

HOW TO NAVIGATE LEARNING CENTRAL

This document describes how to navigate through Learning Central.

I. HOW TO NAVIGATE THROUGH THE PAGES OF LEARNING CENTRAL

1. There are three main pages in Learning Central. They are:

1. Course Calendar
2. My Courses
3. Notifications



2. To navigate through these pages, hover your mouse on the desired page and click it. Please note that “Course Calendar” is the main landing page.

#	Instructions	Screenshot
1	<p>Course Calendar – This is the main landing page. It contains the list of courses available at Learning Central.</p> <p>1.1. To navigate on this page, use the ‘search function’ to find your desired course. <i>(Please see LCHowto Search to learn how to use the search function)</i></p> <p>1.2. You can explore the registration page or save the course you are interested with. <i>(Please see LCHowTo Register to learn how to register for a course)</i></p> <p>1.3. To save a course, click the ‘saved’ button just beside the ‘register’ button</p>	

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2 **My Courses** – This page shows the list of courses you have ‘registered’, ‘saved’ and ‘completed’

To navigate on this page, just go to the list of courses that you want to edit or change

(Please see [LCHowto ManageMyCourses](#) to learn about how to edit and change your courses)

3 **Notifications** – This page shows you topics and allows you to receive an email notification related to your chosen topic. Notifications are sent via email.

To navigate on this page, please see below instruction

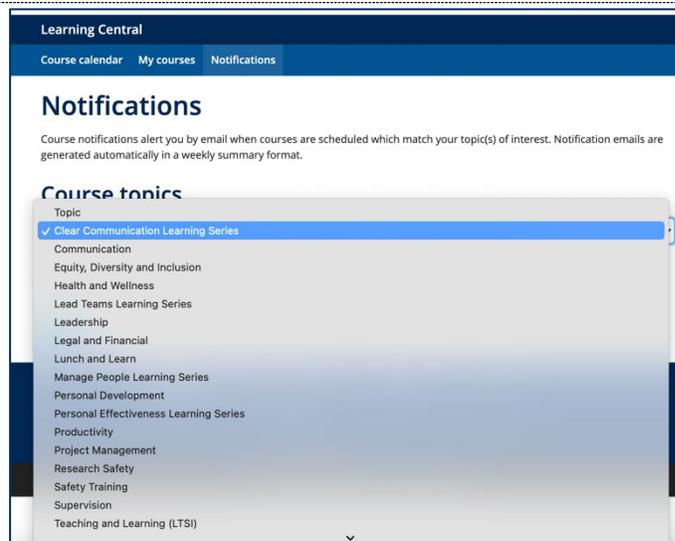
II. HOW TO SET COURSE NOTIFICATION

#	Instructions	Screenshot
1	Click on the “topic bar”	

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2 Select on the topic that you want to get notification with

You can add as many topics as possible.



3 Once you are done selecting, click on 'save'

The page then, will prompt you to return to course calendar

