

## IN PERSON CLASSES IN THE ELEARNING CENTER



- Classes are called Events
- Individual class dates are called Sessions

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**VIEW AVAILABLE CLASSES**

1. On the **Menu Bar**, under the **Learning Tab**
2. Click **Events Calendar**
3. Choose from Month, Week, Day or Agenda (list style in date and time order)
4. All Events offered are automatically displayed (My Events are for classes you have already registered for)
5. Use the **filters** in the left column to narrow the results
  - o **Search** for class **title**
  - o Click **Location** to add your region or county (see directions in this document for additional help)
  - o Add **Subject filters** to see all related classes for a topic, i.e. Accreditation, QVF, EPB, Election Cycle
6. Click on the **Class Title** to see all the session Information

The screenshot shows the 'Events Calendar' interface. At the top, there is a navigation bar with 'Home', 'Learning', and 'Catalog'. A dropdown menu is open under 'Learning', showing 'Transcript', 'Events Calendar', and 'Interests'. A green arrow points to the 'Events Calendar' option. Below this, there are view options: 'Day', 'Week', 'Month' (selected), and 'Agenda'. A date selector shows 'January, 2016' with navigation arrows. Below the date selector are radio buttons for 'All Events' (selected) and 'My Events'. A calendar grid for January 2016 is shown, with the 6th highlighted. To the left of the calendar is a 'Filters' section with input fields for 'Title' and 'Session ID', a 'Location' dropdown set to 'All', and checkboxes for 'Completed Sessions', 'Add Subject(s) filters', 'All Sessions', 'Session Location', and 'Part Name'. The main calendar grid shows dates from 27 to 16. A class entry is highlighted on the 7th: 'QVF Training For New Users Class' at 9:00 AM EST in the Oshtemo Township Meeting Room. Other entries include 'Election Officials' Accreditation In Person Class' and 'Train the Trainer for Election Inspector Training Coordinators'.

**FILTER BY LOCATION**

To filter by location for your training region, click on the ALL box under location and search for your county in the Name field or look up your county in this list: [Jurisdiction Codes and Training Regions](#) and select your region from the list by clicking + **Regions**

1. On the **Events Calendar** page
2. Click on the **Location** box
3. In the **Select Facility** pop-up window
4. In the Name box, type your **county or region**
5. Click **Search**
6. Click + next to your county or region to ADD this filter to the events calendar
7. **Note** searching for your county displays the parent Region Number, you can search again for this number and ADD this region filter to the calendar

**Events Calendar** 1

Use this calendar to view all in-person classes being offered or toggle to My Events for classes you have already registered for.

Use the Filter options on the left side to narrow by class title, subject or location.

To filter by location for your training region, click on the ALL box under location and search for your county in the Name field or look up your county in this list: **Jurisdiction Codes and Training Regions** and select your region from the list by clicking + **Regions**

March, 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: Monday, February 22, 2016

**Filters**

Cycle

Session ID

**Location**

All 2

Completed Sessions

+ Add Subject(s) filters

**Select Facility** 3

**Search**

Name: Alcona 4 ID:  Owner:  5

Top Node (1 Result)

**Hierarchy**

ADD	TITLE	ID
+	Regions	REG

**Select Facility**

**Search**

Name:  ID:  Owner:

> View Hierarchy (2 Results)

**Search Results**

ADD	TITLE	ID	OWNER	PARENT
+	Alcona County	601		Region 6 Northern <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">7</span>
	Alcona County; County Commissioners Meeting Room	601Alcon		Alcona County

## SELECT A SESSION

Once you have selected a class session (date) from the **Events Calendar** by clicking on the title, the Training Details page will display. This page displays a lot of information about the class.

1. Click the **Request** button to register for this session (date)
2. **Seats Available**
3. **Student Roster** – see others who are registered to coordinate transportation
4. **View Full Calendar** – return to Events Calendar to pick a different date or location
5. **Start Date and Time / End Date and Time**
6. **View Map** – to see Google Maps link with facility address, driving directions and What's here? (nearby the training)

**Seats Available**  
94

2

### Training Contact

Elections eLearning [electionselearning@michigan.gov](mailto:electionselearning@michigan.gov)  
800-292-5973, 517-373-0065

### Student Roster

[View Student Roster](#)

3

**Schedule** [View Full Calendar](#)

4

Parts (1)



### Alcona

Regions > Region 6 Northern > Alcona County > Alcona County; County Commissioners Meeting Room [view map](#)

### Starts

3/22/2016 - 9:00 AM EST



5



### Ends

3/22/2016 - 11:30 AM EST

6

## Training Details



### 2016 Election Cycle Preparation Training

Session • BOE • 2 hours, 30 minutes

1

[Request](#)

[Calendar View](#)

[Print](#)

[View Event](#)

In person class hosted by the Bureau of Elections in 83 locations throughout the state. Election officials can choose the date that works best in their schedule. **You do not need to attend in your county.** Staff members may attend different dates to ensure office coverage.

The address of the training is available is by clicking on the **View Map** link under Part Details. Want to share rides to training? See the **Student Roster** on the Training Details to see who has already registered.

**Be sure to click the Request Button for a session date.** If you are viewing the master list of dates, scroll down the page to **view individual session dates.** Click the Request button next to your desired date. Classes are in date order, by start time.

To search for a particular county or region, go to the menu tab **Learning**, then **Events Calendar**.

## INTEREST TRACKER / WAITLIST

We use the **Interest Tracker** in the eLearning Center instead of a waitlist to **track how many people want** to take the class and facilitate **advanced registration** for those people. After you express an interest in a class, you are emailed when new sessions (class dates) are added. This allows people the option to register in advance of everyone else. You are allowed to choose if they want to attend on the next scheduled dates or remain on the interest list. This is available for all our classes, whether there are sessions available or not. You can complete the interest tracker to express and interest in attending training in certain regions.

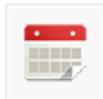
1. Search for **Classes** from the **Browse by Subject** box on the homepage
2. A list of in-person classes are displayed
3. Class are listed in order by **Popularity**; you can re-order by **Newest** or by **Title**
4. Click the **Class title** from the list

6 Results

2

Browse for all available content in the Elections eLearning Center. Use the links on the left to filter by Training Categories, Subject, and Type. Click the button on the right to sort by Title, Popularity or Newest Items.

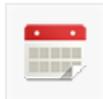
All · Classes



### 2016 Election Cycle Preparation Training

Event · BOE

In person class hosted by the Bureau of Elections in 83 locations throughout the state. Election officials can... date that works best in their schedule. You do not need to attend in your county. Staff members may attend different dates to ensure office coverage. The address of the... [read more](#)



### Election Officials' Accreditation In Person Class

Event · BOE

This class is part of the New Election Officials' Accreditation Certification which must be completed in order to be Accredited for Michigan Elections. Please register for the certification under the Catalog Tab, Search for Content, CertificationsThis 2 day accreditation class is for new election... [read more](#)

4

1

Browse by Subject (Click here for more)

- Presidential Primary
- Classes
- Absentee Voting
- Accreditation
- Audits

3

By Popular

By Title

By New

By Popular

5. On the **Training Details** page of the class, scroll to the *bottom* of the page
6. Click the link **Notify me of new sessions**

**Training Details** 5

**Election Officials' Accreditation In Person Class**  
Event • BOE • 16 hours

This class is part of the **New Election Officials' Accreditation Certification** which must be completed in order to be Accredited for certification under the *Catalog Tab, Search for Content, Certifications*

**This 2 day accreditation class is for new** election officials' only. It includes new QVF user instruction to qualify for QVF account a have not attended the in person accreditation class previously.

This class has **Pre-work of 2 online courses and a document** that must be completed before attending the class. Please complete

1. Elections 101 (online course)
2. Voter Registration: Record Anatomy (online course)
3. Resource Letter for Election Officials (document)

**At the very bottom of the page, click the link *Notify Me of new sessions* to express an interest in attending. You will be notified when sessions are scheduled.**

Sessions Details

Show Available View Full Calendar

Notify me of new sessions 6  
No sessions for this event are scheduled at this time.

**Interest Tracking** 7

Election Officials' Accreditation In Person Class

**Location** 8  
Optional  
Select a Location

**Comments** 9  
Optional  
Enter your comments here

10  
Notify me when sessions are scheduled at any location

11 Submit

7. The **Interest Tracker** form will display
8. Location is an optional field
  - a. Use this to request a class in a certain area
9. Comments is an optional field
  - a. Use this to give additional details about your request
10. Check the box **Notify me when sessions are scheduled at any location**
  - a. Either this **or** the location field must be completed before submitting your request; selecting any location removes the specific location request
11. Click **Submit**

## VIEW YOUR INTERESTS

Once you have completed the Interest Tracker you can view, edit and delete your class interests.

1. On the **Menu Bar**, under the **Learning** Tab
2. Click **Interests**
3. The **Interest Details** page will display
4. **Date Submitted** – your interest will be tracked for 1 year
5. **# of Matches** – you will be notified of 6 new sessions before you longer receive advanced registration access
6. You can edit or delete your interests under the **Options** column



The 'Interest Details' page header is highlighted with a yellow callout '3'. The table below has a header row with columns: Title, Type, Date Submitted, Preferred Location, # of Matches, Comments, and Options. The first row of data is highlighted with a yellow callout '6'. A yellow callout '4' points to the 'Date Submitted' column header, and a yellow callout '5' points to the '# of Matches' column header. The text '(1 Result)' is visible in the top right corner of the table area.

Title	Type	Date Submitted	Preferred Location	# of Matches	Comments	Options
Elections eLearning Center Demonstration	Event	2/22/2016 1:05:00 PM	Alcona County	0		

- Edit interest - Save Changes - Cancel editing - Delete interest

## CHANGE YOUR REGISTRATION

If you change your mind about attending a class or need to choose a different date or location, you can make changes in your **Transcript**

1. On your homepage, view **My Transcript** box for your class
  - a. Only 5 items are listed in this box, **Click here for more** will display your full Transcript
2. If you need to make changes to your registration, click **Withdraw**
  - a. You must withdraw from one session before enrolling in another
3. To see additional information about the class, **Click here for more** will display your full Transcript
4. Click the **class title** to go to the **Training Details** page
5. OR, Click the **options button** (down arrow) to choose between Training Details or Withdraw

	Type	Due Date	Action
2016 Election Cycle Preparation Training	Session		<b>Withdraw</b>
EQP Primary Election Logic & Accuracy Testing	Online Class	None	<b>Launch</b>
Elections 101	Online Class	None	<b>Launch</b>
Electronic Pollbook Reminders for Election Officials	Online Class	None	<b>Launch</b>

Active ▾ By Date Added ▾ All Types ▾

Search for training

Search Results (6)

Hide Certified Certificate

**2016 Election Cycle Preparation Training(Starts 3/22/2016)**  
 Due: No Due Date Status: Registered

View Training D... ▾

- Withdraw
- View Training Details