



Learning Management System Instructor Led Training Instructions

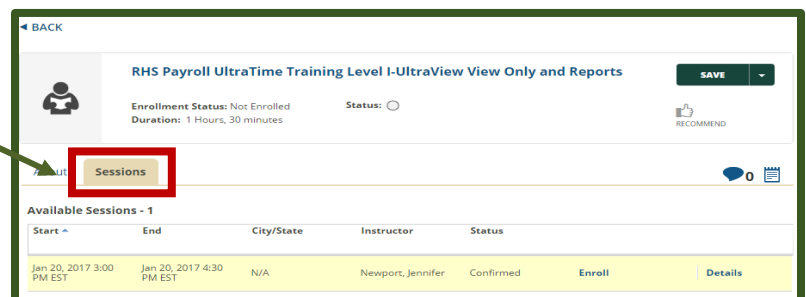
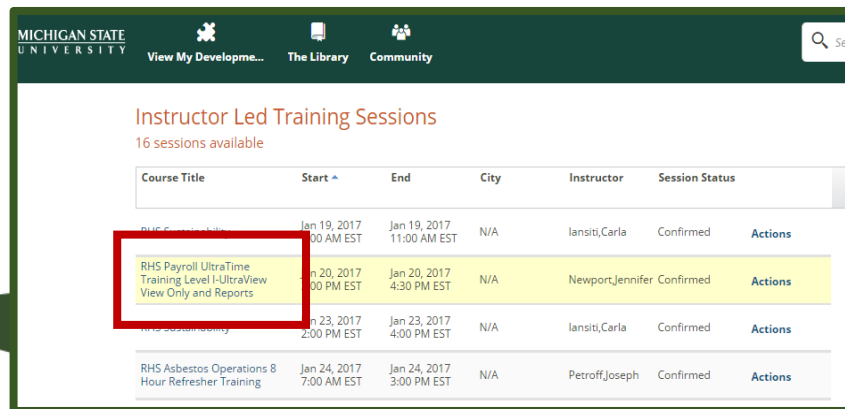
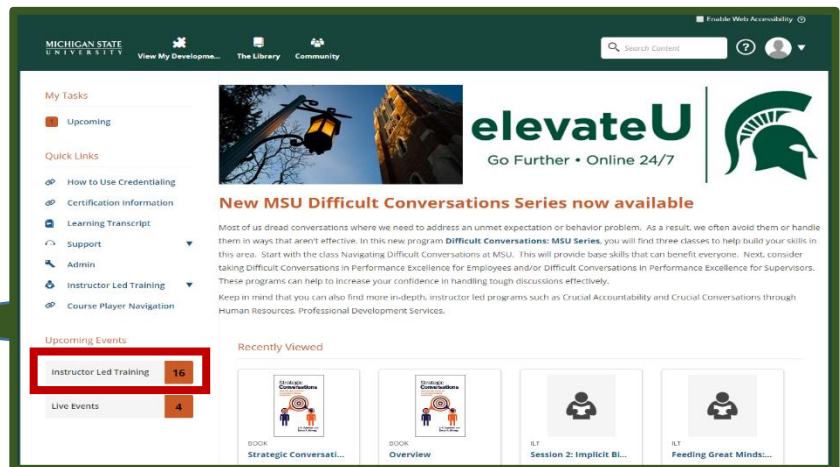
Logging In:

- From a web browser on a computer or tablet, navigate to the link in your welcome email
- -OR- go to: <http://safeatstate.rhs.msu.edu>. Click RHS Learning Management System under New and Events, then click elevateU Login.
- Enter your MSU Net ID and password.

Note: elevateU works with most browsers, computers, laptops and tablets. Technical difficulties? Try switching browsers or computers.

Instructor Led Course Enrollment: (Celebrate State, Effective People Skills, etc.)

- From your Home Page:
 - Click the **Instructor Led Training Sessions** link
- Available courses are listed
- **2 enrollment methods are available**
- **Method 1:**
 - Click the **Course Title** link to see more information about the course
 - Click the **Sessions** tab to enroll





- Click on the **Enroll** link to complete enrollment
- You may add this class to your Learning Plan (on elevateU) by clicking the **Yes (A)** button – Note: you do not have to add it to your Learning Plan if you do not wish to do so
- **Withdraw (B)** if you no longer wish to be enrolled in this session

Available Sessions - 1

Start	End	City/State	Instructor	Status	
Jan 20, 2017 3:00 PM EST	Jan 20, 2017 4:30 PM EST	N/A	Newport, Jennifer	Confirmed	Enroll Details

- **Method 2:**
- Click on the **Actions Link (C)**
- Click on the **Enroll in this Session link (D)**

About Sessions

Available Sessions - 1

Start	End	City/State	Instructor	Status	
Jan 20, 2017 3:00 PM EST	Jan 20, 2017 4:30 PM EST	N/A	Newport, Jennifer	Confirmed	(A) Withdraw (B) Details
You are now enrolled in the above session. Would you like to add this to your Learning Plan?					Yes (A) No

Student Learning Outcomes: Supervisor Role	Jan 26, 2017 1:30 PM EST	Jan 26, 2017 4:30 PM EST	N/A	N/A	Confirmed	(D) View Session Details
RHS Payroll UltraTime Training Level II-Scheduler	Jan 27, 2017 1:30 PM EST	Jan 27, 2017 4:30 PM EST	N/A	Newport, Jennifer	Confirmed	Enroll in this Session Save to My Learning Plan
Student Learning Outcomes: Supervisor Role	Jan 31, 2017 9:00 AM EST	Jan 31, 2017 12:00 PM EST	N/A	N/A	Confirmed	
Session 1: Understanding Implicit Bias: Personal Inventory	Jan 31, 2017 1:30 PM EST	Jan 31, 2017 3:30 PM EST	N/A	N/A	Confirmed	(C) Actions

Both Methods

- An email will be sent to your msu.edu account - This email contains an appointment to this session
- Clicking on the appointment **(E)** will allow you to add the appointment to your Outlook calendar, after clicking **Yes (F)** on the message box.
- **Save and Close** the appointment to add it to your Outlook Calendar

Message **(E)** Your Enrollment Status for Instructor Led Session Student Learning Outcomes Supervisor Role is Confirmed

Your enrollment status for course Student Learning Outcomes: Supervisor Role is Confirmed.

Course Title: Student Learning Outcomes: Supervisor Role
 Course ID: ilt_StudLearnOutcomes_SupRole
 Session ID: ilt_StudLearnOutcomes_SupRole-0002
 Facility: Holmes Hall
 Facility Directions:
 Classroom: Spartan Room C212
 Classroom Directions:

Schedule:

 Jan 31, 2017 9:00 AM EST to 12:00 PM EST

Microsoft Outlook

Add this Internet Calendar to Outlook?
 You should only open calendars from sources you know and trust.

Attachment "Your Enrollment Status for Instructor Led Session Student Learning Outcomes Supervisor Role is Confirmed _1.ics" from "Your Enrollment Status for Instructor Led Session Student Learning Outcomes: Supervisor Role is Confirmed"

(F) **Yes** No

APPOINTMENT

Save & Close **(F)**

APPOINTMENT

Subject: Your enrollment status for session ilt_StudLearnOutcomes_SupRole-0002 of Student Learning Outcomes: Supervisor Role

Location: Facility: Holmes Hall, Classroom: Spartan Room C212

Start time: Tue 1/31/2017 9:00 AM

End time: Tue 1/31/2017 12:00 PM

Session ID: ilt_StudLearnOutcomes_SupRole-0002

SessionNotes: