To register for a workshop, you must enroll in a Course and a Session.

In the LMS, Courses consist of Lessons and Lessons will have at least one Session. You must first sign-up for a Course before you can sign-up for a Session.

There are two methods of viewing training, and both are addressed in this guide. The methods are by viewing the Courses in the Course Catalog or by viewing the Sessions on the Live Event Calendar. Please see the steps listed below for the method you choose.

**Viewing and Registering for Courses in the Live Event Calendar:**

1. Open the Live Event Calendar.
2. The Calendar view is of Sessions, not of Courses. Select the Session of the Course you are interested in attending.

3. When you select the Session, you will note that you cannot yet register for the Session. Click on the blue link at the bottom to be directed to the Course where you must first register.
4. When you are at the Course view, you will be able to enroll in the Course.

![Course Catalog]

**Course Description**
This course is a general overview of the workload report process, how to read the workload report, paperwork associated with the report and timelines.

The first hour will be presentation; the last 30 minutes will be Q & A. This is not a hands-on-the-computer course at this time, but bring your workload report and questions and we'll find the answers!

**Expert/Contact**
Kathy Favor (kfavor@cscchico.edu)
Ext. 4068

**Lessons**
- APO - Workload Workshop

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5. When you enroll it will prompt you to select a specific Session.

![Enrollment Successful]

You have been enrolled in the course APO - Workload Workshop.

This course contains five lessons. To complete the enrollment process, for each live lesson listed below, please select one meeting time that you would like to attend. You may change these selections later depending on the restrictions of the sessions listed.

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Date</th>
<th>Location</th>
<th>Status</th>
<th>Details</th>
<th>Select</th>
</tr>
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<tbody>
<tr>
<td>APO - Workload Workshop</td>
<td>Oct 1, 2008  - 1:00 PM</td>
<td>Student Services Center, Room 410</td>
<td>Open</td>
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<tr>
<td></td>
<td>Oct 2, 2008  - 10:00 AM</td>
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<td></td>
<td>Oct 3, 2008  - 2:00 PM</td>
<td>Student Services Center, Room 410</td>
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</tbody>
</table>

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After you enroll in the course you will see the list of sessions available for this course.

Once you have selected a Session you are done, unless you choose to change Sessions later.
Viewing and Registering for Courses in the Course Catalogs:

1. Select the Course Catalog tab in the black menu bar.
2. Next, select the Catalog that you are interested in viewing.

3. When you have opened the Catalog or Course you are interested in, click on the Course to open and enroll in the Course by selecting the "Go" button.
4. Select the “Enroll” button of the Course that you are interested in registering for.

In the Course view you can enroll in the course.

5. When you enroll in the Course it will prompt you to enroll in a specific Session.

After you enroll in the course you will see the list of sessions available for this course.

Once you have selected a Session, you are done, unless you choose to change Sessions later.