

e-Learning

Connect2Learn Course Application Quick Reference Card

This Quick Reference Card provides step-by-step instructions for your online course application.

Please follow the instructions below to apply for a course(s):

- 1) From the **List of Subjects**, select a subject to view all the related courses.

The screenshot shows the top navigation bar with the YRDSB Student Community logo and a 'Login' link. Below the navigation bar is a search bar with the text 'Search by: Catalogue'. The main content area is titled 'Courses / Registration' and shows the 'List of Subjects' page. A table lists subjects: English, Math, Science, and Social Science. The 'English' subject is selected, and the 'View Cart' button is visible in the top right corner.

- 2) From the **Course List**, select a course to view detailed course information.

The screenshot shows the 'Course List' page for the 'English Subject'. A table lists courses: ENG4U-English, University Preparation. The 'View Cart' button is visible in the top right corner.

- 3) Click the **Register** button to apply for the course.

The screenshot shows the 'Course Information' page for the 'ENG4U-English, University Preparation' course. The page includes details such as Credit Hours (110), Delivery Provider Name (York Region District School Board), Instructional Media (Night School e-Learning), Competency (Self-directed Learning), Credit Options (None), and Description (Grade 12, University Preparation). It also includes an 'Inquiries' section with contact information for Connect2Learn and a 'Prerequisites Comments' section. At the bottom, there is a table with columns: Sessions, Start Date, End Date, Location, Price, and a 'Register' button.

| Sessions | Start Date MM/DD/YYYY | End Date MM/DD/YYYY | Location | Price | |
|-----------------|--------------------------|------------------------|----------|---------|--|
| CEEL-YRENG4U AN | 09/26/2018 | 01/23/2019 | TBA | \$20.00 | More Info Register |

- 4) Click the **OK** button to apply for the course.
- 5) If you would like to add another course click on the **Continue Shopping** button which takes you back to the Course Catalog. If you are done selecting courses then review the total price. If it is correct, click **Next** to proceed to Account Creation.

Message Centre Course Application Learning Plan Achievement Record Profile

Search by: Catalogue

Shopping Cart

Registration
(Pricing will be finalized upon check-out, if applicable)

| Item | Status | Total |
|---|--------------------------|---------|
| 1. CEEL-YRENG4U ENG4U-English, University Preparation | Pending Account Creation | \$20.00 |
| Subtotal | | \$20.00 |

Not Applicable Continue Shopping Next

Registration Summary
1 Item(s) Subtotal \$20.00

- 6) Enter all required fields and click **Next** to proceed to entering in Additional Information.

Message Centre Course Application Learning Plan Achievement Record Profile

Search by: Catalogue

Shopping Cart

Registration
(Pricing will be finalized upon check-out, if applicable)

NOTE: Permanent YRDSB Staff ONLY use Connect2Learn via BWV.
To create an account, complete the fields below. If you have an account, click the Login button on the top right.

Community Name: CEEL YRDSB Students

* Create User Name: (e-mail address)

* First Name:

* Last Name:

* Password: (max 10 characters)

* Verify Password:

Challenge Phrase:

Challenge Phrase Answer:

* Language: English

* Email:

Email (Alternate):

Registrant Information:

* Work/Home/School/Company Name:

* Address 1:

Address 2:

* City:

* Province: Ontario

* Postal Code:

* Country: Canada

* Telephone Number:

Telephone Number Ext.:

Fax Number:

* Time Zone: [GMT -05:00] Eastern Time (US and Canada)

* Required fields

Next

- 7) Enter your **email** for username and all other necessary information in each section. Click **Next** to proceed to the Billing Information section.
- 8) Verify the billing information and click **Next** to proceed to Payment Information.
- 9) Enter the appropriate **credit card** information. Click **Next** to proceed to Confirmation.

Message Centre Course Application Learning Plan Achievement Record Profile

Search by: Catalogue

Shopping Cart

Registration
(Pricing will be finalized upon check-out, if applicable)

Method: Credit Card

Card Type: Mastercard

* Name on Card:

* Credit Card Number(No Spaces):

* CVV2 (numbers on back of card):

* Expiration (mm/yy):

* Required fields

Next

Registration Summary
1 Item(s) Subtotal \$20.00

- 10) Confirmation of the details you entered appears. Verify that the information is correct and then click **Process Request** to complete the application process. **(Note: this is an important step, if you miss it the transaction will not be processed).**

Shopping Cart

1 Courses
2 Account Creation
3 Additional Information
4 Billing Information
5 Payment Method
6 Processing Request
Registration Summary
1 Item(s) Subtotal \$20.00

Registration
(Pricing will be finalized upon check-out, if applicable)

Account Information

Community Name: CEEL YRDSB Students
Create User Name: test122
Name: First Name Last Name
Password: ****
Language: English
Email: test@yrdsb.ca
Time Zone: Eastern Time (US and Canada)
Company Name: Home
Address 1: Address
City: City
Postal Code: A1A 1A1
Province: Ontario
Country: Canada
Telephone Number: 000-000-0000

Billing Information

Name: First Name Last Name
Address: Address
City: City
Postal Code: A1A 1A1
Province: Ontario
Country: Canada
Telephone Number: 000-000-0000
Email: test@yrdsb.ca

Payment Method

Payment Method: Budget Code
Valid 13-digit PD (Professional Development) Budget Code: Ceelofficetst

Shopping Cart

| Item | Taxes | Status | Total |
|---|-------|-------------------------------------|----------------|
| 1. CEEL-YRENG4U ENG4U-English, University Preparation | | Pending Course Facilitator Approval | \$20.00 |
| | | Sales Tax | \$0.00 |
| | | Total | \$20.00 |

You must click the "Process Request" button to COMPLETE your registration.

Process Request

11) A **Receipt of Transaction** appears. Print for future reference.

Click the Login button to view your account information. You may register for additional courses by clicking on Course Application, view messages via your Message Centre and view the status of your application via the Learning Plan.

NOTE: You will receive three emails:

- 1) **Account Information** email with your User Name and Password for connect2learn.
- 2) **Application/Registration Submission** email acknowledging your application.
- 3) **Purchase Receipt** email with your payment information.