

# TRCA Performance – Quick Tips

## How to Enroll into a Webinar Course

Webinar courses are instructor-led and delivered live virtually over a platform such as GoToMeeting or Teams.

**Please note** that for a webinar-based course – there **may** be a maximum capacity set by the instructor for sessions depending on the structure and topic of the webinar.

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



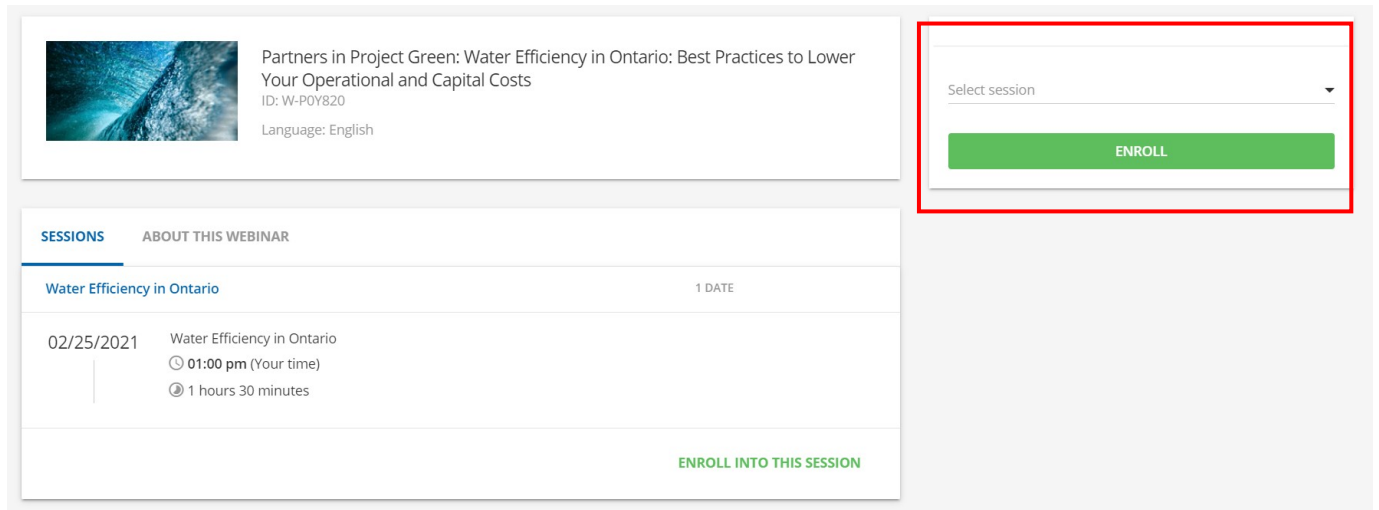
2. Under the **Sessions** tab is where available upcoming session(s) can be found.

To view the description of the webinar, instructions for the LMS, and important contact information about the webinar select the **About this Webinar** tab.

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

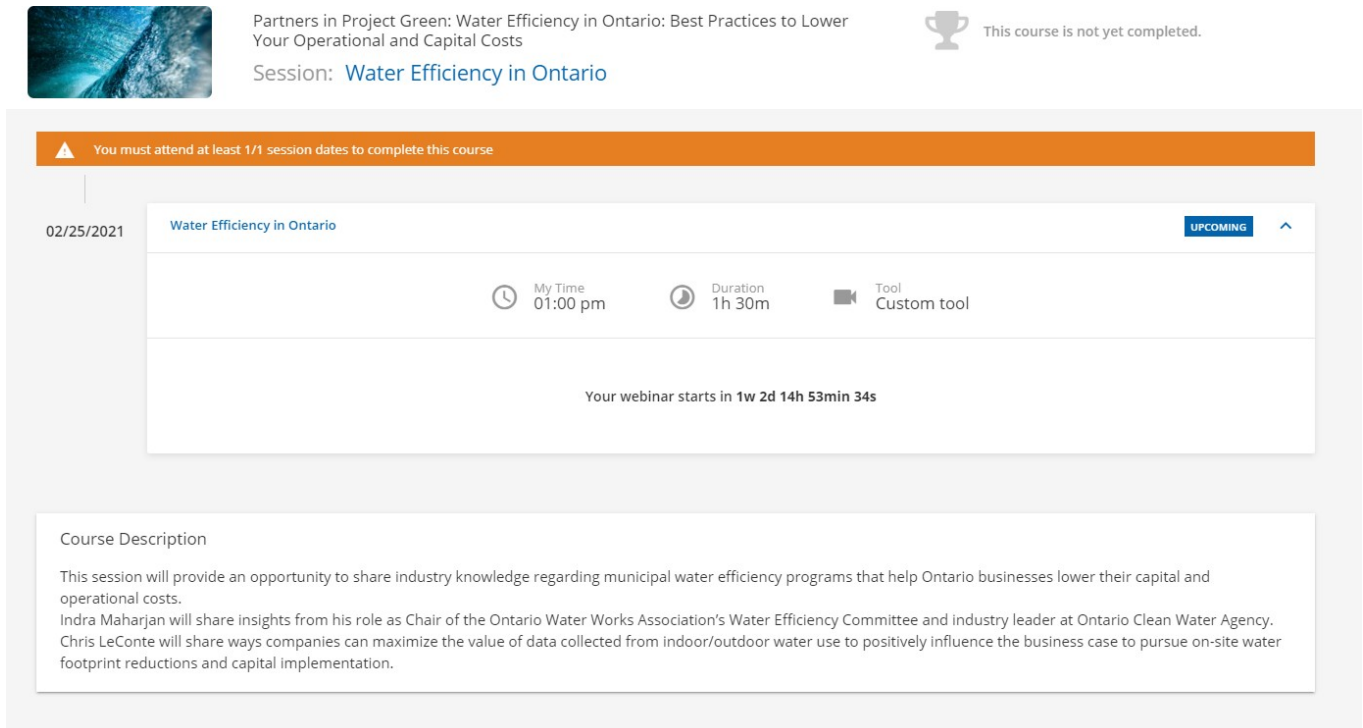
A screenshot of the webinar session details page. The top section shows a thumbnail image of water and the title 'Partners in Project Green: Water Efficiency in Ontario: Best Practices to Lower Your Operational and Capital Costs'. Below this is the ID 'W-P0Y820' and 'Language: English'. On the right, there is a 'Select session' dropdown and a green 'ENROLL' button. The main content area has two tabs: 'SESSIONS' (highlighted with a red box) and 'ABOUT THIS WEBINAR'. Under the 'SESSIONS' tab, there is a table with one session: 'Water Efficiency in Ontario' on '02/25/2021' at '01:00 pm (Your time)', lasting '1 hours 30 minutes'. At the bottom right of the session table is a green 'ENROLL INTO THIS SESSION' button.

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



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

4. Once enrolled you will be able to view the webinar date and time you enrolled into. This information can be retrieved from **My Courses and Learning Plans tab** or **My Task List**.



5. When the webinar has started - you will be able to launch the webinar directly from the LMS by locating the course under **My Courses and Learning Plans tab**. To launch the webinar, click **Join the Webinar**.



Lunch and Learn: Erosion  
Session: [Erosion Management](#)



This course is not yet completed.

You must attend at least 1/1 session dates to complete this course

02/2/2021

Lunch and Learn: Erosion Management

NOT ATTENDED



My Time  
01:30 pm



Duration  
1h 0m



Tool  
Custom tool

The webinar started: -21s ago

[JOIN THE WEBINAR](#)

#### Course Description

Please join us for this lunch and learn about thermal imaging and how it can be used to evaluate and monitor restoration areas and natural areas, and set priorities for potential future areas to restore based on its thermal impact. Our speaker is Jonas Hamberg, Mitacs Fellow, Ecosystem and Climate Science. This is part of an ongoing series of "Lunch and Learns" organized by EC&S staff to help facilitate knowledge transfer within TRCA.

Questions? Contact Sharon Lam at [sharon.lam@trca.ca](mailto:sharon.lam@trca.ca)

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



This course is not yet completed.



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**.

**Unenrollment**

Please select where you want to be unenrolled from

☐ This course  
Partners in Project Green: Water Efficiency in Ontario: Best Practices to Lower Your Operational and Capital Costs

☒ Current session  
Water Efficiency in Ontario

☐ Yes, I want to proceed

CANCEL [CONFIRM](#)