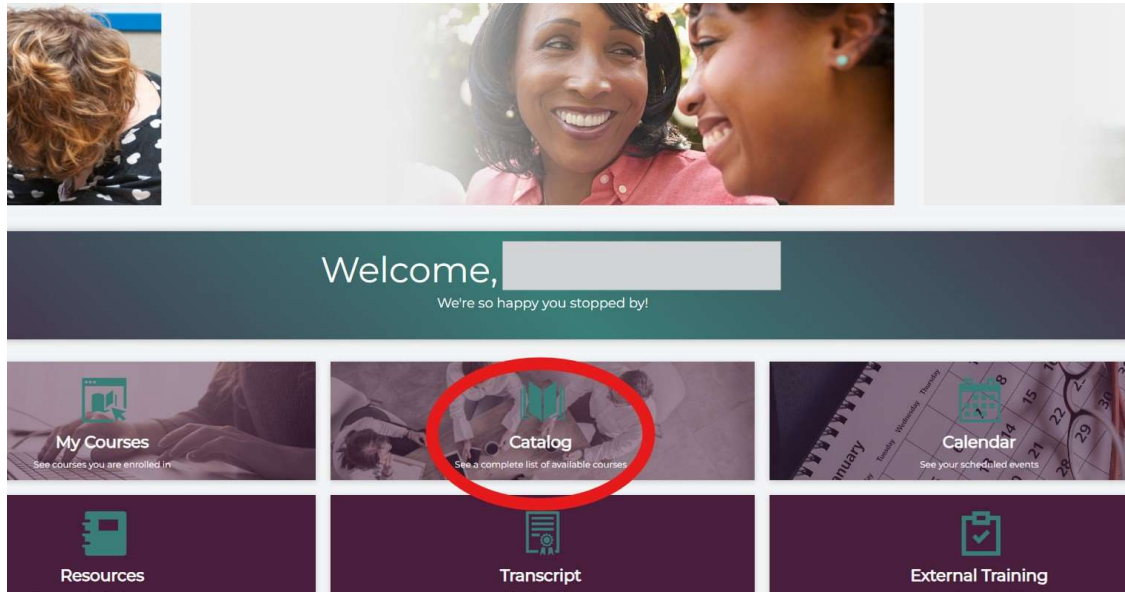
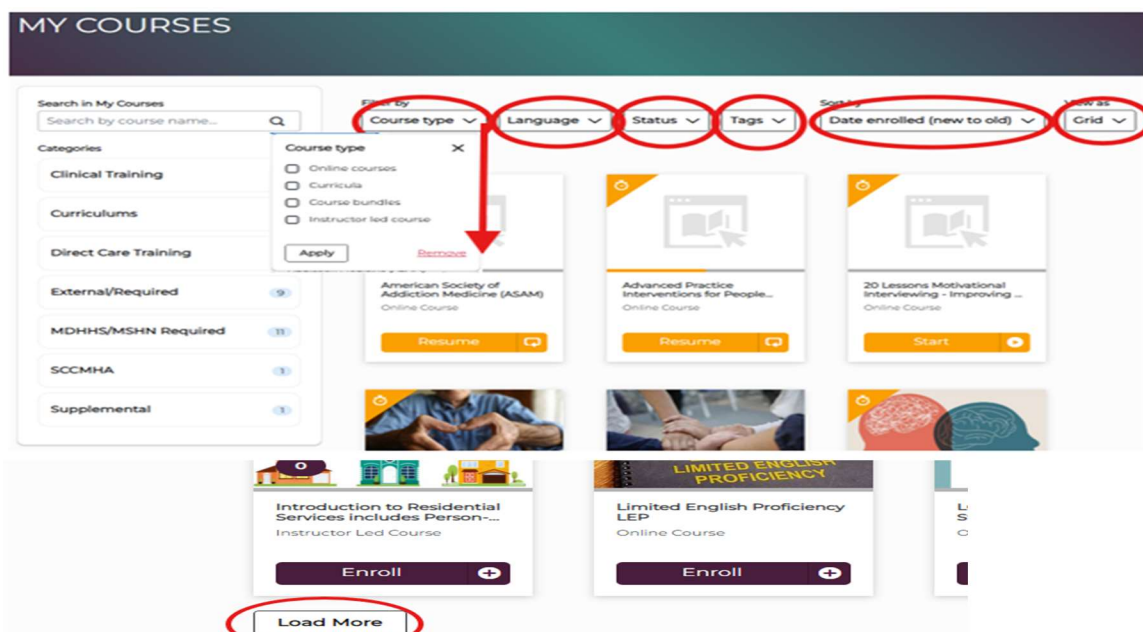


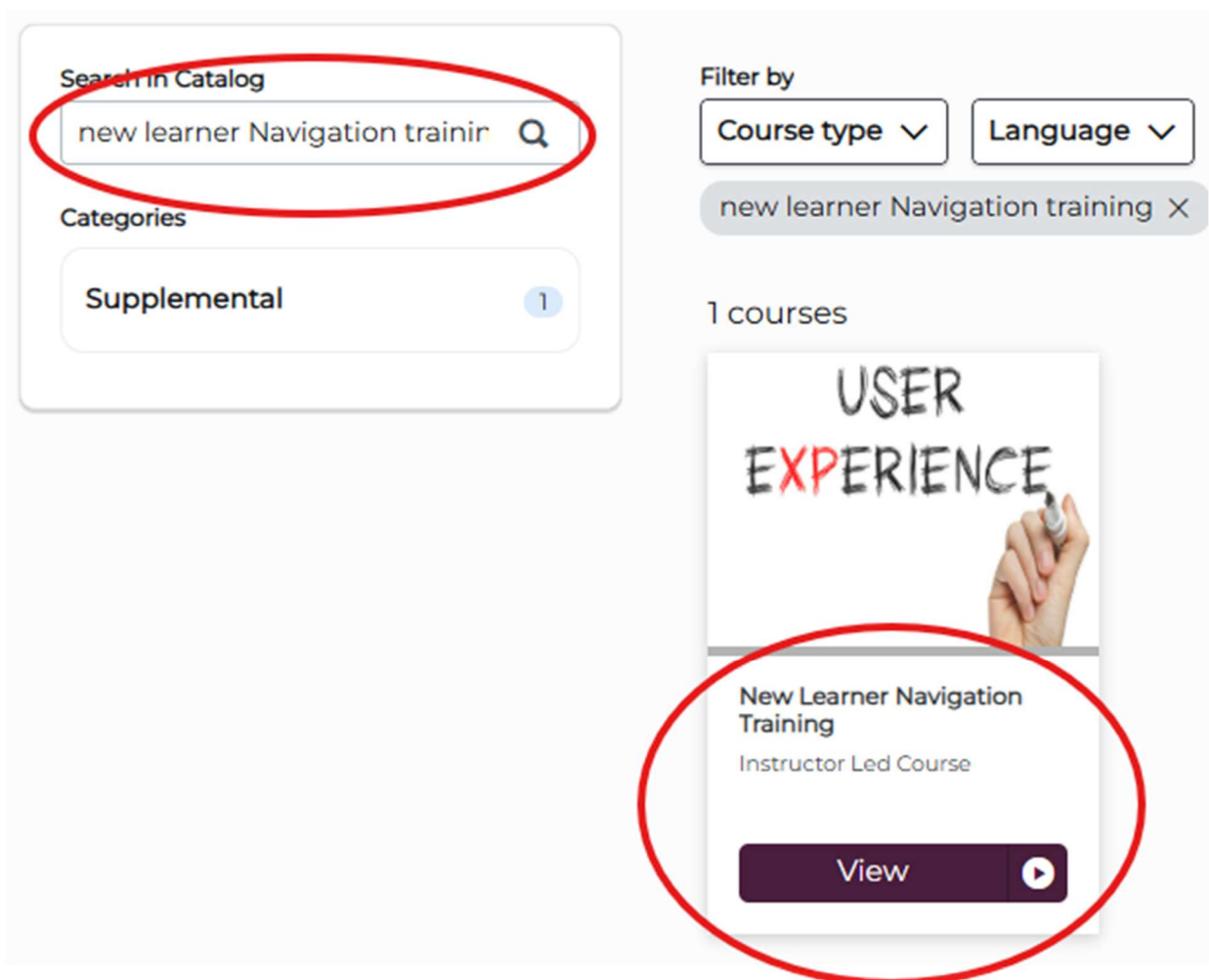
Once logged into the Learning Management System (LMS) and you want to enroll into a New Learner Navigation Session for a brief overview on how to use the LMS. Please follow these directives:

⇒ Choose the *Catalog tile*



Depending on your role, you will see different choices of courses. To enroll in a New Learner Navigation session, you can *Search/Filter* for it or scroll the courses using the *Load More* button if it does not appear on the initial landing page.





You should now see *The New Learner Navigation Training* course in your catalog section to the right: select the **Choose Session button**

New Learner Navigation Training

Instructor Led Course

Course Content Sessions

Upcoming Sessions

< June 2025 9 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	2 ⁹	3 ¹⁰	11	2 ¹²	13	14
15	3 ¹⁶	3 ¹⁷	18	19	20	21
22	3 ²³	3 ²⁴	25	3 ²⁶	27	28
29	3 ³⁰					

Within the calendar *choose a date* in the deep/dark red color you would like to explore session options from .

August 6, 2025

AUGUST 2025 8.6.25 In-Person New User Training Navigation 1:00pm - 4:00...

6 1:00 PM - 4:00 PM (EDT)

Instructor: [Matthew Nagy](#) [Valerie Toney](#)

Location: A&W PC Lab

Not Enrolled

Enroll

Class Size: 15

Seats Remaining: 15

Starts: August 6, 2025 1:00 PM EDT

Ends: August 6, 2025 4:00 PM EDT

August 14, 2025

AUGUST 2025 8.14.25 Virtual New Learner Navigation (11:00am - 11:30am)

14 11:00 AM - 11:30 AM (EDT)

Location: Teams - Virtual

Not Enrolled

Enroll

Class Size: 100

Seats Remaining: 100

Starts: August 14, 2025 11:00 AM EDT

Ends: August 14, 2025 11:30 AM EDT

You see will there are both *In-Person Sessions* and *Virtual Sessions*—the format is identified in the title with the date and time.

Once you choose a date, some dates have several options to explore while other dates may only have 1 session to choose. Choose the **Enroll** button under the specific date & time you would like.

June 2025

JUNE 2025

9

6.9.25 Training Navigation

11:00 AM - 11:30 AM (EDT)

Location: Teams - Virtual

Not Enrolled

Enroll

Class Size: 100

Seats Remaining: 100

Starts: June 9, 2025 11:00 AM EDT

Ends: June 9, 2025 11:30 AM EDT

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWQ5NGZlOTQlMGJhZS00MWZlLThiYzYtZmJhMzI0MWE1ZTgz%40thread.v2/0?context=%7b%22Tid%22%3a%22f65f0fbc-36e0-42ae-b849-08048abd6927%22%2c%22Oid%22%3a%2201e44d78-d5ed-46a7-9912-58cbaf9b9cf8%22%7d

JUNE 2025

9

6.9.25 Navigation Training

2:00 PM - 2:30 PM (EDT)

Location: Teams - Virtual

Not Enrolled

Enroll

JUNE 2025

10

6.10.25 New User Training Navigation

9:00 AM - 9:30 AM (EDT)

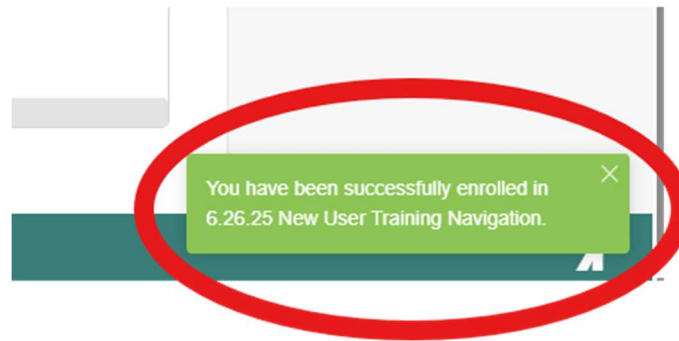
Instructor: [Alecia Schabel](#)

Location: Teams - Virtual

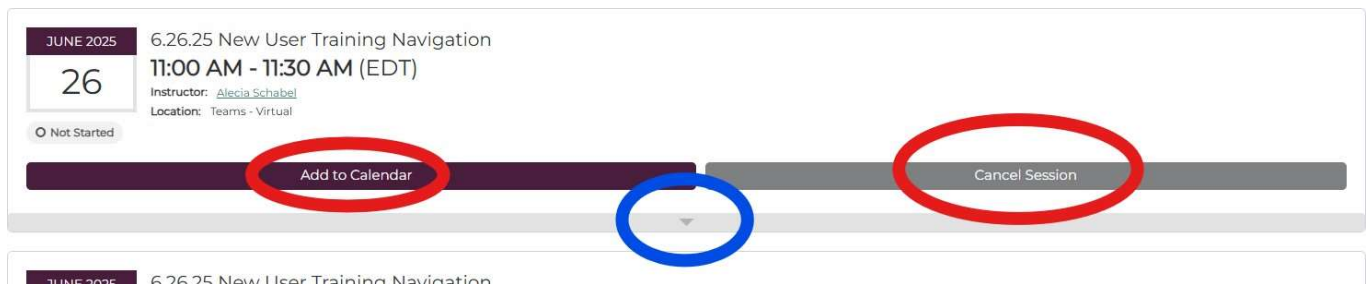
Not Enrolled

Enroll

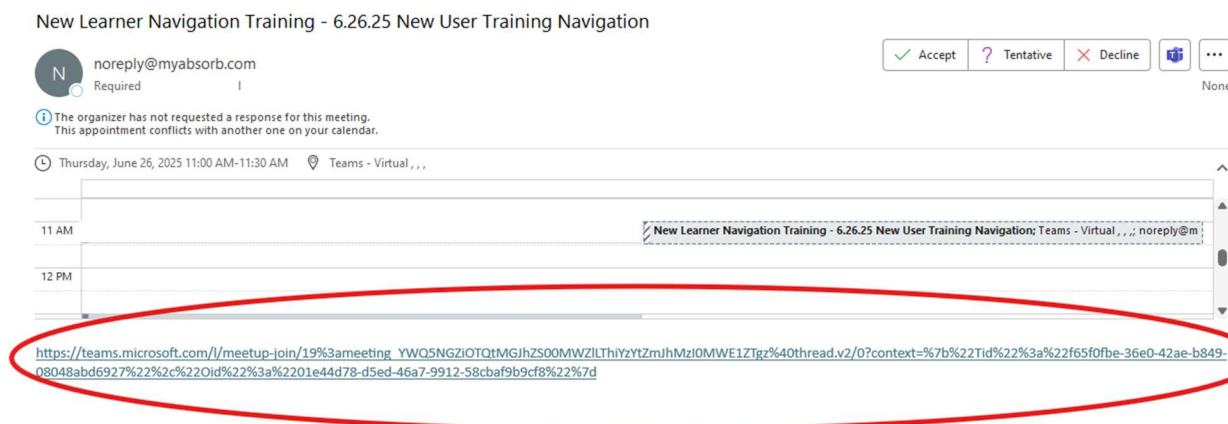
After you have chosen a session, you should see a quick pop-up in the bottom right of your screen (if your popups are enabled) alerting *you have been successfully enrolled* in the session you choose.



You will also now see your selected session has added details on the screen. You can add the session to your *individual appointment calendar* (via download popups, ensure this is enabled)

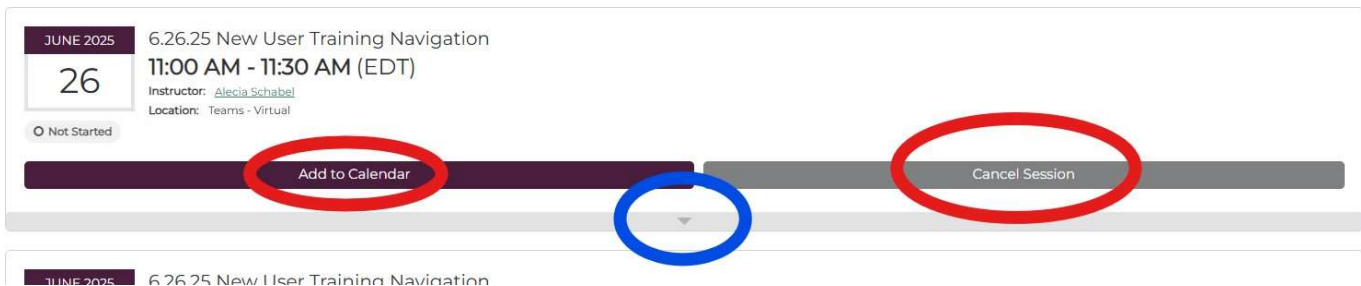


**Individual appointment calendar:* this will be dependent upon *what type of calendar you use*. However, your calendar appointment will reflect the link to the virtual session

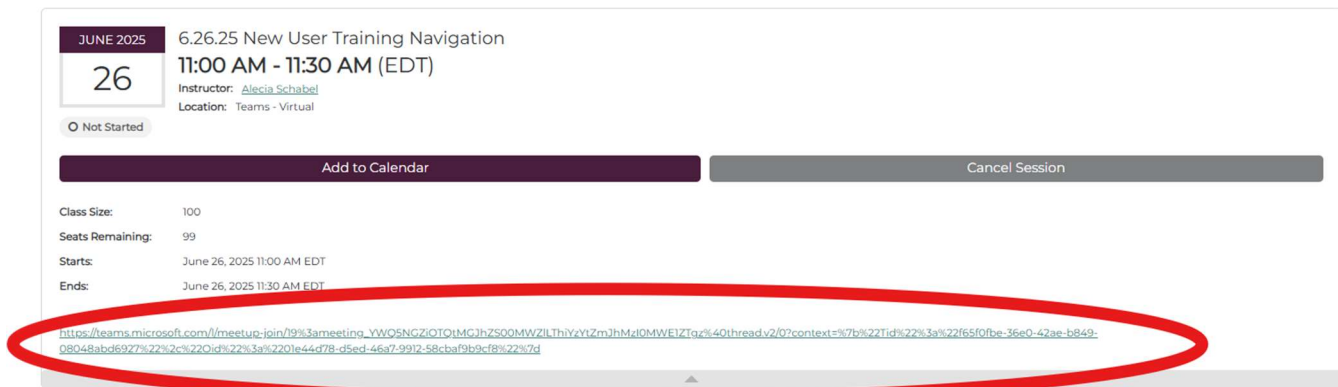


If you choose the wrong session you can also cancel your selection via the gray *Cancel Session box as depicted in the screenshot above*. As soon as you select the cancel button it processes the cancellation immediately.

Choose the gray box with the down arrow to expand the details of the session, see the *blue circle* below



The details of the session will include the *link* to the virtual session. **This will also be included in your calendar appointment reminder if you choose it. As well, it will be emailed to you.*

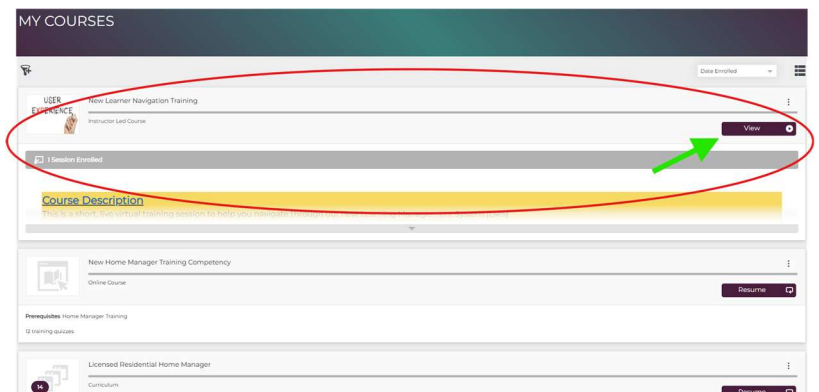


There is no further action you must take. If, for some reason, you have not received an email reminder, you can check your individual dashboard to confirm the session enrollment.

Go back to your dashboard, choose the *My Courses* tile.

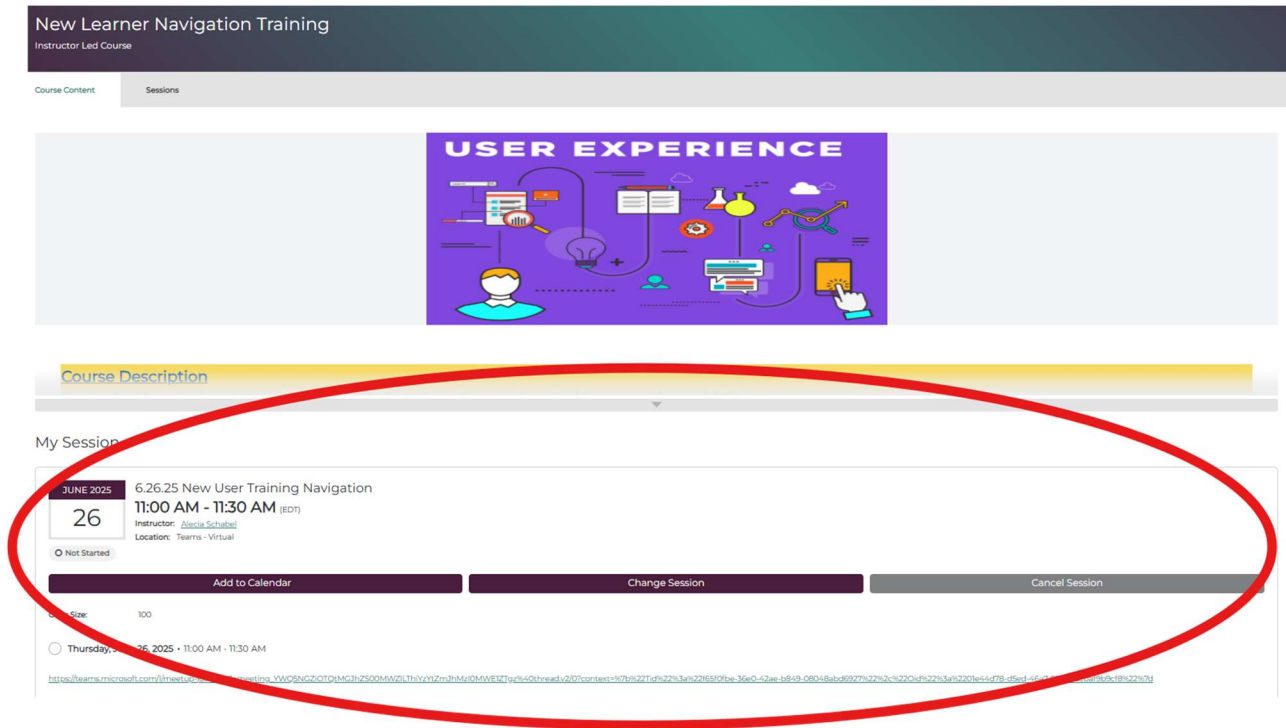
Once My Courses opens you should see the session you enrolled in.

**The Instructor-led courses (ILC) sessions you are enrolled in are listed by earliest date at the top*

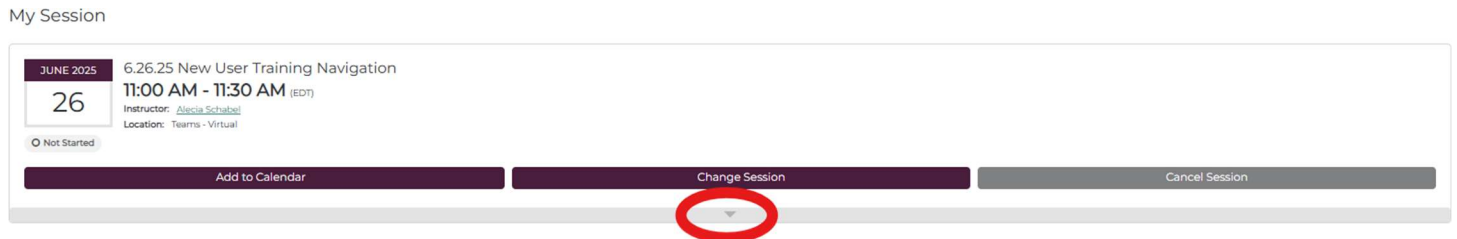


Choose the *View* button on the right

All of the sessions details should display along with the virtual link. This will be available to you anytime you open your dashboard, up through completion or cancellation of the session.



If you don't immediately see the session details, choose the down arrow on the gray box as depicted by the *red circle* below



*If you have any problems with enrolling into a session, please reach out to CEU:
989-797-3445*