

Professional Development/Training Registration Search for a Course Video Transcription

To search for a course click on "Search for a Course" along the left side of the screen.

Here you will be presented with options to choose the course classification, the course category, the section type and the term.

The course classification is a sort of broad topic. So if you are interested in only compliance you can unselect all and then just select the checkbox next to CO (Compliance). Or if you want to choose multiple Classifications feel free to do so. The Select All and Unselect All links will check all or uncheck all the boxes, respectively.

Next you can choose a Course Category. Choose from Instructional, Technical Skill, and/or Soft Skill. Again you can choose options for Select All or Unselect All and you can choose as many or few of these checkboxes as you see fit.

Next you can drop down the menu for Section Type and choose from either Classroom Only, Online Only, Hybrid courses or leave the Section Type as All.

Then you can choose the term you would like to view. If you are only interested in the current semester simply choose that checkbox which comes up as checked by default.

Lastly you have the option to only show scheduled courses. That box is checked by default. Unchecking this will also show you courses that are possibly being offered but just haven't had a finalized approved date and time.

Clicking Search will search for available courses based on the criteria you selected.

If the search results in nothing you will see a message saying that "there are no active courses that match the search criteria. Please modify the search parameters and try again." In that case simply add more checkboxes to see courses currently being offered or come back at a later date and try your search again. I will go head and check all of the boxes for classification and category to see the search results.

Scrolling down you will see a table showing all of the search results returned. Here you can see a course name, description and course number as well as a select link to choose that course.

After choosing a course by clicking Select you will be taken to a course detail screen.

Here you can see the course title, description, and the section or sections offered for the course.

Under Sections you can see the date, start time, end time, location of the training, the meeting type, presenter name(s), the section of the course, number of open seats and a link to register for the course.

You can also Request an Additional Section using that link. If you see that a section is full but you would really like to attend that course you can request an additional section be added for that training topic.

If the course has open seats and it looks like a course you are interested in you can click Register.