How to Search for and Enroll in an Instructor Led Training (ILT)

How to Search For an ILT

1. To search for an ILT, make sure you are on the ETC Dashboard.

2. Select ‘Instructor Led Training Sessions’.

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[Image of the ETC Dashboard showing how to search for a training session]
3. A list of Instructor Led Trainings will appear (in order of start date).

![Instructor Led Training Sessions Table]

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Start</th>
<th>End</th>
<th>City</th>
<th>Instructor</th>
<th>Session Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget for Department Chairs</td>
<td>Sep 8, 2015 1:00 PM PDT</td>
<td>Sep 8, 2015 2:15 PM PDT</td>
<td>Fullerton, CA</td>
<td>NIA</td>
<td>Confirmed</td>
</tr>
<tr>
<td>FDC: Introduction to Using Our Library's Resources for Teaching</td>
<td>Sep 8, 2015 2:30 PM PDT</td>
<td>Sep 8, 2015 3:30 PM PDT</td>
<td>Fullerton, CA</td>
<td>Hitlock, John</td>
<td>Confirmed</td>
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<tr>
<td>FDC: Get Students to Communicate Using Discussion Forums in TITANium Part 1</td>
<td>Sep 8, 2015 4:00 PM PDT</td>
<td>Sep 9, 2015 5:15 PM PDT</td>
<td>Fullerton, CA</td>
<td>Guban, Susan</td>
<td>Confirmed</td>
</tr>
<tr>
<td>IT Department IT Coordinator (DITC) Open Lab</td>
<td>Sep 9, 2015 9:00 AM PDT</td>
<td>Sep 9, 2015 10:00 AM PDT</td>
<td>Fullerton, CA</td>
<td>Arthur-Carr, Michael L., Lorier</td>
<td>Confirmed</td>
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<tr>
<td>FDC: Setting Up Assignments and Groups in TITANium</td>
<td>Sep 9, 2015 1:00 PM PDT</td>
<td>Sep 9, 2015 2:15 PM PDT</td>
<td>Fullerton, CA</td>
<td>Dish, Catherine</td>
<td>Confirmed</td>
</tr>
<tr>
<td>FDC: Reduce Plagiarism, Grade Online, and Facilitate Peer Review with Turnitin</td>
<td>Sep 9, 2015 2:30 PM PDT</td>
<td>Sep 9, 2015 3:45 PM PDT</td>
<td>Fullerton, CA</td>
<td>Dish, Catherine</td>
<td>Confirmed</td>
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<tr>
<td>FDC: Use TITANium Quizzes for Engagement and Assessment</td>
<td>Sep 10, 2015 10:00 AM PDT</td>
<td>Sep 10, 2015 11:15 AM PDT</td>
<td>Fullerton, CA</td>
<td>Dish, Catherine</td>
<td>Confirmed</td>
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<td>FDC: Writing an Article in 12 Weeks - FLIC</td>
<td>Sep 11, 2015 9:00 AM PDT</td>
<td>Sep 11, 2015 12:00 PM PDT</td>
<td>Fullerton, CA</td>
<td>NIA</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

3. A list of Instructor Led Trainings will appear (in order of start date).
4. You may filter by Title in Alphabetical order, Start date, or Instructor name (alphabetical).
5. For this example, click on ‘Course Title’ and courses will be filtered by Title in alphabetical order.

6. If you know the Course you are searching for, you may search for it using keywords.
7. Select ‘Search for Sessions’.
8. Enter in Keywords of the course you are searching for.

9. Select ‘Search’.

![Instructor Led Training Sessions](image)
10. Your search results will appear.

11. Click on the class you are searching for.
12. An overview of the class will appear and from there you may enroll in the Class.
How to Enroll in an Instructor Led Training (ILT)

1. Once you have found the course you wish to enroll in, select ‘Actions’.

2. Select ‘Enroll in this Session’.
3. A notification will appear confirming your enrollment and now you are enrolled in the course.

4. You will also receive an email notification with the course information.