

## BCPSA Learning System: How to Find and Enroll in a Course

### Transcript:

Welcome!

In this tutorial, we will show you how to enroll in a course in the PSA Learning System. You will learn how to search for courses, find one offered at your location, and how to enroll in the course. There is also a job aid provided that follows the same steps as this tutorial that you may wish to print off for future reference.

To access the Learning System, you can find it through MyHR or @Work under Learning and Education. There is also a direct link provided in the Job Aid that you can add to your internet favourites for future access.

Once in the Learning System, click on “My Learning” to show your personal learning profile page. This page allows you to search the Learning Catalog, shows your 5 most recent learning activities, as well as the current status of those activities.

To see your complete list of learning, click on “All My Learning” at the bottom of the page.

It is important to know that you do not use your browser Back and Forward buttons. This is really important because the learning system has been designed to use the hyperlinks on the page itself.

A key thing to know is the difference between a Catalog Item and a Course Activity.

A Catalog Item is the main information within the course catalog. For example, “Building a Respectful Workplace” is a catalog item. It’s a course.

A Course Activity is a single offering of a Catalog Item. “Building a Respectful Workplace” is offered across the province several times a year. Each offering would be considered a Course Activity. So a single Catalog Item can be offered many times as Course Activities.

To search for a course, enter the course title into the search field labeled “Search the Catalog” and click on “Catalog Items”. If there is a course title matching the search words it will appear in the list as a Catalog Item.

If you click on “Activities”, the results screen will display a list of upcoming offerings – or Course Activities – of that Catalog Item.

The search results will also list what location the course will be offered in. This information will include the city and venue. To learn more about a particular venue, click on the name of the venue to view the Session information.

The Session information will provide you with venue specific details, including the city, street address, and start and end times of the course.

If you wish to return to the search results screen, click on the link at the bottom of screen that says "Return to previous page".

Remember! Please do not use your Back and Forward buttons on your browser.

To learn more details about the Course being offered, click on the title of the course listed in the search results.

The Course Details page lists all pertinent information regarding the course. This will include a course description, the type of course – whether this is a classroom or an elearning course for example – and additional information like the course start and end dates, available seats and waitlist. A course will allow a waitlist of 10 people after which it will not allow any additional enrollment requests.

In this example shown here, there are three parts to this course. There is a pre-work component to be done prior to the class start, the classroom session, and then a course evaluation to be completed afterwards.

Clicking on Schedule will reveal the class start and end times as well as the name of the instructor.

Some courses require prerequisites to be completed beforehand. Click on the prerequisite link to see any required or recommended courses that may be listed.

Some courses may have documents or meeting notices attached to the course. You can find these under the link: "Notes and Attachments". For classroom sessions, you will find an iCalendar notice that you can add to your Outlook calendar to mark the time of class. The iCalendar is also attached to your email notification of enrollment confirmation.

To enroll in the course, click on the button near the bottom of the screen labelled "Enroll". A confirmation screen will appear with a summary of the course details. This is a good time to ensure the location and event times are suitable before proceeding.

To confirm enrollment, click on the "Submit Enrollment" button.

Once the enrollment is submitted, your manager will be automatically sent an email to approve the training request. The course will display in your personal training record and will be listed with a status of "Pending Approval".

Once the approval takes place, you will be granted access to the course and it will show on your personal training record as "Enrolled".

Any pre-work or elearning course links will become immediately available to you by clicking on the course title. The pre-work will be shown here as a web link that takes you to any work you need to complete before the course starts.

If at any time you wish to return to personal training record, click on "My Learning" at the top of your screen.