

Metropolitan Library System



# Subscribing and Enrolling in Courses

Learning Management System Guide

# EduBrite

## Learning Management System (LMS)

Introduction.....	3
1 - Enrolling and Subscribing.....	3
2 - Unsubscribing.....	5

## Introduction

This is a brief introduction on how to self-subscribe in courses in the Learning Management System (LMS) EduBrite.

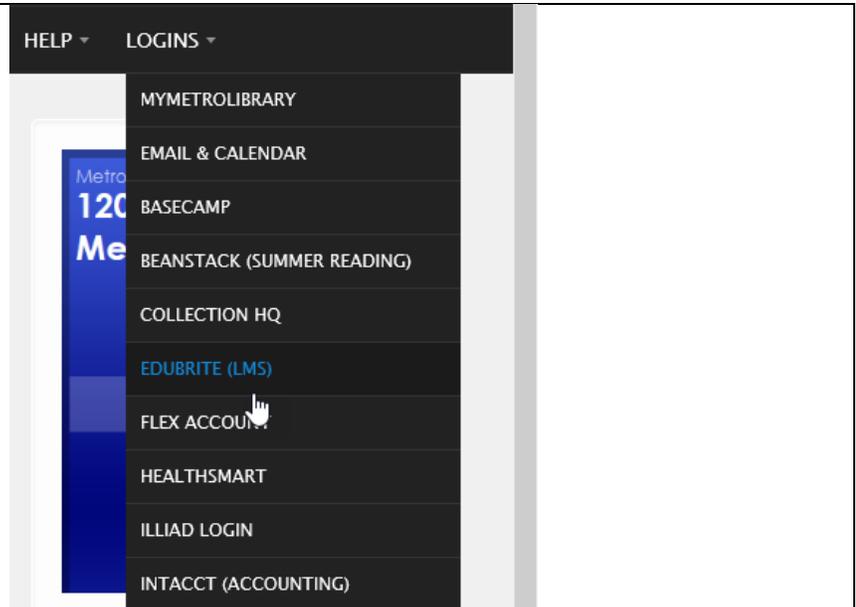
## 1 - Enrolling and Subscribing

### Steps

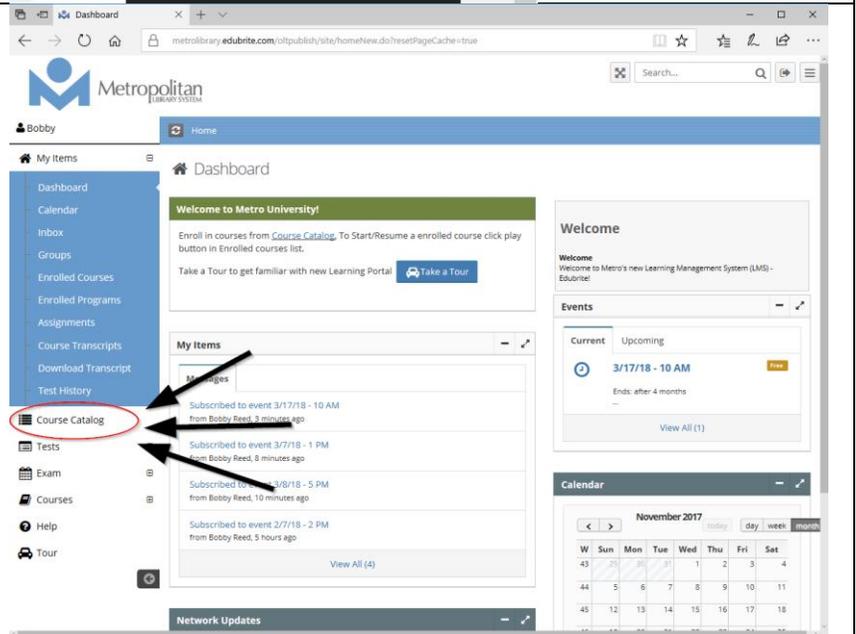
1. Open the intranet and go to the “Logins” dropdown menu and find “EduBrite (LMS)” (see screen shot on the right). Then log into your EduBrite account. If you need help logging in please [click here](#).

**NOTE:** A link is also available on the “Quick Links” found on the home page or by going to “Departments” then “Learning and Development” and “EduBrite Login”

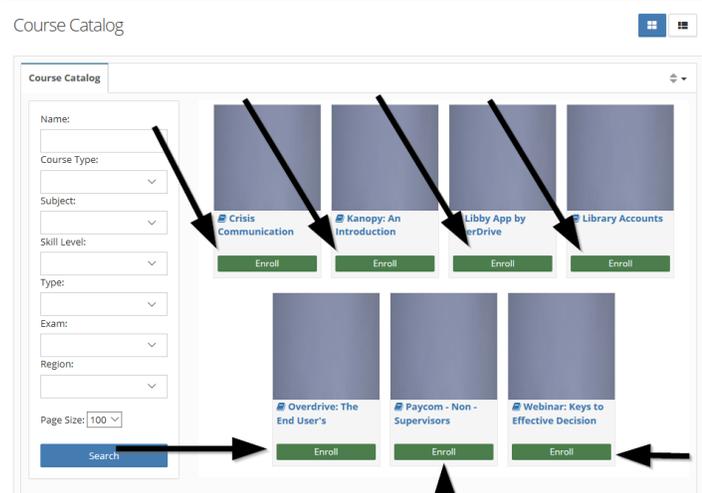
### Detail(s)



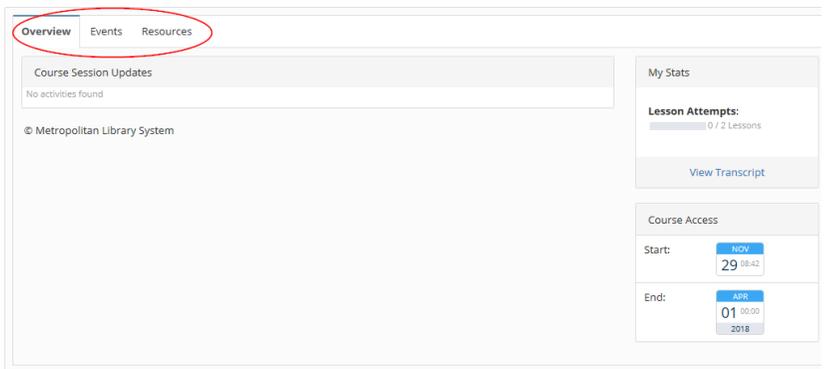
2. Click “Course Catalog” in the navigation menu on the left.



3. Click the green “Enroll” button on the course you are trying to enroll in.

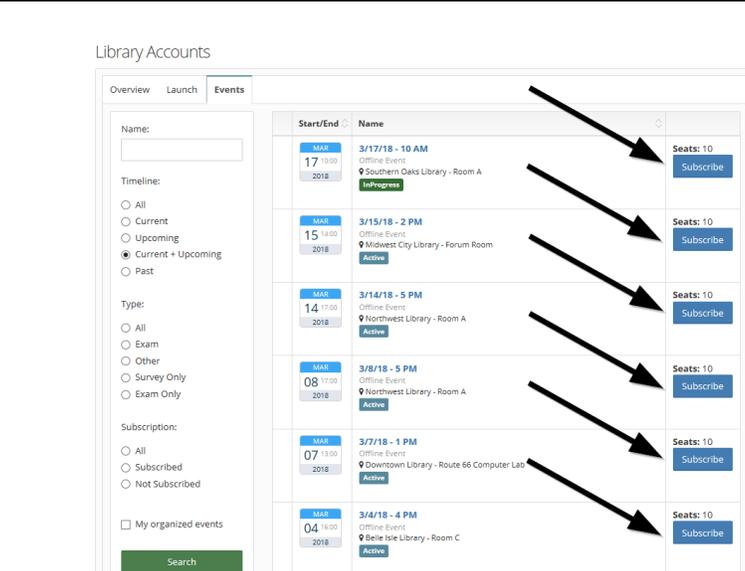


4. There are three tabs in the upper left portion of the course. Click the middle tab “Events.”



5. Select your session date and location and click the corresponding blue “Subscribe” button.

**Note:** Only subscribe to one event. If you need to alter your which event you will be attending, you will simply need to un-subscribe. This is covered in the next section.



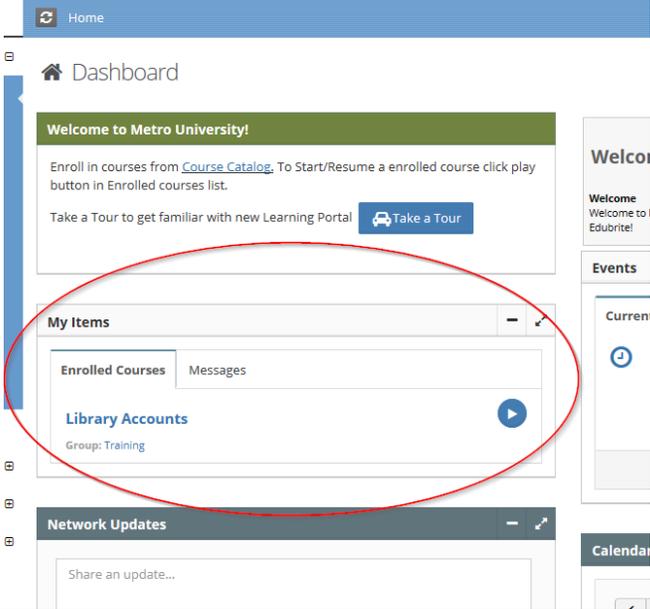
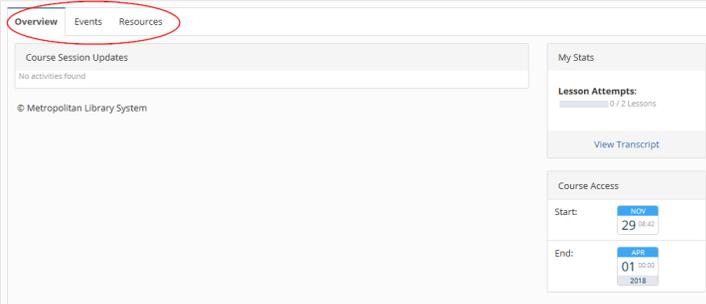
## 2 – Un-subscribing

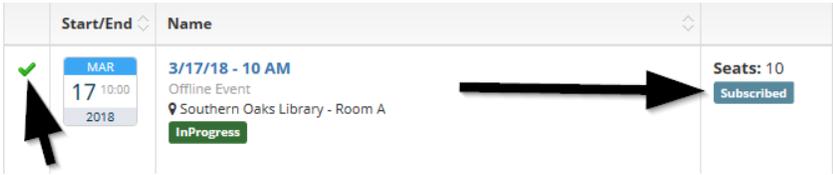
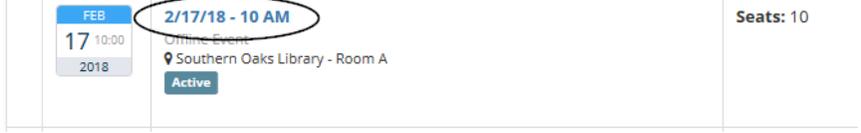
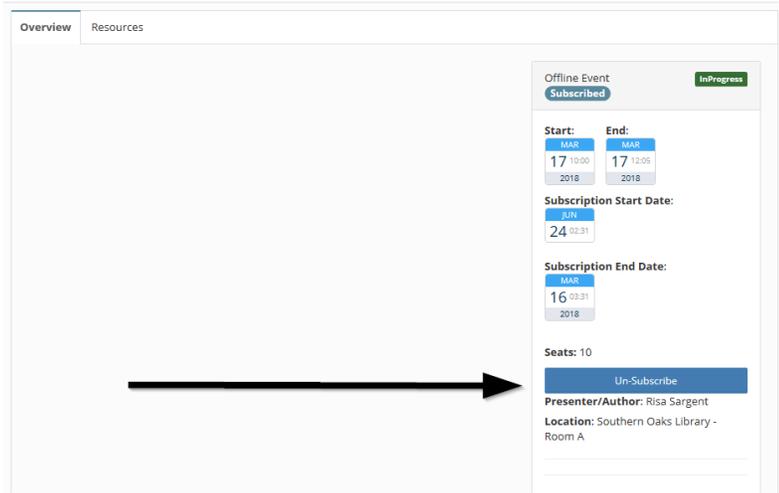
### Introduction

If you are unable to attend an event session, or would like to change, please use the following steps to un-subscribe. This will allow other staff members to make use of the slot your subscription previously occupied.

#### Steps

#### Detail(s)

<p>1. Log into EduBrite, if you aren't already logged in.</p>	<p><a href="#">Click here</a> to revisit log in instructions.</p>
<p>2. Under “My Items” in the center-left section of the window, find the course you need to unsubscribe from.</p>	 <p>The screenshot shows the EduBrite dashboard. The 'My Items' section is circled in red. It contains tabs for 'Enrolled Courses' and 'Messages', and a 'Library Accounts' section with a play button icon.</p>
<p>3. Click the blue, hyperlink course title.</p>	 <p>This is a close-up of the 'Library Accounts' section. A black arrow points to the blue text 'Library Accounts'.</p>
<p>4. Click the “Events” tab.</p>	 <p>The screenshot shows the course details page. The 'Events' tab is circled in red. The page includes sections for 'Course Session Updates', 'My Stats', 'Lesson Attempts', and 'Course Access'.</p>

<p>5. Locate the event time you are currently subscribed to. It should be the only event with a green check on the left and “Subscribed” in a blue box on the right.</p>	 <p>The screenshot shows a table with columns 'Start/End' and 'Name'. The first row has a green checkmark in the 'Start/End' column, a date 'MAR 17 10:00 2018', and an event name '3/17/18 - 10 AM'. A blue box labeled 'Subscribed' is in the 'Name' column. An arrow points from the 'Subscribed' box to the right.</p>
<p>6. Click the blue, hyperlink date/time of that event.</p>	 <p>The screenshot shows a single event row with the date 'FEB 17 10:00 2018' circled in blue. The event name is '2/17/18 - 10 AM' and the status is 'Active'.</p>
<p>7. Click “Un-Subscribe” on the right.</p> <p><b>Note:</b> If you enroll and cannot attend, you are required to unsubscribe to open the seat for another staff member.</p>	 <p>The screenshot shows the 'Un-Subscribe' button highlighted in blue. Other details include 'Seats: 10', 'Presenter/Author: Risa Sargent', and 'Location: Southern Oaks Library - Room A'.</p>