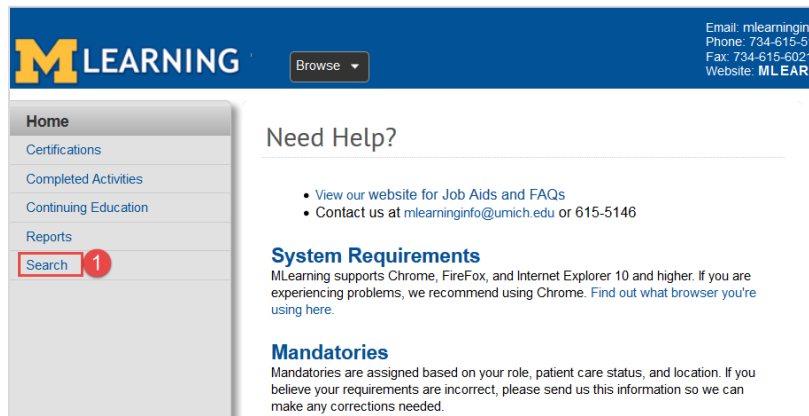


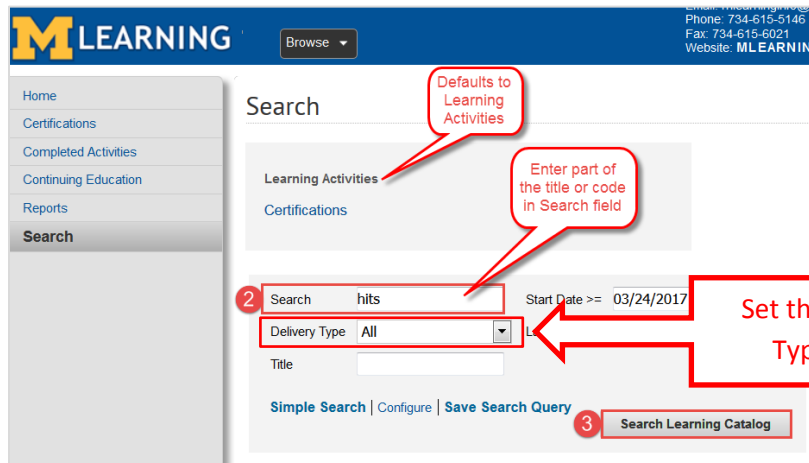
Learner: Enrolling in an Activity in MLearning

Use this process to search for, and register for a course in MLearning.

1. To search for an activity, click the **Search** link on the left navigation bar.



2. The search screen defaults to **Learning Activities**. **Search Field:** You may search by key words, activity code, start date, delivery type, or title.
3. Click the **Search Learning Catalog** button.



Helpful Hint:

Scroll to Bottom to Learn How to Set and Save Your Search Preferences – including Delivery Type = All.

4. **Instructor Led Training course:** Click **Register**. A new screen will open and you will select the offering there.
5. **Web Based Training course:** Click **Launch**. Your course will open in a new window.

Learning Activities											Calendar View Print Export Modify Table
Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Default Credits	Maximum Enrollment	Current Enrollment	Add
HITS-10001 Competing Values Workshop	1.0	Instructor-Led			Thu 01:00pm-02:30pm 1.5 hrs	North Campus Research Complex - Building 18 - Dining Hall					4 Register
Adult Learning Theory eLearning (HITS-1000)	1.0.0	Web Based Training									5 Launch

Learner: Enrolling in an Activity in MLearning

6. **Registration Confirmation:** Select the ILT offering and then click **Go to In-Progress Learning**.

Registration Successful!

[Printer Friendly Version](#)

Order Contact	Roach,Lovida
Billed To	309612 UMHS Learning Management Svcs
Order Status	Confirmed
Order Number	01284408

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
HITS-10001 Competing Values Workshop	Roach,Lovida	Instructor-Led	Confirmed	03/13/2017	LMS Mon 10:00AM-11:30AM: 1.5 hrs	Arbor Lakes Building 3 - Full Dome		Notes


6
[Go to In-Progress Learning](#)

7. The ILT offering that you selected will appear on **My Learning Plan**.

My Learning Plan


To complete a learning activity, or see more details, click on the title below. For online learning modules, you can click the green "Launch" button.

Sort By: Alphabetical
☐ Group courses by certification

▶


Adult Learning Theory eLearning (HITS-1000) (EL-134,Version:1.0.0)
 Duration: 00:25 hours
 Status: Confirmed (Registration Date: 03/07/2017)
 Mandatory: No

[Launch](#)
[More Actions](#)

7


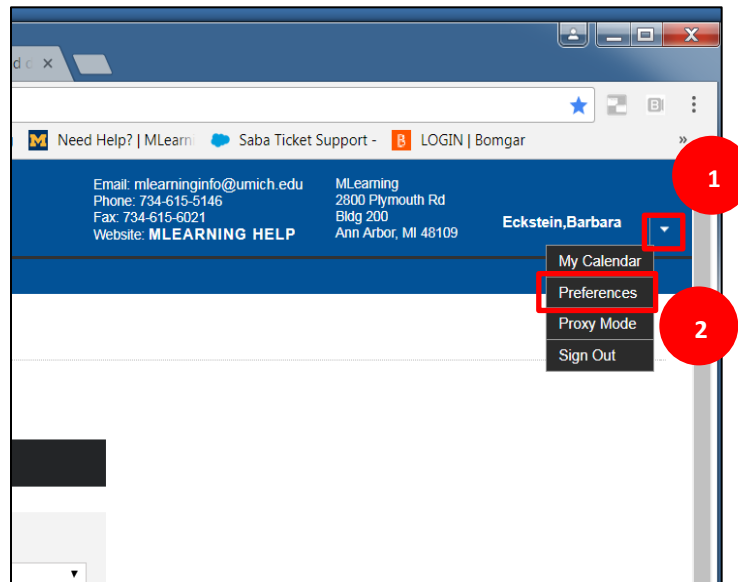
HITS-10001 Competing Values Workshop (HITS-10001-0002,Version:1.0)
 Session Information: 03/28/2017 - 03/28/2017 - Tue 01:00pm-02:30pm: 1.5 hrs(01:30 hours)
 Location: Arbor Lakes Building 3 - Full Dome
 Status: Confirmed (Registration Date: 03/01/2017)
 Mandatory: No

[More Actions](#)

Learner: Enrolling in an Activity in MLearning

Setting and Saving your Search Preferences:

1. Click the Small Triangle in the upper right of the screen, just to the right of your name.
2. In the black drop down menu, Click Preferences



3. In the pop-up, review settings, change them to your preferences.
4. Click Save and Close

