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| OMES Logo | Before Attending Video Transcript |

Linda: Welcome to another learn quick bit video. I'm Linda [and I'm Tom] and we're from OMES, and today we're going to show you what you do after you enroll in a class and before you actually attend the session. So Tom, we talked earlier in another video about how do we see our enrollments can you refresh our audience?

Tom: Absolutely. We'll go to the left side of the page to our navigation area, and we'll click this down arrow next to the Learner menu [clicks down arrow next to Learner menu], and that will give us many options. We're going to select My Enrollments [click My Enrollments].

Linda: And you'll see that I'm enrolled in three different classes, and what I wanted to see anything about these enrollments, I would click here. So one of the new changes to the learn system and enrolling in classes is that, in the past, we've provided the materials you needed for a course but we're now going to do it through the system. So, any materials you need for your class, will be attached to your enrollment. So Tom, give me an example of some of the items that something would be attached to a class.

Tom: Absolutely. We're talking about student guides, or any sort of in-class activities, any paperwork that you need for those, perhaps a pretest, or really any kind of student handout.

Linda: Oh, excellent. Okay, so to show you what we're talking about, let's click on Lean Six Sigma Fun [clicks on the class title Lean Six Sigma Fun]. It's a class that I'm enrolled in, and the system is going to open up to show me details about my enrollment. And so you'll see the date of the enrollment, when it starts, and all that information. You'll also see a note at the very top of the screen where it says “Please print any attachments to bring to class. HCM will no longer provide training resources in the classroom.” So that's important for you to pay attention to with our enrollments and how do I know what those attachments are? Scroll down to the bottom underneath admin contacts and you will see an area called attachments. Tom, would you click on that attachment?

Tom: You bet [clicks on Paper\_Airplane\_Activity.doc at bottom of page]. It will download in the browser down here in the lower left corner, just like any other downloaded file, and you can open it from there.

Linda: And from there you print it out and bring it with you right? [Tom: Absolutely.] So the other thing that could be provided to you is information from the instructor and you'll notice at the bottom there's an area called notes with a plus sign next to it. When you click on the plus sign [clicks on plus sign next to the word Notes], it expands the window and you have an area where you can leave a note but also there's any notes from the instructor and again we repeated the note that we gave you earlier but it says attention learners are responsible for bringing training materials to HCM training events. So lots of different ways to get information about your class but the important thing is to know that all your attachments and all the materials you need are right here in the enrollments. So once we're done, and we've downloaded our attachments, we can click the back button [clicks Back button at top right of page] up at the top and we are back on to our list of our enrollments. We can then click the home button [clicks Home button in left side navigation menu] and now we're back on our landing page. So Tom, any last words?

Tom: Until next time, keep on learning.