INSTRUCTIONS:

1. Navigate to the Learning Module.

2. Browse the Catalog for the course you wish to take.

3. Click “Enroll” beneath the course name.

4. Click “Enroll” for the specific Offering date & time you wish to participate.

5. Click “Add to Calendar”.

6. Look at the bottom left corner of your screen for an iCalEvent – double click to open, or use the menu arrow to open.

7. Click “Accept” on the meeting request.

8. The item, along with the meeting links, will now be available on your calendar.