

TRCA Performance – Quick Tips

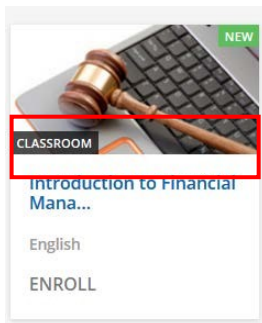
How to Enroll into a Classroom Course

Classroom courses are instructor-led and delivered most commonly at TRCA physical location such as Head Office or a satellite location. They may also be delivered virtually by external partners through platforms such as GoToWebinar.



Please note: classroom sessions may have a maximum capacity or maximum number of enrollments due to physical location capacity. If capacity for a session has been reached, you **will not be** able to register for full sessions and these sessions will not be visible in the **Sessions** tab. You will need to register for another session.

1. Locate your desired course under the **Course Catalog** and click on the course.



2. Under the **Sessions** tab is where available upcoming session(s) can be found. Under the **Sessions** tab ensure to note the location of the training as this session may be offered virtually.

To view the description of the session, any instructions for the LMS enrollment, and important contact information about the session select the **About this Classroom** tab.

The **content tab** will **only** be visible when training or resource materials have been uploaded into the course.

The screenshot displays the LMS interface for a course titled "Partners in Project Green: Water Efficiency in Ontario: Best Practices to Lower Your Operational and Capital Costs" (ID: I-Q07020). The course is in English. A red box highlights the "SESSIONS" tab, which is selected. Below the tabs, the session title "Water Efficiency in Ontario: best practices" is shown. A red box highlights the session details, including the location "Virtual Teams Meeting CANADA", the date "02/16/2021", and the time "09:00 am - 06:00 pm (Location's Time)" with a duration of "8 hours". An "ENROLL INTO THIS SESSION" button is visible at the bottom right. On the right side of the interface, there is a "Select session" dropdown menu and an "ENROLL" button.

3. To enroll into a session – click on the drop-down, select the session time and click **Enroll**.

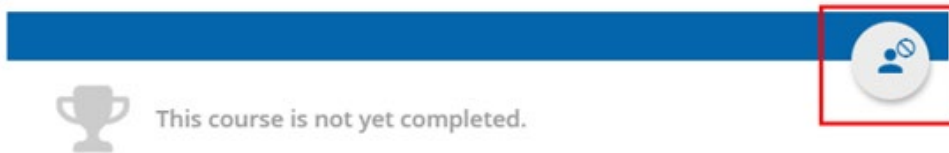
The screenshot shows a course page with a header image of water. The course title is "Partners in Project Green: Water Efficiency in Ontario: Best Practices to Lower Your Operational and Capital Costs" with ID: I-Q07O20 and Language: English. On the right, there is a red-bordered box containing a "Select session" dropdown menu and a green "ENROLL" button. Below the header, there are tabs for "SESSIONS", "ABOUT THIS CLASSROOM", and "CONTENT". The "SESSIONS" tab is active, showing a table with one session: "Water Efficiency in Ontario: best practices" on 02/16/2021 from 09:00 am to 06:00 pm (Location's Time), lasting 8 hours. The location is "Virtual Teams Meeting CANADA". A green button "ENROLL INTO THIS SESSION" is at the bottom right of the session table.

4. Once you have enrolled into a session – you can access details pertaining to the session through the **Courses and Learning Plans** and/or **My Tasklist** tab.

The screenshot shows the course details page. The header includes the course title, ID, and language, along with a trophy icon and the text "This course is not yet completed." Below the header, there are tabs for "OVERVIEW" and "CONTENT". The "OVERVIEW" tab is active, showing a map of Canada with a location pin for "Virtual Teams Meeting CANADA" and a button "LOCATION MAP AND DETAILS". Below the map, there is a section for "SHOW LOCATION'S TIME" with a dropdown menu showing "02/16/2021" and "09:00 AM - 06:00 PM (America/New_York | Your time)". At the bottom, there is a "Course Description" box containing text about the session, including the names of the speakers, Indra Mahajan and Chris LeConte, and a link to register. The text also mentions that users should click 'enroll' to have the course reflected in their Ceridian Learning records and provides contact information for Saba Khan at saba.khan@trca.ca.

Once enrolled, you will receive Dayforce email notifications with reminders of the session day and time. The session can also be added to your Outlook calendar.

Note: once enrolled you will have the option to de-enroll from the session if the following icon is visible on the course page:



You will have the option to de-enroll from the entire course or the current session. Once your selection is highlighted, click **Yes, I want to proceed** and **Confirm**.

A dialog box titled "Unenrollment" is displayed. It contains the text "Please select where you want to be unenrolled from". There are two radio button options: "This course" (with subtext "Partners in Project Green: Water Efficiency in Ontario: Best Practices to Lower Your Operational and Capital Costs") and "Current session" (with subtext "Water Efficiency in Ontario"). The "Current session" option is selected. Below these options is a checkbox labeled "Yes, I want to proceed", which is highlighted with a red rectangular box. At the bottom of the dialog are two buttons: "CANCEL" and "CONFIRM", with the "CONFIRM" button highlighted by a red rectangular box.