

Course Catalog Enrolment



Some or all of these features may not be in use for your system.

The course catalog can be used to view a list of courses and other items available for registration. Systems may be configured to give immediate access to courses or require approval. You can typically access the Course Catalog from your home page.

An example of a course catalog.

View

Catalogue

My Registrations

Filter Reset

Category

All

Type All

Status All

Instructor All


Keyword

Go

Catalog


Adapting Your Style Status: *Approved*

This program explains exactly how to coach in each subordinate situation ... rookie, contributor, key player, and captain. It also explains the gotchas that can harm the process, and what to do about them. NOTE: It is highly recommended that the Coaching program series be viewed in order the first time through.




After the Presentation Status: *Expired*

Hooray! Your presentation is finished! You're done, right? Not so fast. Watch this program to learn what you should do once your presentation is finished.

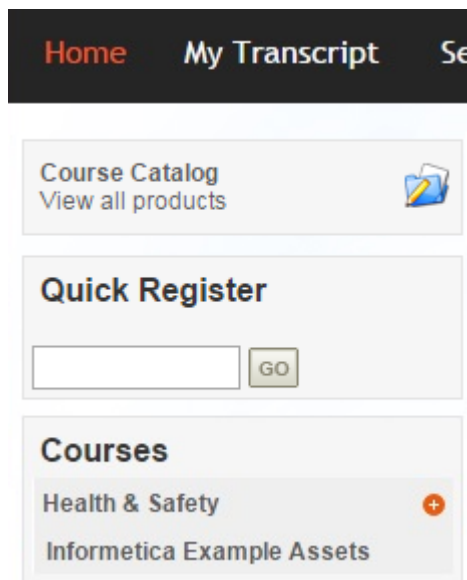


Age Discrimination in Employment Act Register Now

The Age Discrimination Act is predicted to become the basis for increased litigation in the American workplace as baby boomers age. Can you fire someone over 40? Will you lose a lawsuit if you do? You owe it to yourself to understand this law.



1. Open the **Course Catalog** from the side bar or from a tab at the top of your screen.



2. Optionally use the keyword search or filter drop-down menus to find specific catalog items.

A screenshot of a filter sidebar. It has a 'Filter' button and a 'Reset' button. Below these are three dropdown menus: 'Category' (set to 'All'), 'Type' (set to 'All'), and 'Status' (set to 'All'). There is a 'Keyword' search box with a 'Go' button at the bottom.

3. Select **Register Now** to sign up for a course.

A course card for 'Age Discrimination in Employment Act'. The header is blue with the title and a 'Register Now' button. The main text reads: 'The Age Discrimination Act is predicted to become the basis for increased litigation in the American workplace as baby boomers age. Can you fire someone over 40? Will you lose a lawsuit if you do? You owe it to yourself to understand this law.' To the right is a photo of an older woman with short white hair and glasses, smiling.

4. You will see an **Approved** status if you can access the course immediately and it will be available from your home page.

A course card for 'Adapting Your Style'. The header is blue with the title and a green 'Status: Approved' badge. The main text reads: 'This program explains exactly how to coach in each subordinate situation ... rookie, contributor, key player, and captain. It also explains the gotchas that can harm the process, and what to do about them. NOTE: It is highly recommended that the Coaching program series be viewed in order the first time through.' To the right is a photo of a man in a white shirt and tie, smiling, with other people blurred in the background.

Catalog Registration Statuses

Status	Description
Register Now	A register now status indicates that participants can register for this item from the catalog.
Approved	An approved status indicates that you are currently registered for this course.
Pending	A pending status means that a site manager has to approve your registration for before you can access the item.
Expired	An expired status means you no longer have access to a course due to an expiry date.