next training activity: 'Session1' on 19/01/2011 at 11:15:00 AM EST. Below this, there are two tabs: 'Training activities' and 'Teaching activities'. A table titled 'Activities related to your training' is shown with columns for Activity Name, Action, Assignment Type, Start Date, Priority, Deadline, and Status. The table lists two activities: 'French Beginners B (Beginners wit...' (Status: Regist) and 'What's New in Microsoft® Excel Ve...' (Status: In Pro). A dropdown menu labeled 'Display:' is set to 'All Training'. At the bottom right, there is a button labeled 'Other actions' which is open, showing a list of options including 'Cancel Registration'.

You will be taken to the Cancellation Confirmation page. Click the **Cancel Marked** button to process your cancellation. You will no longer see the training activity in your “To Do” list.

The screenshot shows the 'Cancellation Confirmation' page. It contains the following text: 'Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirement marked activities or for all the activities on the page. Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, activities, you will only pay the applicable fees.' Below this, it states: 'Total cancellation cost of the activities below: 0' and 'Total value of refunds: 0'. There are three buttons: 'Cancel Marked', 'Select All', and 'Back'. Below the buttons is a table with columns for Name, Code, Activity Date, and Current Status. The table lists one activity: 'Instructor Led Course : French Beginners B (Beginners with some basic knowledge of French)' with Code 'UHUHHC0181' and Current Status 'Registered'.