Register for a Course in OneSourceMe Learning

OneSource
Houston Independent School District

Register for a Course

- ☐ Log into **OneSource** and select **OneSourceMe**
- ☐ Click the **Home** dropdown and select **Learning**
- ☐ Click "**Continue**" if prompted by the "Welcome to OneSourceMe HISD Learning" window
- ☐ Click on **Browse all courses** to view courses available in the HISD Learning Catalog

Learning ⌄

My Learning   My Classes

My Learning Assignments	☰ ☰ Sort By Date | Priority ▽ Filter	HISD Learning

Keyword [🔍 Course name or ID] [Select All ▼] [All Assignment Types ▼]

[🔍 What do you want to LEARN today?] [Go]

⌄ **DUE ANYTIME**

[Browse all courses >]

[CONTINUE COURSE ⌄]

- ☐ The **Catalog Search** page will appear. **Search** for the course title, keywords, or Course ID/Number to narrow your search results:

Library

[☰ Browse by Categories]   [Search 🔍]   [Language & Currency]

- ☐ Searches can be narrowed by selecting one or more **Categories** or **Course (Learning) Types** *(Refer to the charts below)*
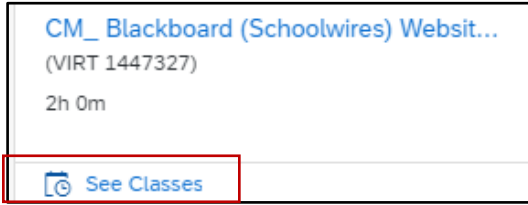
Refine By

Learning Type
[⌄]

Categories
[| ⧉]

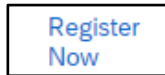| Learning Type	Description
Instructor Led	Scheduled course
Online	Online self-paced course
Other	Forms to review, course to track completions of tasks
Curricula	A group of courses
Program	A group of courses

Categories	Description
HISD Goals	Six district goals
School Level	ECH, Elementary, Secondary
Mandatory Compliance	Federal, State, Local
Content Areas	Core and Enrichment areas
Functional Areas	Department functional areas
Employee Type	Employee roles (Job Alike)
Competency Areas	TADS Instructional Practice Criterion TADS Professional Expectations Criterion Global Graduate_Student Global Graduate_Teacher Global Graduate_Leader Prof Competency-nonTeacher-nonManager Prof Competency-nonTeacher-Manager

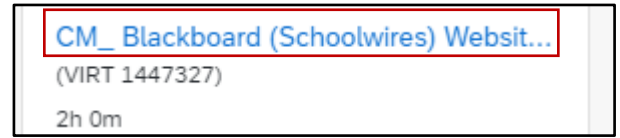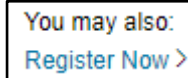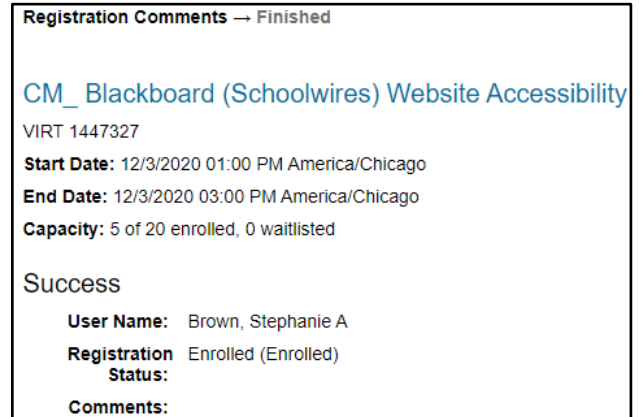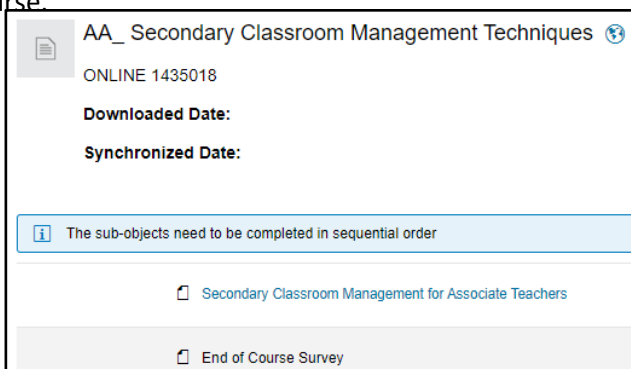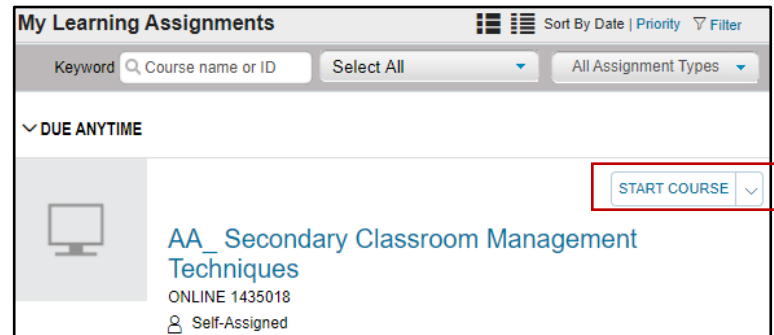| Scheduled Course Registration Option 1	Scheduled Course Registration Option 2
☐ Find the desired course and click **See Classes** to display available scheduled dates. **NOTE**: If the link **See Classes** does not display, there is no scheduled offering(s) for this course CM_ Blackboard (Schoolwires) Websit... (VIRT 1447327) 2h 0m 🕙 See Classes ☐ Click **Register Now** for the specified date. **NOTE**: *Do not select **Assign to Me**, as this will not enroll you into the course* Register Now ☐ Click **Confirm** to confirm registration ☐ A confirmation screen will appear. You will also receive an email with session details and a calendar invite to add to your Outlook Calendar. Registration Comments → Finished CM_ Blackboard (Schoolwires) Website Accessibility VIRT 1447327 **Start Date:** 12/3/2020 01:00 PM America/Chicago **End Date:** 12/3/2020 03:00 PM America/Chicago **Capacity:** 5 of 20 enrolled, 0 waitlisted Success **User Name:** Brown, Stephanie A **Registration Status:** Enrolled (Enrolled) **Comments:**	☐ Click the **course title** to retrieve course details CM_ Blackboard (Schoolwires) Websit... (VIRT 1447327) 2h 0m ☐ The course details page will appear. Click **Register Now.** You may also: Register Now › ☐ **NOTE**: *Do not select **Assign to Me**, as this will not enroll you into the course* ☐ Click **Register Now** in the desired scheduled offering ☐ Click **Confirm** to confirm registration ☐ A confirmation screen will appear. You will also receive an email with session details and a calendar invite to add to your Outlook Calendar Registration Comments → Finished CM_ Blackboard (Schoolwires) Website Accessibility VIRT 1447327 **Start Date:** 12/3/2020 01:00 PM America/Chicago **End Date:** 12/3/2020 03:00 PM America/Chicago **Capacity:** 5 of 20 enrolled, 0 waitlisted Success **User Name:** Brown, Stephanie A **Registration Status:** Enrolled (Enrolled) **Comments:**
Online Course Registration Option 1	**Online Course Registration Option 2**
☐ Click the **Start Course** link to begin the course <u>immediately</u>. Start Course ☐ The course content page will launch automatically. ☐ Online courses are usually comprised of multiple learning items besides the actual course such as surveys, assessments, and documents related to the course. AA_ Secondary Classroom Management Techniques 🌐 ONLINE 1435018 **Downloaded Date:** **Synchronized Date:** ℹ The sub-objects need to be completed in sequential order 📄 Secondary Classroom Management for Associate Teachers 📄 End of Course Survey	☐ Click the **Assign to Me** link. The course will be assigned to your profile and will be available in the **My Learning Assignments** tile in your OneSourceMe homepage. ☐ When you are ready to take the online course click **Start Course**. My Learning Assignments — Sort By Date | Priority ▽ Filter Keyword 🔍 Course name or ID — Select All ▾ — All Assignment Types ▾ ∨ DUE ANYTIME 🖥 START COURSE ▾ AA_ Secondary Classroom Management Techniques ONLINE 1435018 👤 Self-Assigned ☐ The course content page will launch. ☐ Online courses are usually comprised of multiple learning items besides the actual course such as surveys, assessments, and documents related to the course.