HOWTO: View the Learning Plan

SUMMARY

This document describes how users can view their Learning Plan.

INSTRUCTIONS

1. To view what courses you are enrolled into, click on the Learning Plan menu option.

2. The Current Course page will appear. All courses that you are enrolled into will appear on this page.

3. Any courses that have expired or are due to expire will appear in red.

4. Other information can be viewed from this page as well. They are:
   a. Program View - a program may consist of more than one course where one course will lead into another until all courses are completed. Only then will the program be completed.
   b. My Requests – requests to attend a course can be viewed here.
c. **My Reference Materials** – is a shortlist of documentation which you create from the catalogue that may be relevant to a course. This function allows easy access to documentation you may wish to read.

   i. To add to your shortlist simply type your criteria into the search field (via the catalogue home page)

   ii. Select **Reference Materials** from the **All Catalogue Type** drop down

   iii. The reference materials applicable to your search will appear

   iv. Click on the **Add to My Reference Materials** link. This will add the document to the **My Reference Materials** page.

   v. View the document on the My Reference Materials page by clicking on the **View** link.

   ![My Reference Materials Image]

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d. **My Shortlist** – is a shortlist of courses you have selected. To add a course to your shortlist, simply click on the Add to My Shortlist link next to each course. When viewing the My Shortlist page, the courses you have shortlisted will appear here. You can also enrol into the course from here as well by clicking on the **Enrol** link.
MORE INFORMATION

If you require any further assistance, please do not hesitate in contacting the Service Desk on 07 3033 7777 or via email at help@bne.catholic.edu.au

REFERENCES

All iLearn Users