

# NCDPI Managing Courses

Audience: System Users

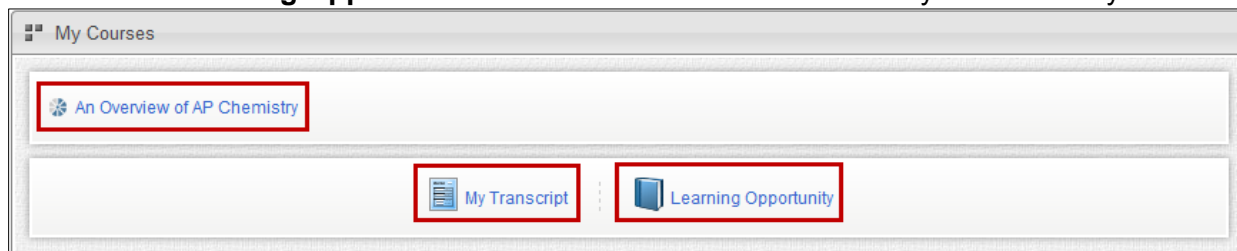
This document provides a step-by-step walkthrough for how to search for, enroll in and withdraw from courses, and for viewing your transcript, in your **Home Base** account.

- To begin, log into your **Home Base** account and click the **Professional Development** tab.

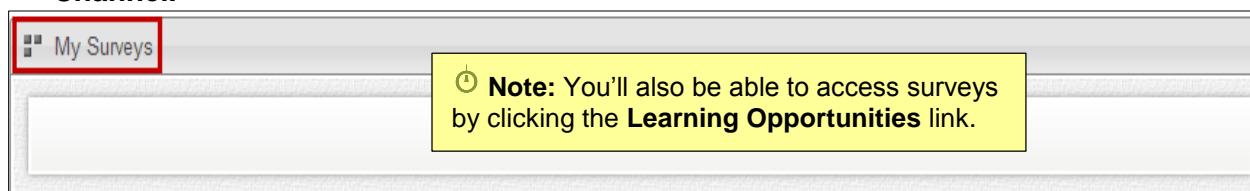


## Navigating the Portal

- A list of all courses in which you're currently enrolled will appear in the **My Courses** channel.
- Click the **My Transcript** link to access and view your course transcripts.
- Click the **Learning Opportunities** link to view all courses in which you're currently enrolled.



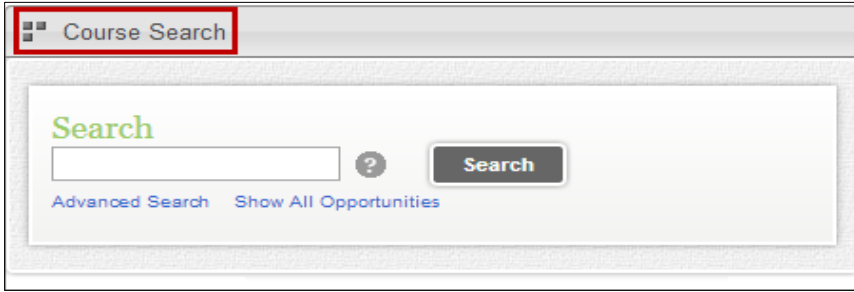
- Once you've completed a course, the associated survey will appear in the **Course Survey Channel**.



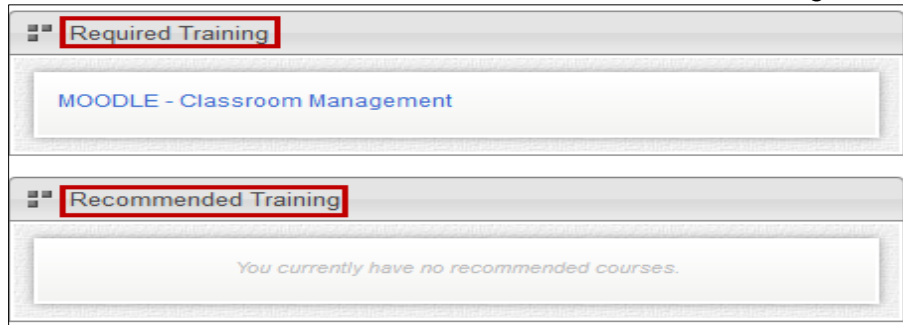
- Any courses that are aligned by specific competencies will appear in the **Courses by Competency** channel.



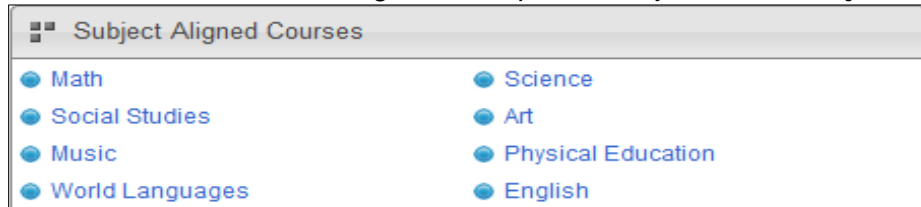
- Navigate to the **Course Search Channel** to search for available courses.



- Any required or recommended trainings will appear in the **Required Training** and **Recommended Training** channels.
- Click the title of the course to access course details and register for or withdraw from a course.



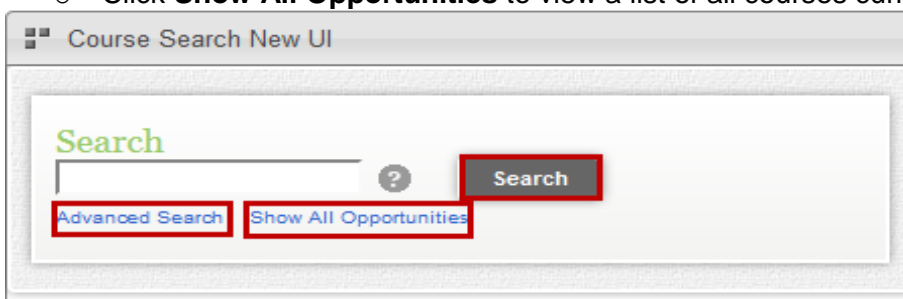
- View courses that are aligned to a specific subject in the **Subject Aligned Courses** channel.



## Managing Courses

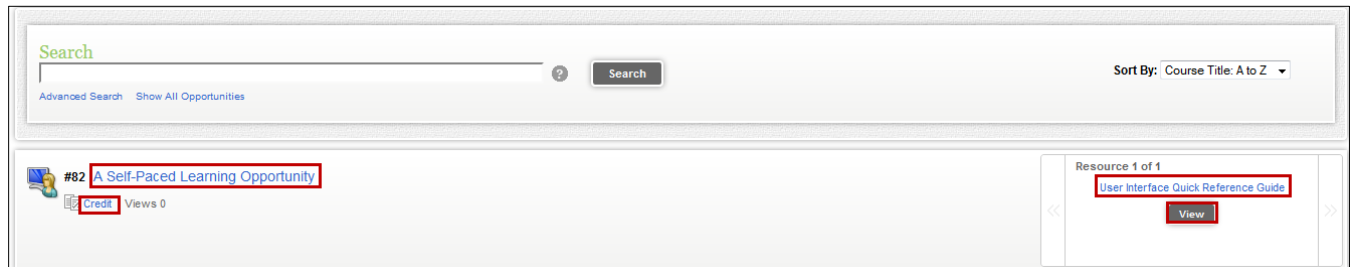
### Course Search

- Search for courses in the **Search** channel:
  - Enter the course name in the search field and click **Search**.
  - Click **Advanced Search** to conduct a more advanced search of the catalog.
  - Click **Show All Opportunities** to view a list of all courses currently in the catalog.

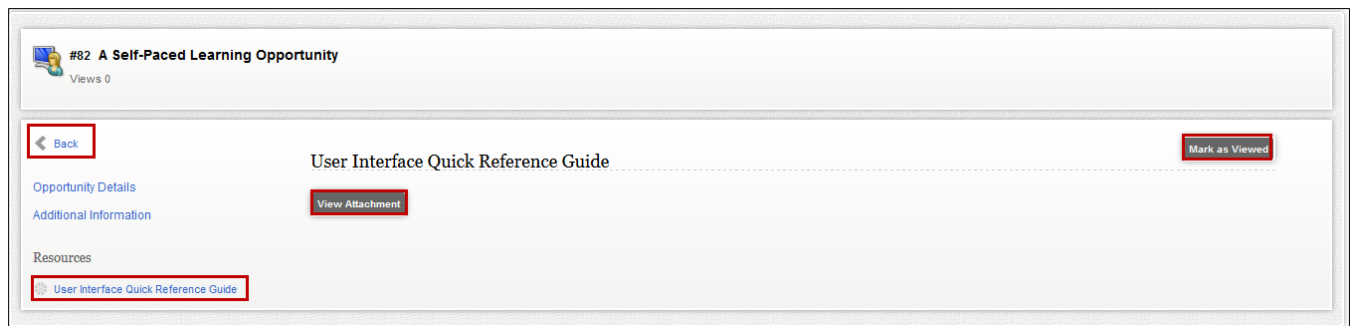


## Enrolling in a Self-Paced Course

- Use the **Search** tool to locate the course in which you wish to enroll.
- All courses matching the search, and any sections will display.
- If the course is available for registration, a **View** button will display. for self-paced courses
  - Click the title of the course to see course details.
  - Click the **Credit** link to view the credit hours offered for the course.
  - Click the title of the resource to view associated resources for the course.
  - Click **View** to enroll in the course.



- View the self-paced course material.
- Click **View Attachment**, or click the title of the resource to view associated resources.
- Click **Mark as Viewed** when finished viewing the course.
- Click the **Back** link to return to the course search results.



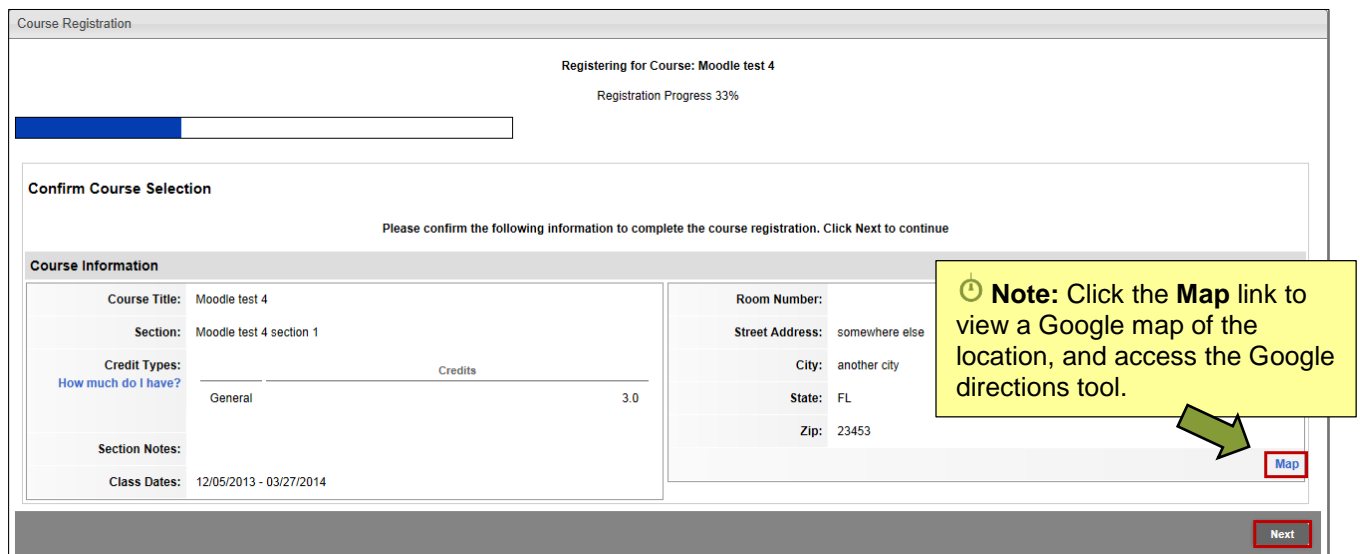
## Enrolling in an Instructor-Led Course

- Use the search tool to locate the course in which you wish to enroll.
- Click the title of the course to view course details.
- Click the title of the section into which you wish to enroll.
- Click **Register** to register for the course.



The screenshot shows a search result for a course. On the left, there is a course card for "#79 Sample Instructor Led Course 2" with a "Credit" icon and "Views 0". On the right, there is a section selection dropdown showing "Section 1 of 1", "Sample SEctions 3", "03/17/2014 @ 9:00 AM", "525", and a red "Register" button.

- Read the **Course Information** and click **Next**.

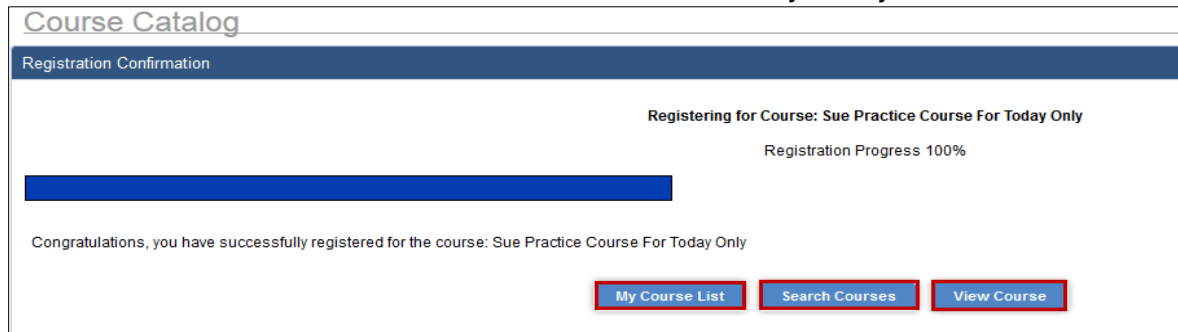


The screenshot shows the "Confirm Course Selection" page for "Moodle test 4". The registration progress is 33%. The page asks to confirm the following information to complete the course registration. A yellow callout box with a clock icon and the text "Note: Click the Map link to view a Google map of the location, and access the Google directions tool." has a green arrow pointing to a red "Map" button. At the bottom right, there is a red "Next" button.

| Course Information |                         |
|--------------------|-------------------------|
| Course Title:      | Moodle test 4           |
| Section:           | Moodle test 4 section 1 |
| Credit Types:      | General 3.0             |
| Section Notes:     |                         |
| Class Dates:       | 12/05/2013 - 03/27/2014 |

|                 |                |
|-----------------|----------------|
| Room Number:    |                |
| Street Address: | somewhere else |
| City:           | another city   |
| State:          | FL             |
| Zip:            | 23453          |

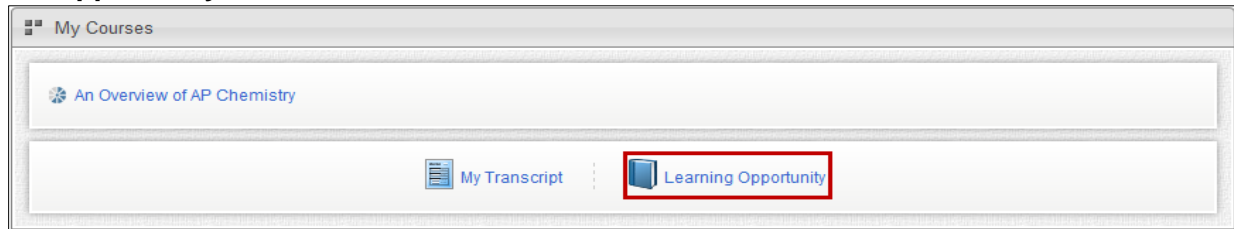
- You are now enrolled into the selected section for your course.
  - Click **My Course List** return to the list of courses into which you are enrolled.
  - Click **Search Courses** to continue to search for courses.
  - Click **View Course** to view the course into which you've just enrolled.



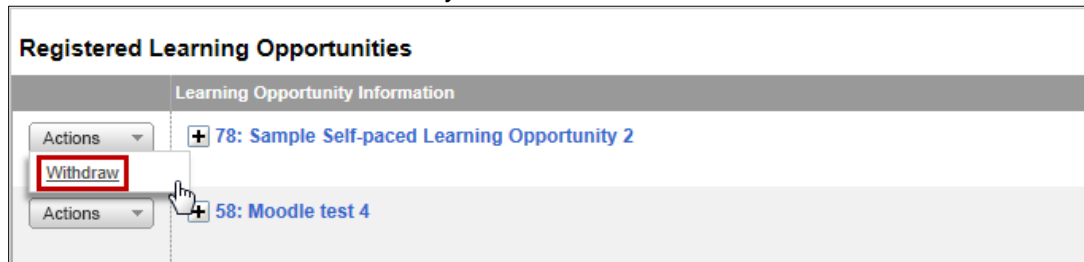
The screenshot shows the "Registration Confirmation" page for "Sue Practice Course For Today Only". The registration progress is 100%. The page displays a blue progress bar and a message: "Congratulations, you have successfully registered for the course: Sue Practice Course For Today Only". At the bottom, there are three buttons: "My Course List", "Search Courses", and "View Course".

## Withdrawing From a Course

- To withdraw from a course, click the **Professional Development** tab, and click the **Learning Opportunity** link.



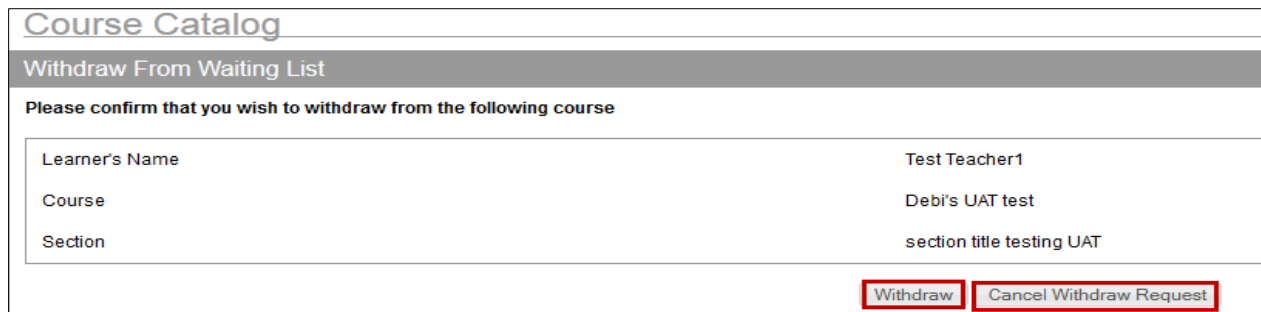
- Locate the course from which you wish to withdraw and click the **Actions** button.



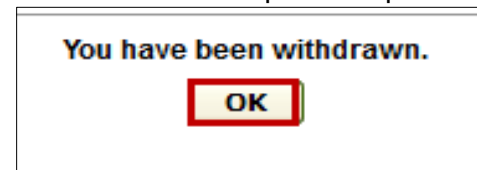
- In the dropdown menu, select **Withdraw**.



- Click **Withdraw** to withdraw from the course, or **Cancel Withdraw Request** to remain enrolled in the course.

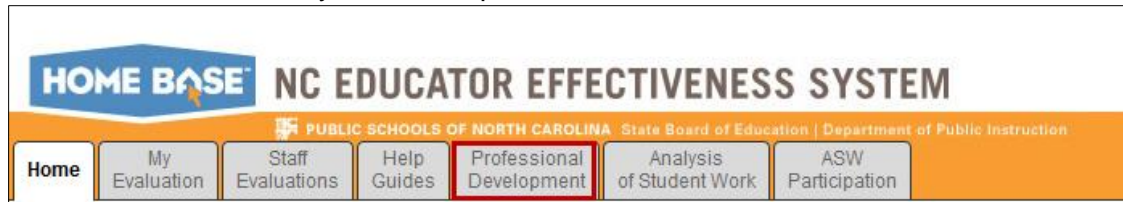


- Click **OK** to complete the process

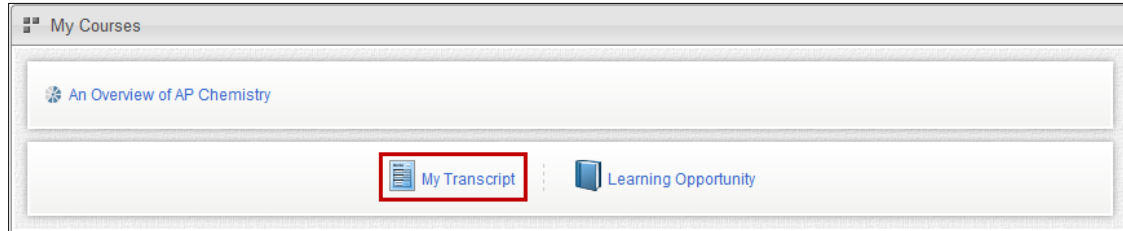


## Transcripts

- To access and view your transcript, click the **Courses** tab.



- Scroll down to **My Courses**, and click the **My Transcript** link to view your transcript.



- Use the calendar tool to select a date range, and click **Search** to view transcripts from within that range.
- Click **Email PDF** to email a copy of your transcript to a selected recipient.
- Click **Print** to print a copy of your transcript.
- Your complete transcript will load by default. Click the tabs to view certifications for each specific category.

The screenshot shows the transcript search and display interface. It includes a search form with the following fields:

- Name: test pduser
- Employee ID:
- Sites: Training District, Training School 1
- Demographics: - Not Set -
- Section End Date From: [Calendar icon] [Text input] [Reset]
- Section End Date To: [Calendar icon] [Text input] [Reset]

Below the search form, there are three buttons: Search, Email Pdf, and Print. The Search button is highlighted with a red box.

Below the buttons, there are several tabs: All, Literacy, Academic Subject Area, General, Leadership, and Technology. The All tab is highlighted with a red box.

Below the tabs, there is a table with the following columns: #, Section #, Title, Survey, Start Date, End Date, Completion Date, Certificate #, Registration Status, and Credit Hours. The table is currently empty, displaying the message 'No courses found.'