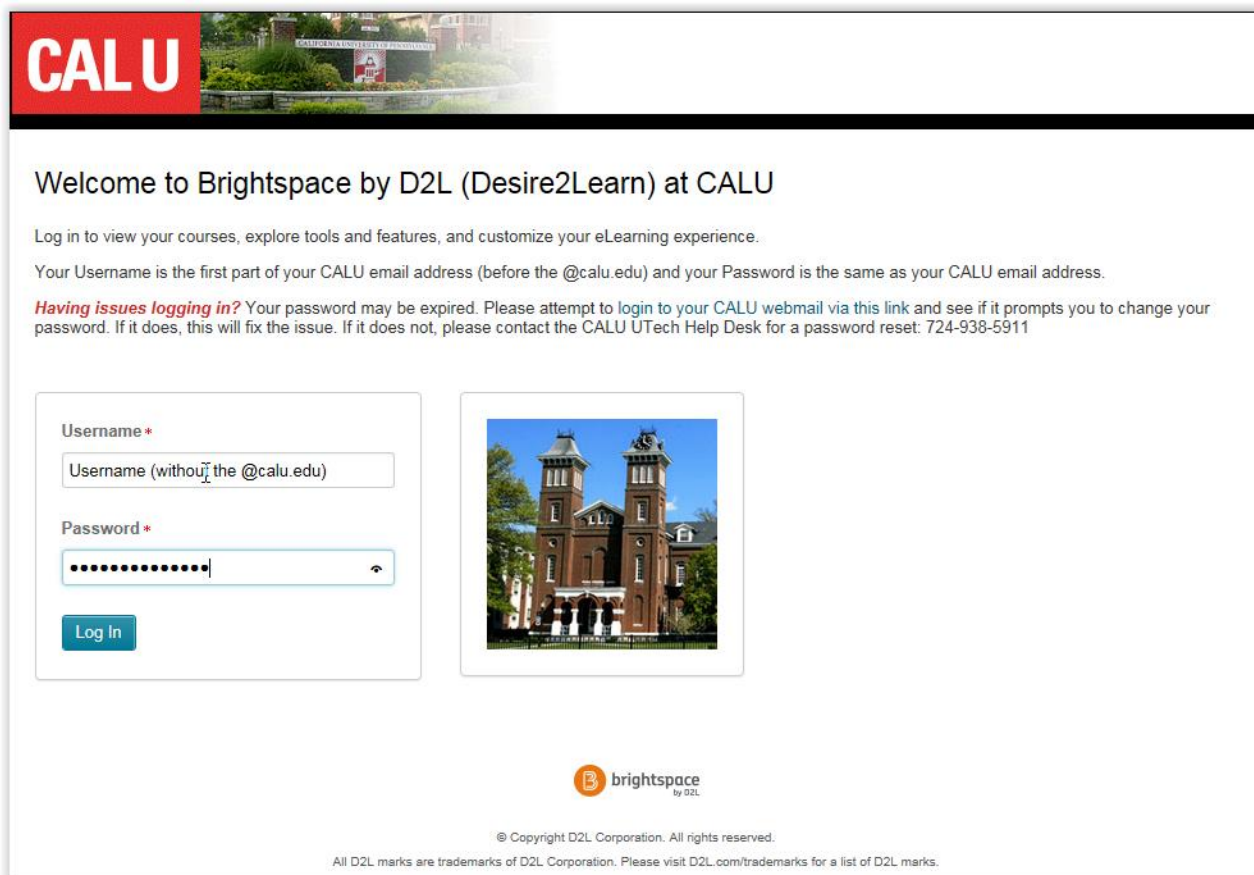


On-Demand Workshops Self Registration Instructions

Step 1: Use the **“Register Today”** button that can be found on all correspondences in regards to the On-Demand Workshops or navigate your web browser to the main D2L login page <https://calu.desire2learn.com/d2l/login>.



Step 2: Login using your University Username (*without the @calu.edu*) and Password.



CALU

Welcome to Brightspace by D2L (Desire2Learn) at CALU

Log in to view your courses, explore tools and features, and customize your eLearning experience.


Your Username is the first part of your CALU email address (before the @calu.edu) and your Password is the same as your CALU email address.

Having issues logging in? Your password may be expired. Please attempt to login to your CALU webmail via this link and see if it prompts you to change your password. If it does, this will fix the issue. If it does not, please contact the CALU UTech Help Desk for a password reset: 724-938-5911

Username *

Password *

Log In



brightspace by D2L

© Copyright D2L Corporation. All rights reserved.
All D2L marks are trademarks of D2L Corporation. Please visit D2L.com/trademarks for a list of D2L marks.

Step 3: Locate the **“Self Registration”** widget which will be in the top right hand panel within D2L. Click the **“TLC ONLINE ON-DEMAND WORKSHOPS”** graphic to gain access to the Self Registration page.

The screenshot shows the D2L interface for California University of Pennsylvania. At the top, there is a navigation bar with 'My Home', 'Select a course...', and a user profile for Christopher DeJulius. Below this is a banner for CALU. The main content area is divided into two sections. On the left is the 'My Courses' widget, which has filters for 'Role' (set to Faculty) and 'Semester' (set to All). Below these filters is a list of course offerings: 'No Year', '4168 (.myArea2Learn)', and '2013'. On the right is the 'Self Registration' widget, which features a red header and a graphic for 'TLC ONLINE ON-DEMAND WORKSHOPS via D2L'. A chat button is also visible in the top right of the widget area.

Step 4: If the particular course you desire to take has reached its start date, locate it within the list and click the **“title of the course”** link within the **“Course Offering Name”** field.

Self Registering Course Offerings			
Course Offering Code ▼	Course Offering Name	Course Offering Cost	Enrollment Status
livetext_ondemand	LiveText Mini-Course On Demand		Not Enrolled

Step 5: Select the **“Register”** button within the *Description* window, as illustrated below.

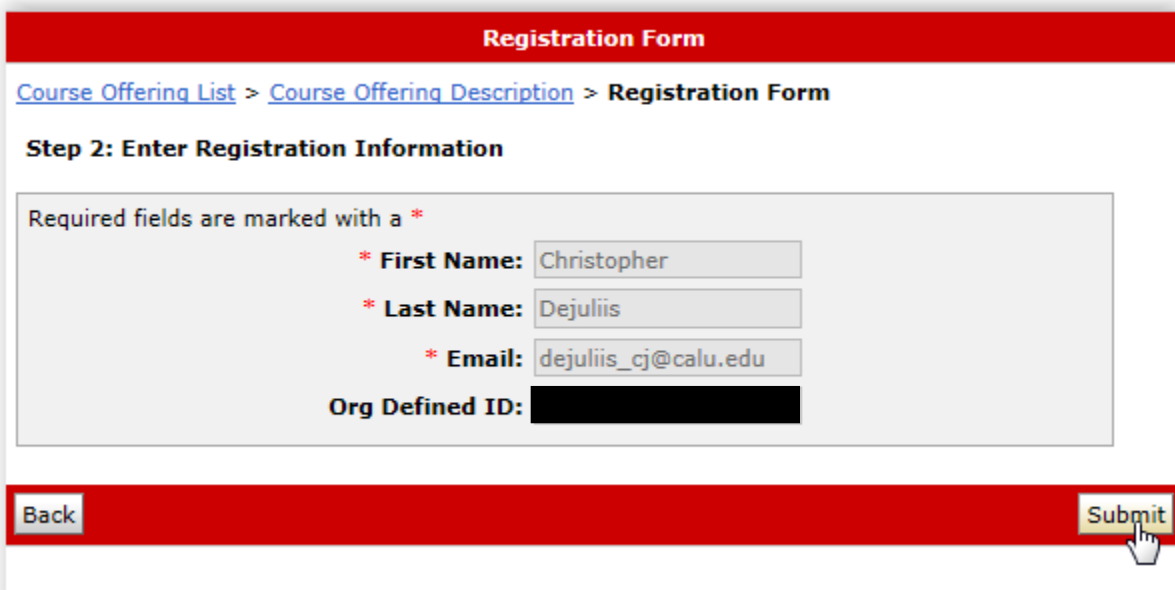


The screenshot shows a window titled "Description" with a red header. Below the header is a breadcrumb trail: "Course Offering List > Course Offering Description". The main content area is titled "Step 1: View Course Offering Information" and contains the following details:

- Course Offering Name:** LiveText Mini-Course On Demand
- Course Offering Code:** livetext_ondemand
- Description:** This is a 3 hour (estimated) online mini-course for educators who want to learn more about using Livetext in their teaching. The course provides a model of creating Livetext rubrics and the participants will practice using Livetext in their teaching. Strategies in integrating LiveText assignments into the learning management system (D2L) will be illustrated.

At the bottom of the window, there is a red bar containing two buttons: "Cancel" on the left and "Register" on the right. A mouse cursor is pointing at the "Register" button.

Step 6: On the *Registration Form* window, select the **“Submit”** button to begin your registration for the desired course.

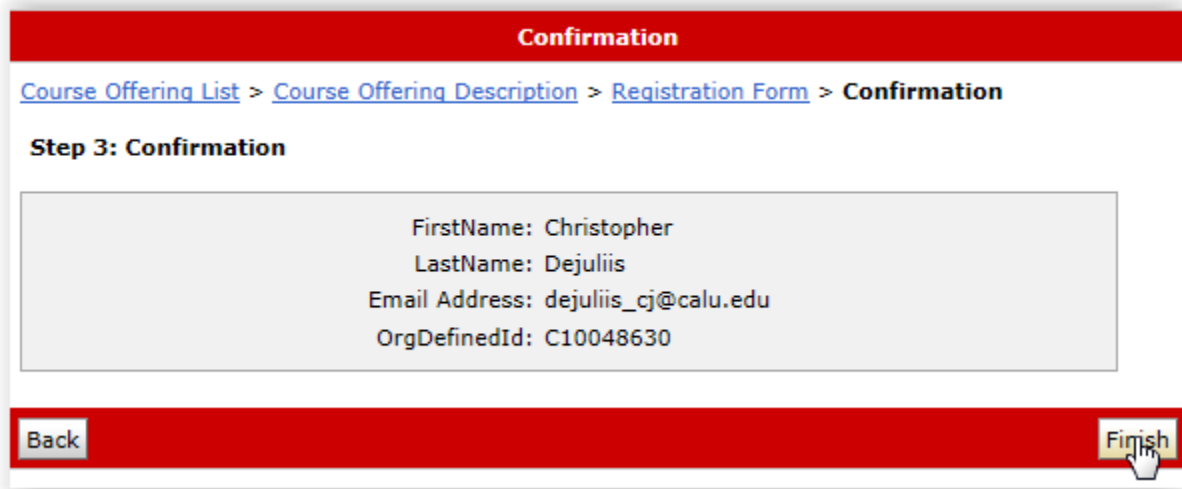


The screenshot shows a window titled "Registration Form" with a red header. Below the header is a breadcrumb trail: "Course Offering List > Course Offering Description > Registration Form". The main content area is titled "Step 2: Enter Registration Information" and contains the following fields:

- Required fields are marked with a *
- * **First Name:** Christopher
- * **Last Name:** Dejuliis
- * **Email:** dejuliis_cj@calu.edu
- Org Defined ID:** [Redacted]

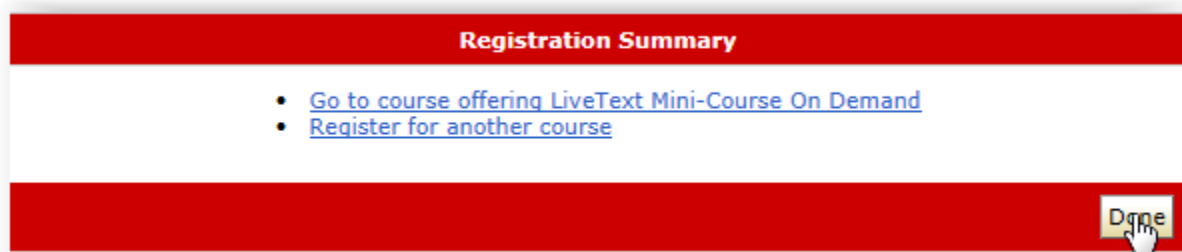
At the bottom of the window, there is a red bar containing two buttons: "Back" on the left and "Submit" on the right. A mouse cursor is pointing at the "Submit" button.

Step 7: Click **“Finish”** within the *Confirmation* window to finalize your registration for the desired course.



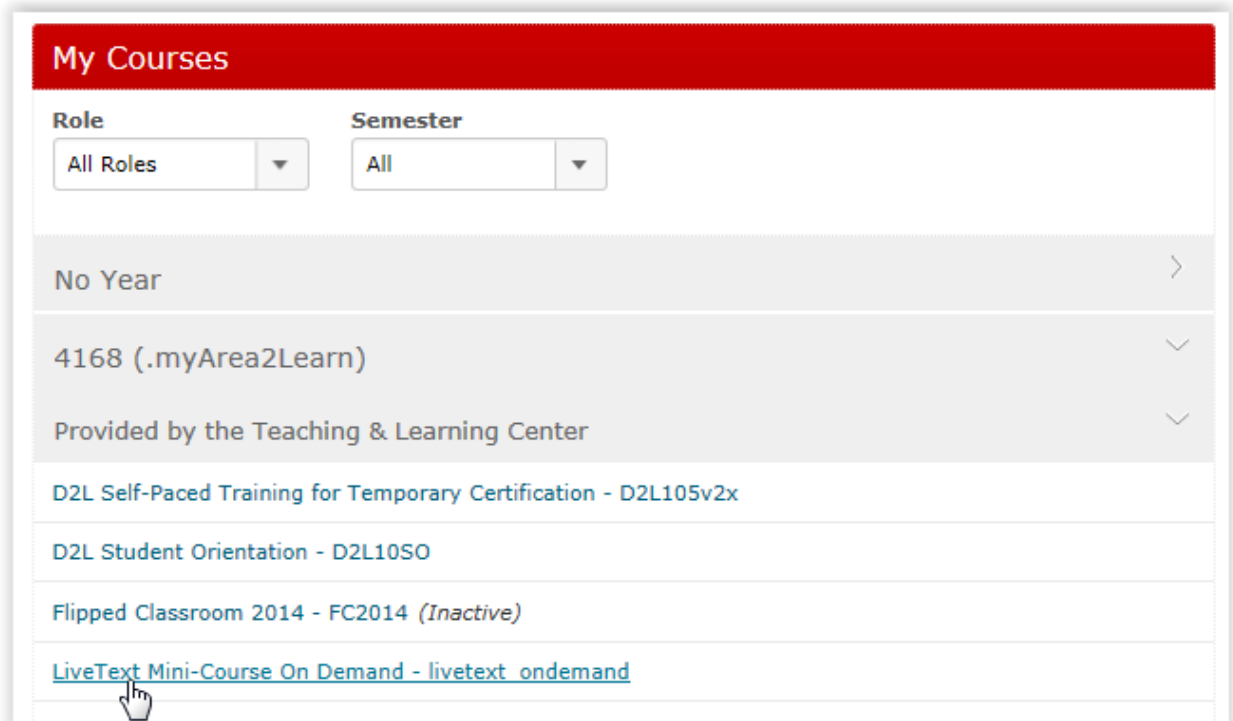
The screenshot shows a web window titled "Confirmation" with a red header. Below the header is a breadcrumb trail: [Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**. Underneath, it says "Step 3: Confirmation". A light gray box contains the following text: "FirstName: Christopher", "LastName: Dejuliis", "Email Address: dejuliis_cj@calu.edu", and "OrgDefinedId: C10048630". At the bottom, there is a red bar with a "Back" button on the left and a "Finish" button on the right, which has a mouse cursor hovering over it.

Step 8: On the *Registration Summary* window you can navigate directly to the course that you just registered for by clicking the **“Go to course offering title of the course”** link or selecting the **“Register for another course”** option. Otherwise, you can click the **“Done”** button to dismiss this window and return to **“My Home”**, your main course listing page.



The screenshot shows a web window titled "Registration Summary" with a red header. Below the header, there is a list of two links: [Go to course offering LiveText Mini-Course On Demand](#) and [Register for another course](#). At the bottom, there is a red bar with a "Done" button on the right, which has a mouse cursor hovering over it.

Step 9: To access any of the On-Demand Workshops you have registered for, you will either need your **“My Home”** role set to **“All Roles”** or the **“Training”** role. When either of these roles are selected the On-Demand Workshops you are registered for will appear within **the “Provided by the Teaching & Learning Center”** category/semester.



The screenshot shows a web interface titled "My Courses" with a red header. Below the header are two filter dropdown menus: "Role" set to "All Roles" and "Semester" set to "All". A list of course categories follows, each with a right-pointing chevron icon: "No Year", "4168 (.myArea2Learn)", and "Provided by the Teaching & Learning Center". Under the "Provided by the Teaching & Learning Center" category, several individual courses are listed: "D2L Self-Paced Training for Temporary Certification - D2L105v2x", "D2L Student Orientation - D2L10SO", "Flipped Classroom 2014 - FC2014 (Inactive)", and "LiveText Mini-Course On Demand - livetext_ondemand". A mouse cursor is pointing at the "LiveText Mini-Course On Demand" link.

Role	Semester
All Roles	All
No Year >	
4168 (.myArea2Learn) v	
Provided by the Teaching & Learning Center v	
D2L Self-Paced Training for Temporary Certification - D2L105v2x	
D2L Student Orientation - D2L10SO	
Flipped Classroom 2014 - FC2014 (Inactive)	
LiveText Mini-Course On Demand - livetext_ondemand	