

Coursemill Tip Sheet



Topic: How to enroll in an eLearning course

1. Once you log into the eLearning site it will look similar to the image on the right.

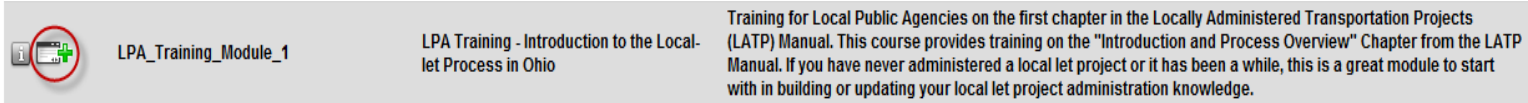
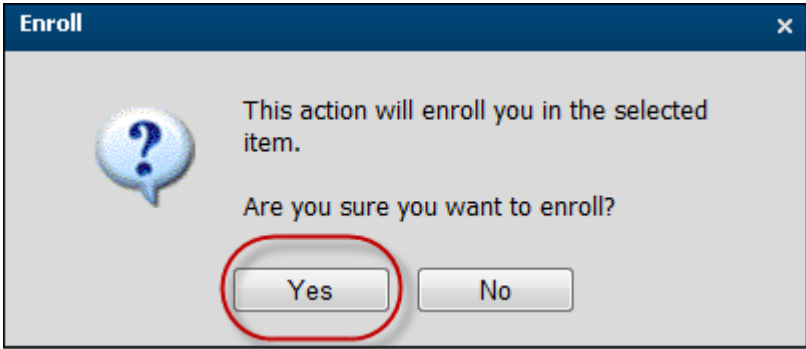
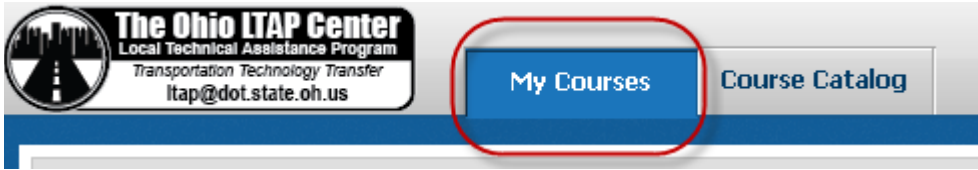
A screenshot of the Course Catalog page. At the top left is the logo for 'The Ohio LTAP Center Local Technical Assistance Program' with the website 'ltap@dot.state.oh.us'. Navigation tabs for 'My Courses' and 'Course Catalog' are visible. On the right, there are links for 'Edit Profile' and 'Logoff'. The main content area is titled 'Course Catalog' and includes a search bar with fields for 'Catalog ID', 'Name', 'Description', 'Keywords', 'Locations', and 'Dates'. Below the search bar, there is a table with one row of results for 'LPA_Training_Module_1'. At the bottom, there are links for 'User Guide', 'Course Details', and 'Enroll'.

2. To search for a course:
 - a. type the criteria you are looking for in the search boxes then
 - b. press the search button

An annotated version of the search bar from the previous screenshot. A red circle highlights the search input fields, with a red number '1' next to it. A red arrow points to the 'Search' button, with a red number '2' next to it.



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<p>3. Once you find the course you are searching for, press the enroll button.</p>	 <p>LPA_Training_Module_1 LPA Training - Introduction to the Local-let Process in Ohio Training for Local Public Agencies on the first chapter in the Locally Administered Transportation Projects (LATP) Manual. This course provides training on the "Introduction and Process Overview" Chapter from the LATP Manual. If you have never administered a local let project or it has been a while, this is a great module to start with in building or updating your local let project administration knowledge.</p>
<p>4. This window should pop up and you should press the "Yes" button.</p>	 <p>Enroll</p> <p>This action will enroll you in the selected item.</p> <p>Are you sure you want to enroll?</p> <p>Yes No</p>
<p>5. You should now be enrolled in the course. To view the course you are enrolled in click the "My Course" tab at the top of the page.</p>	 <p>The Ohio LTAP Center Local Technical Assistance Program Transportation Technology Transfer ltap@dot.state.oh.us</p> <p>My Courses Course Catalog</p>

Note: In the examples, Internet Explorer is being used as the internet browser but you may use the browser of your choice.