



# Learner's Guide

## Accord LMS



Click the "Bookmarks" tab (to the left) to view the Table of Contents.

The **Accord LMS** is a SCORM compliant Learning Management System (LMS). When used in conjunction with rapid content creation tools, you can deliver a functional and complete training portal within days – not weeks.

- SCORM compliant Learning Management System
- Low cost, easy to use and forward compatible
- Learning Event catalog with hierarchical folders
- Drag and drop content organization
- Powerful Manager enrollment features
- Learner utilization tracking and reporting
- Fully extensible Class Server
- Social Networking integration
- Utilizes DotNetNuke (DNN) portal framework
- Hundreds of third party modules/features available
- Turn-key LMS portals and DNN module sets available

Feature sets include:

- Manager
- Learner
- Book



## Accord LMS

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## **Introduction**

### **What is the Accord LMS**

The Accord LMS is a SCORM compliant Learning Management System (LMS) that delivers critical and up-to-date online training. Courseware, learning activities and other related resources are presented as "Learning Events" in your own "My Plan", a personalized folder structure. As a Learner, you can:

- Access your curriculum in My Plan, a searchable drill down folder structure
- Right click for Context Menus that provide course management
- Sign up for Learning Events from the Catalog via "one click" enrollment (optional)
- Archive Learning Events for storage or future use (optional)
- Track your progress and scores for current and archived learning
- ...and more!

### **Before You Begin**

Here's a short checklist you should review before you "dive in":

- ✓ Add the Accord LMS to your browser's "Favorites" for quick access.
- ✓ Save your user name and password in a safe location.
- ✓ Review and print any parts of this guide as needed for quick reference (in place of electronic documents).

### **How to Use this Guide**

The Accord LMS Learner's Guide highlights the features contained within the Learner Module and provides step-by-step instructions for using its various tools. This guide, divided into chapters based on different sections of the module, contains a clickable Table of Contents (TOC) in the "Bookmarks" section to the left of the screen. Click on the "Bookmarks" tab and then click on a topic to jump directly to the information you need.



As you read through the guide, you may encounter a few icons along the left margin:



Indicates a suggestion or tip



Indicates a warning or precaution



Indicates a "cannot do" action or a "do not do this" recommendation

Don't pass these by! Read each one carefully to get some valuable advice on working with a particular feature.

If you have any questions regarding the information contained within the Accord LMS Learner's Guide, please contact your System Administrator.



## **Technical Specifications**

This chapter contains guidelines for the system requirements needed for accessing and using the Accord LMS.

### **System Requirements**

Minimum browser requirements for LMS access and utilization (administrators, managers or learners):

- Internet Explorer 6 (or higher), Firefox 2.0 (or higher), Netscape 9 (or higher), Google Chrome 1.0 (or higher)
- Current release of Flash Plug-in. Requirements may vary depending on the third party Authoring Tool used to create the eLearning content. Check the manufacturer for specific details. Note: Flash updates are often done automatically by your browser.

If you require more information on any of the technical specifications covered in this chapter, please contact your System Administrator for details.



## Login to Accord LMS – Learner Module

You will need a web browser in order to log into your company's Accord LMS. The Accord LMS supports single login functionality. So, if you log into your network, you may not need to log in again to the LMS.

Before you can access the Accord LMS – Learner Module, you should have the following accessible:

- The web address to your company's Accord LMS portal (home) page
- Your User Name and Password (you may need to register first)



If your User Name and Password are not provided, you may need to register on the LMS portal first. Please see the next chapter on "User Registration" for more information.



Add your company's Accord LMS portal (home) page to your browser's "Favorites" for quick and easy access.


To log into your Accord LMS:

- Open your browser and type the path to your Accord LMS portal (home) page in the address line. Press **Enter**. Or, select it from your browser's list of "Favorites" if it is available.
- Your Accord LMS portal (home) page displays.
- Click the **Login** link to display the login page. The Login link is usually located among the header graphics at the top of your page.
- On the login page:

The screenshot shows a login form with two input fields and a button. The first field is labeled "User Name:" and the second is labeled "Password:". Below the fields is a button labeled "Login".

- Type your **User Name** in the field provided.
- Type your **Password** in the field provided.
- Click the **Login** button.



Click the “question mark”  icon next to the field name to display a “Help Tip” with more information. Click the question mark again to hide the Help Tip.

- After you log in, access the page with the “Learner Module”.



The “look” of your LMS and the placement of navigation links to the various areas are both skin and installation dependent. So examples used in this guide may differ from your actual LMS setup. If you have any questions, contact your System Administrator.

To enable Accord LMS to remember your login information:

- When you login, select the checkbox next to the **Remember Login** option before you login to the Manager Module.

 Remember Login

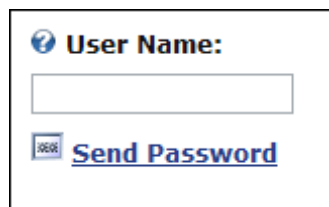
- Deselect (uncheck) this option by clicking the checkbox if you do not want this information automatically entered each time you enter the login page.





We do **NOT** recommend selecting the “Remember Login” option if you are accessing the LMS from a computer with shared users or one with public access. This option should only be used when accessing the LMS from your own computer.

To retrieve a forgotten password:

- Click the **Login** link from your LMS portal (home) page.
- On the login page, click the **Forgot Password** link.
- On the page that displays:

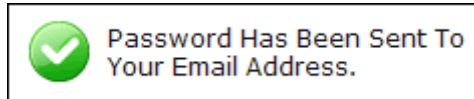


 **User Name:**  
  
 [Send Password](#)

- Type your **User Name** in the field provided.
- Click the **Send Password** link.



- If an error occurs, or if the user name entered does not exist, you will be prompted to enter the user name again.
- If the user name is found, you will see a “success” message displayed.



- Check your email for the password information and copy the password by pressing **Ctrl + C** on your keyboard.
- Click the **Proceed to Login** link to return to the login page where you can enter your user name and retrieved password to log into the Learner Module.



If you have any questions about logging into the Accord LMS Learner Module, please contact your System Administrator for more information.



## User Registration

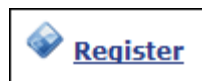
As a Learner, you may be required to register for membership in the Accord LMS. This chapter provides some basic instructions for submitting your registration information to the System Administrator.

- Open your browser and type the path to your Accord LMS portal page in the address line. If you don't have this information, you should be able to get it from your System Administrator.
- Find and click the **Register** link. The Register link is usually located among the header graphics at the top of your page. The "User Registration" page displays.
- Type the required information in the fields provided:
  - **User Name:** Type in a user name that you will use to log in to the LMS. This is NOT case sensitive.
  - **First Name:** Type in your first name.
  - **Last Name:** Type in your last name.
  - **Display Name:** Type in the name you want displayed to all users when you are logged in the LMS.
  - **Email Address:** Type in your email address to receive LMS notifications and related correspondence.
  - **Password:** Type in a password to use when you log in to the LMS. This IS case sensitive.
  - **Confirm Password:** Verify the password by typing it again in this field.



A red arrow  next to a field means that it is a required field. You must enter information in all of the required fields in order to successfully submit your user registration membership request.

- Click the **Register** link to submit your registration information.





- Once registered, you will have three different ways to gain access to the LMS portal, which include:
  - Immediate Access: All you have to do is register.
  - Authorization Email: After you register, you will receive an authorization email, which validates the email address provided during registration.



**If you receive an authorization email to gain access to the LMS portal, simply click on the link provided to you in the email.**

- Registration review and authorization by a System Administrator.



**If you require authorization by your System Administrator to gain access to the LMS portal, you will receive specific instructions regarding access to and the use of the Accord LMS.**

Please contact your System Administrator with any questions regarding the registration process for your LMS.



## Learner Module Snapshot

The Learner Module is just one of the “Feature Sets” of the Accord LMS module based solution. The “look” and “navigational” design of the pages are skin and installation dependent and may vary from the examples (graphics) shown throughout this manual. However, the instructions for using the various features and tools are the same.

As a Learner, once you log into Accord LMS, you will then have access to the portal page where the Learner module is installed. Navigate to this page to access the Learner features.

This chapter provides a “high level” view of what you may find in the Learner Module.

### Navigation Buttons and Links

Since the appearance of Accord LMS is dependent on the skin and installation, the placement (and names) of pages and navigational buttons and links will vary. The actual page where the Learner module is placed may be called Learner or My Courses, etc. Contact your System Administrator for help if you have trouble “navigating” within your LMS.

### Tab Sections

The Learner Module is divided into several tab sections. Each tab section contains specific features and tools related to the tab’s title. Available tab sections may include:



- **My Plan:** In this tab, your curriculum is arranged in a searchable, drill-down folder structure where, at a glance, you can view completion statuses, scores, and durations for any of your Learning Events. You can also right click on Learning Events and “archive” them for future reference under the My Archive tab.



**The utilization of Learning Events launched by Host accounts is not tracked or captured to the database.**

- **My Archive:** Store Learning Events in this tab for archiving or future use. You can view and search all your archived Learning Events and easily right click to “restore” Learning Events to My Plan. The My Archive feature is optional and may be hidden from view.



- **Catalog:** View courses and Learning Event offerings in this tab. With “one click” enroll in a folder or drill down within the folder structure to enroll in individual Learning Events. Each folder or Learning Event you enroll in is added to your learning plan - My Plan. The Catalog tab is optional and may be hidden from view. If so, then you will be unable to enroll manually and all of your Learning Events will be automatically assigned to your My Plan by an LMS Manager.

### Switching Tabs

To switch tabs, just click on the desired tab to select it. Features and tools for the selected tab will be displayed. In each of the tabs, you will see additional links and / or buttons that you can click to access additional functionality and to “drill down” within the selected tab.

### More Information

Please see the applicable chapter(s) later in this guide for more detailed information on working in a specific tab(s) within the Learner Module.

If you have any questions, please contact your System Administrator.



## My Plan

### Overview

Access your enrolled curriculum in a drill-down folder structure. Need more information on a particular Learning Event? No problem—clickable icons and Context Sensitive Menus (right clicking on any folder or Learning Event) will provide access to more information and organizational options. Click on a Learning Event link to launch the presentation or quiz.

Your Learning Events may be automatically assigned to your My Plan by an LMS Manager, or you may enroll in Learning Events or folders from the Catalog tab.

This chapter provides instructions for accessing and working in My Plan.

#### To access My Plan:

- Log into the Accord LMS using your user name and password.
- Access the **Learner Module**. The **My Plan** tab displays as the active tab by default.

My Plan displays all of the folders and Learning Events you are enrolled in.



If you do NOT see a Catalog tab after accessing the Learner Module then all of your enrollment will be “manager assigned”. You do not need to manually enroll in any Learning Events.

**My Plan** | My Archive | Catalog

Click to launch Learning Event, right click for Context Menu options.

[List All Learning Events](#)  [Search](#)

Learning Events	Status	Duration
Content Developers (0/6)		
Accord LMS (0/6)		
Before You Begin	Not Viewed	5 Minutes
Accord LMS Overview	Not Viewed	5 Minutes
My Plan	Not Viewed	10 Minutes
My Archive	Not Viewed	5 Minutes
Catalog	Not Viewed	5 Minutes
Catalog Quiz	Not Viewed	8 Minutes

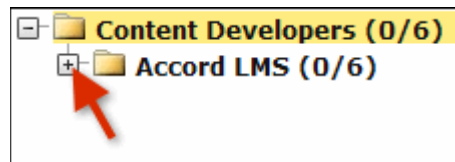


## My Plan Navigation

You can drill down in the My Plan directory structure. A course folder may contain symbols next to it that will allow you to expand or collapse its contents for easier navigation.

To expand or collapse the folder structure:

- To **expand** a folder, click the “plus” symbol next to the folder.



- To **collapse** a folder, click the “minus” symbol next to the folder.



The “numbers in parenthesis” next to the folder name indicates the number of Learning Events you have viewed and the total number of Learning Events contained within that folder and all of its “child” folders too. Use these numbers as a “quick reference” to determine your utilization status.

## View Learning Event Details (Properties, Conditions)

A quick way to view a Learning Event’s details (properties and conditions) is by clicking on the Learning Event icon to view its details.

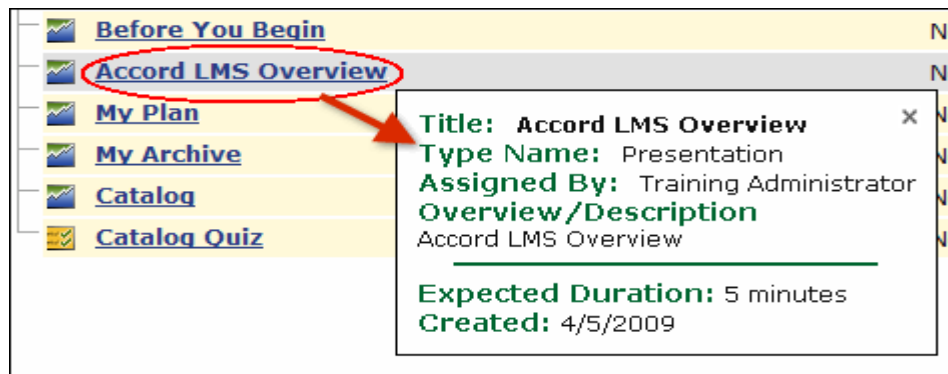


“Conditions” such as prerequisites, attempt limits, etc. may be applied to a Learning Event. Display the Learning Event details to see if any conditions are applied to it.



## To view a Learning Event's details:

- Point your mouse over the Learning Event icon (to the left of the Learning Event's title).
- Click on the Learning Event icon to display its details.
- Review the Learning Event's details in the window that displays. Then, click the "x" to close the details.



## Learning Event Flags

The Learning Event, if it has a certain property or condition applied to it, will appear with a "flag" next to its title when it's displayed.

Learning Event flags include:

- **Red Flag:** Indicates a condition is applied to the Learning Event. The condition must be satisfied before the Learning Event can be accessed.



- **Green Flag:** Indicates the condition, applied to the Learning Event, is satisfied and the Learning Event can be accessed.





## Launch a Learning Event

Each Learning Event's title is a clickable link that allows you to launch the Learning Event to view it. You can easily tell if you have already viewed a Learning Event by looking to the right of it to see its "Status". You can also determine the approximate amount of time it will take to view a Learning Event by the looking at its "Duration".

Learning Events	Status	Duration
Content Developers (0/6)		
Accord LMS (0/6)		
<a href="#">Before You Begin</a>	Not Viewed	5 Minutes
<a href="#">Accord LMS Overview</a>	Not Viewed	5 Minutes

### To launch a Learning Event:

- In the **Learner** module, select the **My Path** tab.
- Point your mouse over the "title link" of the Learning Event.
- When the cursor changes to a "hand shape", click your mouse to launch the Learning Event in a popup window that displays over the LMS window.
- Read all the information in the Learning Event as needed and answer all the questions contained in it as instructed (if it is a quiz).



The utilization of Learning Events launched by Host accounts is not tracked or captured to the database.



Do NOT click the "X" at the top of the Learning Event dialog box before the Learning Event is completed. If you do this, the Learning Event will be reported as "Incomplete".

## My Plan Search

The My Plan tab contains a search field you can use to quickly find just Learning Events you are looking for.

### To use the Search field:

- Type a word or phrase within the field provided.
- Click the **Search** link. My Plan will display all of the folders containing the Learning Events that match your search criteria.



Click on the “List all Learning Events” link to restore all of your My Plan folders and Learning Events.

### Archive a Folder or Learning Event

What happens if you are enrolled in a folder or in a Learning Event, but don't want it to display in My Path? Do you have to drop it? Or, what happens if the number of folders and Learning Events that you've viewed is making your My Path tab too cumbersome to work in?

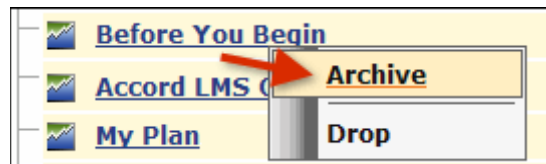
No problem. The Accord LMS allows you to better organize your curriculum into two tabs: My Path (current curriculum) and My Archive (curriculum stored for later use or reference). You can move folders and Learning Events that you are enrolled in from My Path to Archive (whether or not you've viewed them) in just a few clicks.



Access to My Archive is an admin option and this feature may not be available in your LMS.

To “archive” a folder or a Learning Event:

- Access **Learner** and select the **My Plan** tab.
- **Right click** on the folder or the Learning Event.
- Select **Archive** from the Context Menu.



- You viewed will be “refreshed” in My Plan and the selection archived. Select the **My Archive** tab to view archived items.



You can “restore” archived items from “My Archive” to “My Plan” at any time. See the chapter on *Archive* for more information.

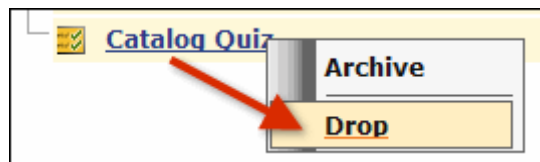


## Drop a Folder or Learning Event

You can drop any folder or Learning Event that a) you've manually enrolled from the Catalog tab and b) that you have not viewed.

To drop a folder or Learning Event:

- Access **Learner** and select the **My Path** tab.
- **Right click** on the folder or the Learning Event.
- Select **Drop** from the Context Menu.



- The "My Plan" view will be refreshed and the selection removed from the list of enrollments.



You cannot "drop" enrollment from folders or Learning Events that were assigned by your Accord LMS Manager.

## View Quiz Results

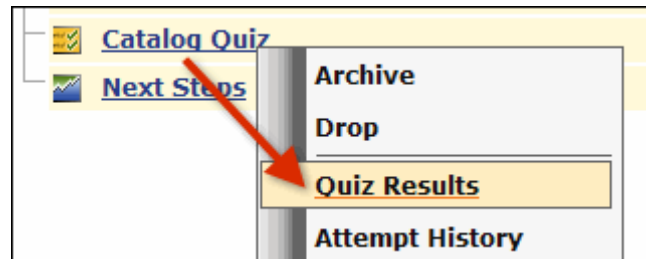
In some cases, your Learning Event will be in the form of a quiz, which will require you to answer questions correctly in order to get a passing score. Once you finish a quiz, you can view and even print out your results to an Excel spreadsheet.



Access to quiz results is an admin option and this feature may not be available in your LMS.

To view a Learning Event "quiz" results:

- **Right click** on the completed "quiz" Learning Event.
- Select **Quiz Results** from the Context Menu.



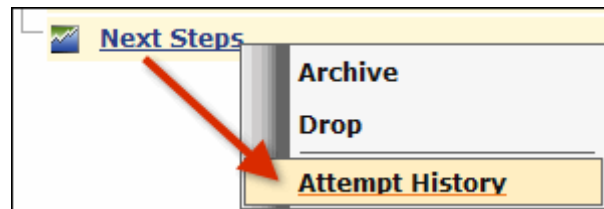
- The view will be refreshed and a **Results** page will display with information including your name, date quiz was attempted, completion status, passing score, etc. There is also a link that you can click to export the data to Excel. Review this information as needed.
- Once you are finished viewing the results, click the **Return** link to return to the previous view in the **My Plan** tab.

### View Attempt History

You can view the number of times you've attempted to view a Learning Event and other related information.

To view a Learning Event "attempt history":

- **Right click** on the completed "quiz" Learning Event.
- Select **Attempt History** from the Context Menu.



- The view will be refreshed and an **Attempts** page will display with details regarding the attempts history. There is also a link that you can click to export the data to Excel. Review this information as needed.
- Once you are finished viewing this information, click the **Return** link to return to the previous view in the **My Plan** tab.

If you have any questions regarding the information covered in this chapter, please contact your System Administrator.



## My Archive

### Overview

You are enrolled in various folders and Learning Events, but what if you don't want the folder or Learning Event to display in My Path? Do you have to drop it? Or, what happens if the number of folders and Learning Events that you've viewed is making your My Path tab too cumbersome to work in? Not a problem.

The Accord LMS features an archiving function where you can move folders and Learning Events (whether viewed or not) from My Path to My Archive. In My Archive, you can then browse through archived records for your own reference and even restore items from My Archive to the My Plan tab in just a few clicks. Let's see how this works!



**Access to My Archive is an admin option and this feature may not be available in your LMS.**

To access My Archive:

- Log into the Accord LMS using your user name and password.
- Access the **Learner Module**. The **My Plan** tab displays as the active tab by default. Select the **My Archive** tab to make it active.

My Archive displays all of the folders and Learning Events you moved from My Path.

**My Plan** | **My Archive** | **Catalog**

Click to launch Learning Event, right click for Context Menu options.

[List All Learning Events](#)  [Search](#)

Learning Events	Status	Duration
[-] Content Developers (1/4)		
[-] Accord LMS (1/4)		
[-] <a href="#">Before You Begin</a>	Not Viewed	5 Minutes
[-] <a href="#">Accord LMS Overview</a>	Not Viewed	5 Minutes
[-] <a href="#">My Plan</a>	Incomplete	00:00:13
[-] <a href="#">Next Steps</a>	Completed	00:00:14

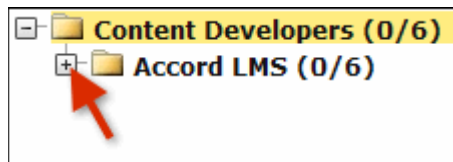


## My Archive Navigation

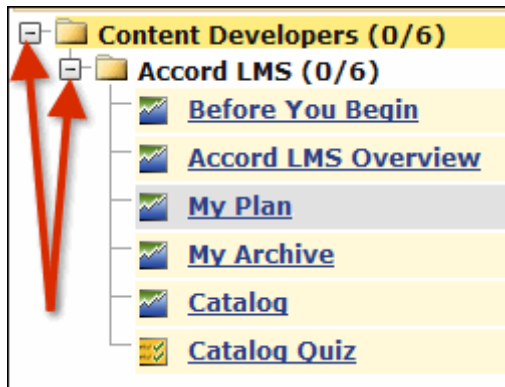
You can drill down in the My Archive directory structure. A course folder may contain symbols next to it that will allow you to expand or collapse its contents for easier navigation.

To expand or collapse the folder structure:

- To **expand** a folder, click the “plus” symbol next to the folder.



- To **collapse** a folder, click the “minus” symbol next to the folder.



The “numbers in parenthesis” next to the folder name indicates the number of Learning Events you have viewed and the total number of Learning Events contained within that folder and all of its “child” folders too. Use these numbers as a “quick reference” to determine your utilization status.



## View Learning Event Details (Properties, Conditions)

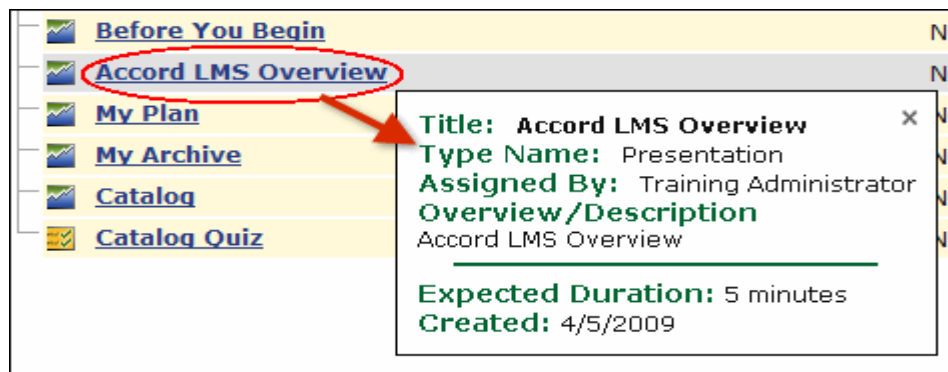
A quick way to view a Learning Event's details (properties and conditions) is clicking on the Learning Event's icon to display its details.



**“Conditions” such as prerequisites, attempt limits, etc. may be applied to a Learning Event. Display the Learning Event details to see if any conditions are applied to it.**

To view a Learning Event's details:

- Point your mouse over the Learning Event icon (to the left of the Learning Event's title).
- Click on the Learning Event icon to display its details.
- Review the Learning Event's details in the window that displays. Then, click the “x” to close the details.



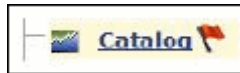


## Learning Event Flags

The Learning Event, if it has a certain property or condition applied to it, will appear with a “flag” next to its title when it’s displayed.

Learning Event flags include:

- **Red Flag:** Indicates a condition is applied to the Learning Event. The condition must be satisfied before the Learning Event can be accessed.



- **Green Flag:** Indicates the condition, applied to the Learning Event, is satisfied and the Learning Event can be accessed.



## Launch a Learning Event

Just like in My Plan, each Learning Event’s title is a clickable link that allows you to launch the Learning Event to view it. If you need to “refresh your memory” about what was covered in a previously completed archived item, you can do it from here.



**If you want to view / complete an archived Learning Event that has NOT been previously viewed / completed, we recommend that you “restore” it and then access it from My Plan. That way, you keep your entire current curriculum in My Path and all of the previously accessed (or to be accessed at a later time) curriculum stored in My Archive.**

To launch a Learning Event:

- In the **Learner** module, select the **My Archive** tab.
- Point your mouse over the “title link” of the Learning Event.
- When the cursor changes to a “hand shape”, click your mouse to launch the Learning Event in a popup window that displays over the LMS window.
- Once you close the Learning Event, the LMS view will be refreshed, displaying the My Path tab.



**The utilization of Learning Events launched by Host accounts is not tracked or captured to the database.**



## My Archive Search

The My Archive tab contains a search field you can use to quickly find just Learning Events you are looking for.

To use the Search field:

- Type a word or phrase within the field provided.
- Click the **Search** link. My Archive will display all of the folders containing the Learning Events that match your search criteria.

A screenshot of a search interface. It features a rectangular text input field on the left and a blue button labeled "Search" on the right, both enclosed in a thin black border.



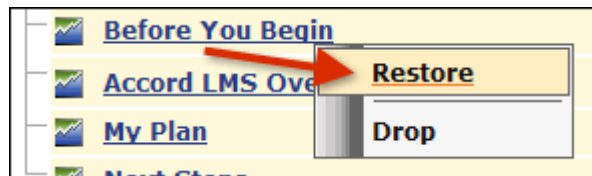
Click on the “List all Learning Events” link to restore all of your My Plan folders and Learning Events.

## Restoring a Catalog Folder or Learning Event

All “archived” folders and Learning Events are stored in My Archive, but can be “restored” (moved back) to My Path with just a few clicks.

To “restore” a Catalog Folder or a Learning Event to My Plan:

- Access **Learner** and select the **My Archive** tab.
- **Right click** on the folder or the Learning Event.
- Select **Restore** from the Context Menu.



## Drop a Catalog Folder or Learning Event

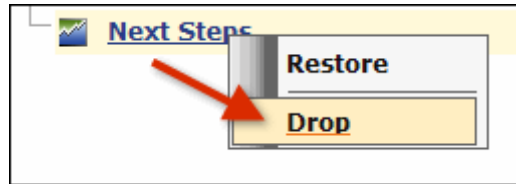
If your archived files become too numerous to navigate through, it's time to “spring clean”. One way to do this is by using the “drop” feature for any folder or Learning Event that you've voluntarily enrolled in from the Catalog tab.

To drop a Catalog Folder or Learning Event:

- Access **Learner** and select the **My Archive** tab.



- **Right click** on the folder or the Learning Event.
- Select **Drop** from the Context Menu.



- The My Archive view will be refreshed and the selected item removed from the folder list.



You cannot “drop” folders or Learning Events that were assigned by your Accord LMS Manager.

If you have any questions regarding the information covered in this chapter, please contact your System Administrator.



## Catalog

### Overview

The Accord LMS Learner Module allows you to view and enroll in folders and individual Learning Events available to you, as a Learner, in the Catalog tab. This chapter provides instructions for accessing and working in the Catalog.



Access to Catalog is an admin option and this feature may not be available in your LMS. If you do NOT see a Catalog tab, all of your enrollment will be automatically assigned by your LMS Manager.

To access the Catalog:

- Log into the Accord LMS using your user name and password.
- Access the **Learner Module**. The **My Plan** tab displays as the active tab by default.
- Select the **Catalog** tab to make it the active tab.

The Catalog contains all of the courses and Learning Events available to you for enrollment.

Select Learning Events for Enrollment.

[List All Learning Events](#)  [Search](#)

Learning Events	Duration
Content Developers (6)	
Accord LMS (6)	
<input checked="" type="checkbox"/> <a href="#">Before You Begin</a>	5 min.
<input checked="" type="checkbox"/> <a href="#">Accord LMS Overview</a>	5 min.
<input type="checkbox"/> <a href="#">My Plan</a>	10 min.
<input type="checkbox"/> <a href="#">My Archive</a>	5 min.
<input type="checkbox"/> <a href="#">Catalog</a>	5 min.
<input type="checkbox"/> <a href="#">Catalog Quiz</a>	8 min.
SMEs (0)	
Team Leads (0)	

[Enroll](#)

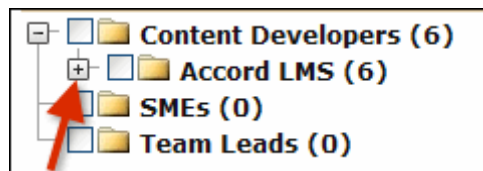


## Catalog Navigation

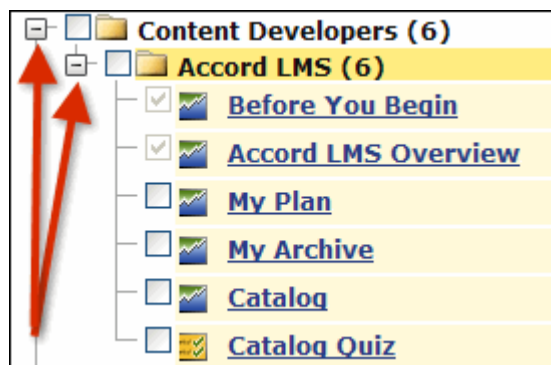
You can drill down in the Catalog directory structure. A course folder may contain symbols next to it that will allow you to expand or collapse its contents for easier navigation.

To expand or collapse the folder structure:

- To **expand** a folder, click the “plus” symbol next to the folder.



- To **collapse** a folder, click the “minus” symbol next to the folder.



The “number in parenthesis” next to the folder name indicates the number of Learning Events contained within that folder and all of its “child” folders too. Use these numbers as a “quick reference” to determine the number of Learning Events in a particular course folder.

## View Learning Event Details (Properties, Conditions)

A quick way to view a Learning Event’s details (properties and conditions) is by clicking the Learning Event’s icon to displays its details.

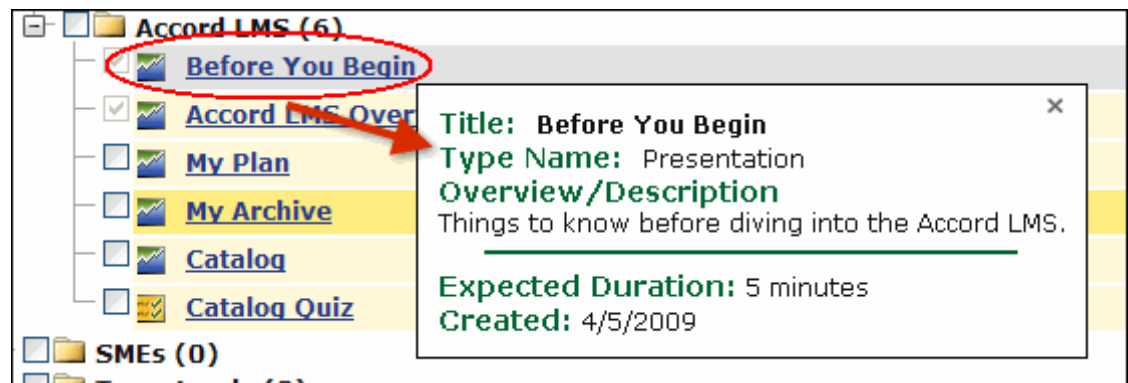


“Conditions” such as prerequisites, attempt limits, etc. may be applied to a Learning Event. Display the Learning Event details to see if any conditions are applied to it.



To view a Learning Event's details:

- Point your mouse over the Learning Event icon (to the left of the Learning Event's title).
- Click on the Learning Event icon to display its details.
- Review the Learning Event's details in the window that displays. Then, click the "x" to close the details.



## Learning Event Flags

The Learning Event, if it has a certain property or condition applied to it, will appear with a "flag" next to its title when it's displayed.

Learning Event flags may include:

- **Red Flag:** Indicates a condition is applied to the Learning Event. The condition must be satisfied before the Learning Event can be accessed.



- **Green Flag:** Indicates the condition, applied to the Learning Event, is satisfied and the Learning Event can be accessed.





## Catalog Search

The Catalog contains a search field you can use to quickly find just Learning Events you are looking for.

To use the Search field:

- Type a word or phrase within the field provided.
- Click the **Search** link. The Catalog will display all of the folders containing the Learning Events that match your search criteria.

A rectangular search field with a text input box on the left and a blue 'Search' button on the right.



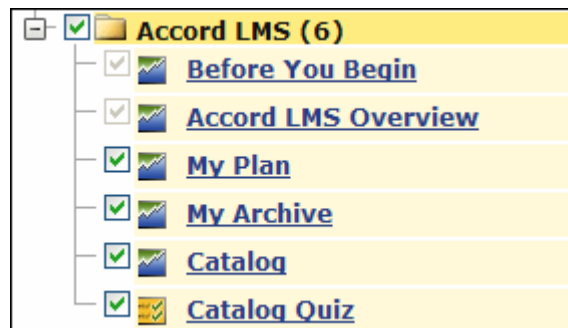
Click on the “List all Learning Events” link to restore all your My Plan folders and Learning Events.

## Enrolling in a Catalog Folder or Learning Event

Use the Catalog to select and enroll in a Catalog folder or an individual Learning Event.

To enroll in a Catalog Folder or a Learning Event:

- Access **Learner** and select the **Catalog** tab.
- Select the checkbox next to the:
  - Catalog Folder: A Catalog Folder is a folder containing all of the “child folders” and Learning Events that make up the course. By selecting a folder, it will also select all the available “child” folders and Learning Events contained within it.
  - Learning Event: A Learning Event is an eLearning content object contained within a folder. You can select one or multiple Learning Events.

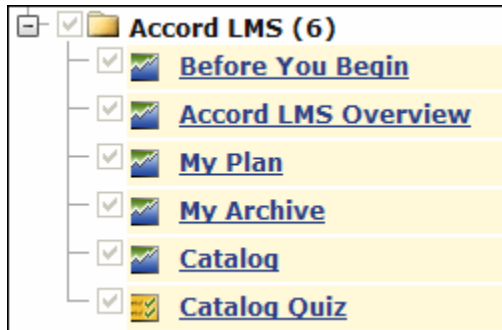




- Once you've selected the folder(s) and Learning Event(s) of your choice, click the **Enroll** link. The **My Path** tab will display and include the folders and Learning Events you've just enrolled in.



When reviewing the Catalog, “disabled” checkbox selections indicate content you are already enrolled.



- Select the **My Path** tab to view the folders and Learning Events you are enrolled in or to drop (when available) from your schedule.

### Assigned Enrollment

An Accord LMS Manager can “assign” or “force” Learner enrollment in folders and even individual Learning Events. How is this done? As a Learner, it's not important for you to understand how assigned enrollment works, you just need to be able to identify when you've been enrolled in a Folder or Learning Event not of your “own” choosing.

While in the Catalog, when viewing Learning Events, those Learning Events that have a “disabled” checkbox to the left of them indicate that you are enrolled in it. These may include those you've voluntarily enrolled in AND others that you've been enrolled in by your LMS Manager.



These Learning Events will also display in your **My Plan** tab, along with those you've voluntarily enrolled in. You will be able to participate in the “Manager enrolled” Learning Event(s) (as well as all others) and archive them, but you will not be allowed to drop them those assigned to you by your LMS Manager.

If you have any questions regarding the information covered in this chapter, please contact your System Administrator.