

Professional Development/Training Registration Course Calendar Video Transcription

In addition to searching for a course using the “Search for a Course” button you can also show a list of courses by month by choosing “Course Calendar”.

Clicking Course Calendar from the left navigation will bring up the current month and show you all of the training events scheduled. The legend in the upper left will show you which training events are HCC Events, Open for Enrollment, Wait List Open or Enrollment has been closed.

If you wish to see details of a course from the calendar simply click on that course. This will bring up the details about that course including the Course Name, Description, Section, Presenter, and Meeting Time information. If the course is Open for Enrollment you will also be able to enroll right from this screen. Simply click Enroll.

To change to a different month you can drop down the month selection from the upper middle of the calendar and choose a different month to show. This will refresh the web page and show you the calendar of events for that month. You can also move ahead one month or back one month at a time by clicking the next or previous month’s names in the upper right and left of the calendar.