

IN PERSON CLASS REGISTRATION IN THE MICHIGAN ELECTIONS ELEARNING CENTER



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

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* In older versions of Internet Explorer the images may not display properly; click in the column as shown to activate the dropdown menus *

VIEW AVAILABLE CLASSES

REPORTS FOR AVAILABLE CLASSES

You can run custom reports to show you what training classes have seats available for registration.

On the Homepage, in the Menu Bar

1. Hover your mouse over *Reports*
2. Click *Custom Reports*

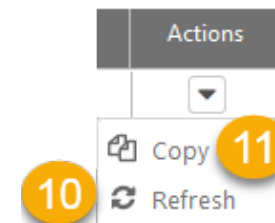


3. The *Title* column displays the names of the reports
4. The *Type* column determines that information that is available in the report: User profile, Training in Progress, Transcript status and completions

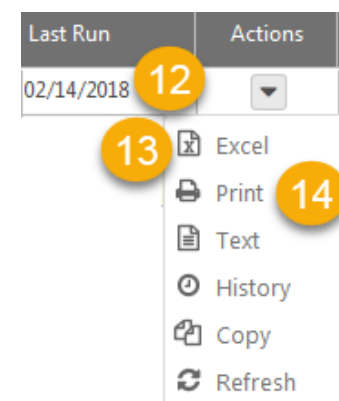
Custom Report Show Me					
<input type="text" value=""/>		All Reports	Ran Anytime	Search	New
Title	Type	Creator	Folder	Last Run	Actions
QVF Refresh Basic Sessions with Available Se...	Training Report	eLearning, Elections	All Folders	Never	▼
QVF Refresh Complete Sessions with Availab...	Training Report	eLearning, Elections	Training Report	Never	▼
Train the Trainer Sessions with Available Sea...	Training Report	eLearning, Elections	All Folders	Never	▼

5. The *Creator* column shows if this is a shared report or one you created
6. The *Last Run* column shows the date the report was last *refreshed*
7. Under *Actions* is a drop down menu of different choices to perform depending on whether this is a shared report or one you created, see steps below.
8. If you have many reports, use the Search box to type part of the name of a report
9. Click the *Search* button to narrow your list

10. Under the Action column in the row of the desired report, click *Refresh* to generate the most current information;
* Note always refresh the report for the most current numbers *
11. Click *Copy* to create a new version of this report under your profile to make changes to the report



12. Once a shared report is *Refreshed*, the *Last Run* date will update and allow you to access other Actions
13. *Excel* allows you to export the report to a spreadsheet format;
 - a. Based on your computer settings you can either save the file to your computer or open the file
14. *Print* displays the report as an html web page; use your internet browser software to print the information.
 - a. Close the Report window to return to the Elections eLearning Center.



VIEW CLASSES BY CALENDAR DATES

1. On the **Menu Bar**, hover on 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 previously registered for)
5. Use the **filters** in the left column to narrow the results
 - Search for class **title**
 - **Session ID** type your county name or a nearby county
 - Click **Location** to add your region or county (see directions below for additional help)
 - 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 and to register

The screenshot shows the 'Events Calendar' interface. At the top, a navigation menu has 'Learning' selected, with a sub-menu containing 'Transcript', 'Events Calendar', and 'Interests'. The main header shows 'January, 2016' with navigation arrows and tabs for 'Day', 'Week', 'Month', and 'Agenda'. Below this is a filter section with 'All Events' selected and 'My Events' as an option. A calendar grid for January 2016 is shown on the left, with the 6th highlighted. The main calendar grid displays events for each day of the month. On the left side of the main grid, there are filter sections for 'Filters' (Title, Session ID, Location) and 'Display Options' (All Sessions, Session Location, Part Name).

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7 QVF Training For New Users Class 9:00 AM EST - Oshtemo Township; Meeting Room	8 QVF Training For New Users Class 9:00 AM EST - Haring Township Hall; Meeting Room	9
10	11	12 Election Officials' Accreditation In Person Class 9:00 AM EST - Delta Township Office; Meeting Room A, Level 2	13 Election Officials' Accreditation In Person Class 9:00 AM EST - Delta Township Office; Meeting Room A, Level 2	14 QVF Training For New Users Class 9:00 AM EST - Bureau of Elections; Large Conference Room Train the Trainer for Election Inspector Training Coordinators 9:00 AM EST - Region 2 South East	15 QVF Training For New Users Class 9:00 AM EST - Lenox Township Hall; Meeting Room	16

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. 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. The **Select Facility** window will open
4. In the Name box, type your **county or region (see link at the top of this page)**
5. Click **Search**
6. Click + next to your county or region to ADD this filter to the events calendar
7. 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 2

All

Completed Sessions

+ Add Subject(s) filters

Select Facility 3

Search

Name: Alcona 4 ID: Owner: 5 Search

Top Node (1 Result)

Hierarchy

ADD	TITLE	ID
+	Regions	REG

Select Facility

Search

Name: ID: Owner: Search

> View Hierarchy (2 Results)

Search Results 6

ADD	TITLE	ID	OWNER	PARENT
+	Alcona County	601		Region 6 Northern 7
	Alcona County; County Commissioners Meeting Room	601Alcon		Alcona County


Close

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. **Street Address of class**
3. **# of Seats Available**
4. **Student Roster** – see others who are registered to coordinate transportation
5. **View Full Calendar** – return to Events Calendar to pick a different date or location
6. **Start Date and Time / End Date and Time**
7. **Facility Name**
8. **View Map** – to see Google Maps link with facility address, driving directions and What’s here? (near the training – hotels, restaurants, etc.)

Training Details



2016 Election Cycle Preparation Training
 Session • BOE • 2 hours, 30 minutes

Request
Calendar View
Print
View Event

In person class hosted by the Bureau of Elections in 83 locations throughout the state. Election officials 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 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 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**.

Address
 200 N Moore St, Bessemer, MI 49911

Available Languages
 English (US)

Subjects
 Classes (In-person Training)

Session ID
 Gogebic May 16, 2018


Registration Deadline
 5/16/2018 - 1:30 PM CST

Seats Available
 90

Student Roster
View Student Roster

Schedule View Full Calendar

Parts (1)



Gogebic May 16, 2018
 Regions > Region 8 Upper Pen West > Gogebic County > Gogebic County; Courthouse view map
 Instructor - Kristi Dougan

Starts
 5/16/2018 - 1:30 PM CST

← 6 →

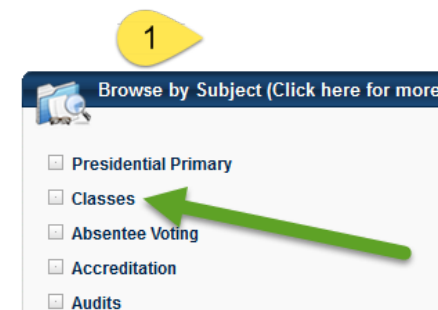
Ends
 5/16/2018 - 4:00 PM CST

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 you 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 currently scheduled or not. You can complete the interest tracker to express and interest in attending training in certain regions. This is only for the person who is going to take the class.

*Please do not complete the interest tracker if someone else needs the class. Clerks should **not** express an interest for a class for the deputy. This will not allow the clerk to register the deputy. *

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 Title; you can re-order by **Newest** or by **Popularity**
4. Click the **Class title** from the list



6 Results

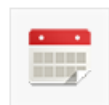
2

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

3

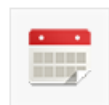
By Popular ▼
By Title
By New
By Popular



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

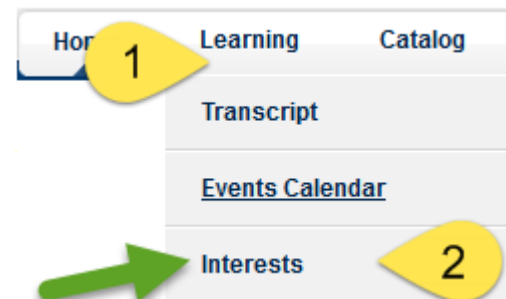
5. On the **Training Details** page of the class, scroll to the **bottom** of the page
6. Click the link **Notify me of new sessions**

7. The **Interest Tracker** form will display
8. Location is an optional field (**Best to leave empty**)
 - 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 *preferred method***
 - 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**, hover on 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



Interest Details (1 Result)							
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 on your **Transcript**. To change your class registration, you must withdraw from one session before enrolling in another

1. On your homepage, click in the **Transcript box** to view your **Training and Materials**
2. In the row of the class, click the arrow next to **Training Details**
3. Click **Withdraw**

This will allow you to register for a different date (session).

