Finding a course on My View Learn

You can find all in-person courses available to you on My View, under the section called **Learning**. All our digital (e-Learning) courses can be found on Learn Upon.

The default view shows all future available events.

Courses

ℹ Searching with neither Start date nor End date will return all courses.

✓ All   Events available

Keywords

Type
All ▾

Start date (dd/mm/yyyy) 📅

End date (dd/mm/yyyy) 📅

Search   Clear search

Learning activity ↑	Type	Duration	Events available
IT: IT Service Induction	Induction	1 Hours	
LT: Welcome to the University	Induction		
MS Bookings	Using Technology	1 Hours	
Planning for retirement Part 1 Financial aspects	Wellbeing		
Staff Researcher Development Programme	Staff Researcher Development		
Teaching and Learning; CPD opportunities	Induction		
The Prevent Duty	Wellbeing		

If you wish to view a full course list (including those that do not have scheduled events yet), amend the search criteria by selecting the button called **All** and remove the start date.

You can now see all courses.

Follow the instructions below to see how you can book onto an event or be added to a waiting list if there no suitable or available events.

Booking onto a course event

When you have found a suitable course event, select it by clicking onto the course title.

The course details can be viewed on the next screen. Here you can see an overview of the course and any learning objectives.

If there is no suitable event, you can add yourself to the **Waiting list**. Your learning and development team will let you know when a new event has been scheduled and will book you on if it is a suitable date for you.

If there is a course you wish to attend, select the **_Book onto course_** button to proceed.

Course booking details

Close ✕

Getting started with SharePoint sites (IT01)

Course information

Date: 26 Feb 2025 - 05 Mar 2025

Venue: EE G031 PC

Time: 09:30 - 13:00

Tutor: Gill Slater

Attendance on all of the dates below is required

26 Feb 2025 - 26 Feb 2025   09:30 - 12:30   EE G031 PC   Gill Slater
04 Mar 2025 - 04 Mar 2025   14:00 - 16:30   EE G031 PC   Gill Slater

Event booking details

Origin of request

Departmental request   ✕ ▾

Reason

Position Requirement   ✕ ▾

Overview

This is an entry-level workshop for SharePoint site members. SharePoint at the University of Worcester is defined as a document storage and collaboration area. This workshop presents an overview and a practical look at Departmental SharePoint sites and is designed to help build your confidence in storing and sharing your department/school's business-critical data using SharePoint.

On this page, add the origin of and reason for your request.

Scroll down to the bottom of the page and select **Save**.

Objectives

By the end of the session, participants will have

- Build confidence storing and sharing business critical data using SharePoint

Other information

Origin of request   Departmental request

Reason   Position Requirement

Mobility constraints   No

Save   Cancel

You've now booked yourself on the course. You can close this window and return to the main Learning Page.
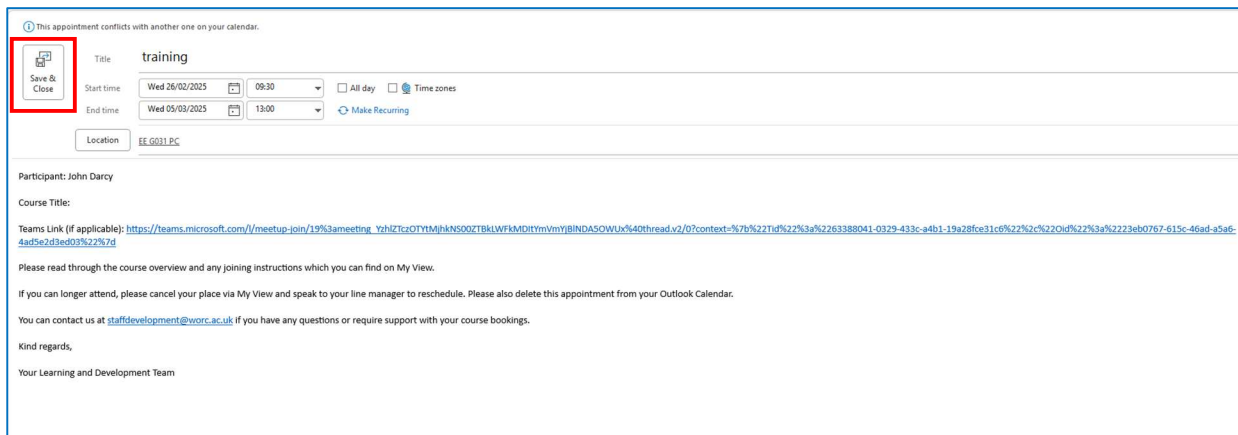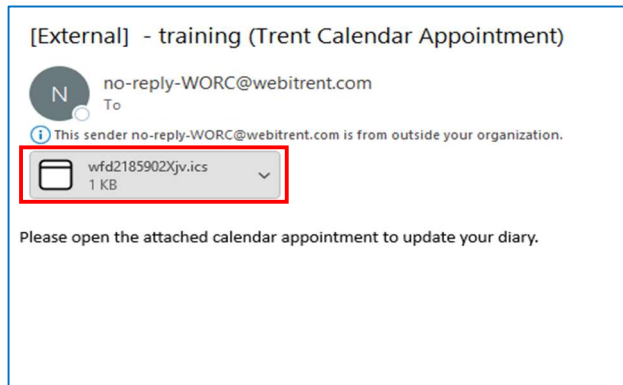

You will receive an email to confirm the booking, which will include any relevant instructions. Your manager will also be notified.

You will also receive a calendar invite for your Outlook calendar. Click on the attachment and select **+ *Add to Calendar*** as shown below. Your Outlook calendar will be updated, and you can delete this email.
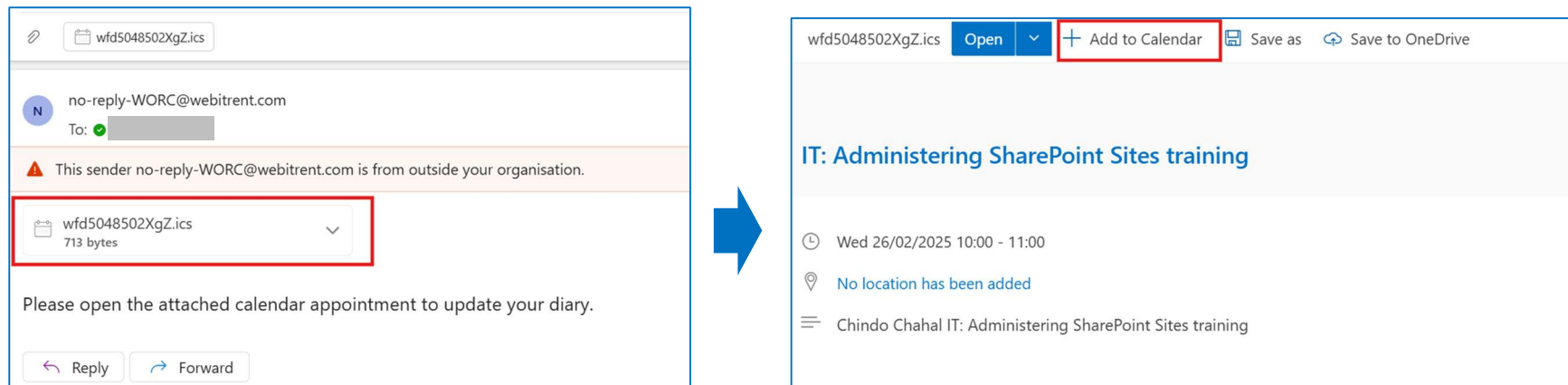
If you are using Outlook classic, selecting the calendar link will open the invitation. Save and close this.

[External] - training (Trent Calendar Appointment)

N no-reply-WORC@webitrent.com
   To

(i) This sender no-reply-WORC@webitrent.com is from outside your organization.

wfd2185902Xjv.ics
1 KB

Please open the attached calendar appointment to update your diary.

(i) This appointment conflicts with another one on your calendar.

Title   training
Start time   Wed 26/02/2025   09:30   ☐ All day ☐ 🌐 Time zones
End time   Wed 05/03/2025   13:00   🔄 Make Recurring

Save &
Close

Location   EE G031 PC

Participant: John Darcy

Course Title:

Teams Link (if applicable): https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzhlZTczOTYtMjhkNS00ZTBkLWFkMDItYmVmYjBlNDA5OWUx%40thread.v2/0?context=%7b%22Tid%22%3a%2263388041-0329-433c-a4b1-19a28fce31c6%22%2c%22Oid%22%3a%2223eb0767-615c-46ad-a5a6-4ad5e2d3ed03%22%7d

Please read through the course overview and any joining instructions which you can find on My View.

If you can longer attend, please cancel your place via My View and speak to your line manager to reschedule. Please also delete this appointment from your Outlook Calendar.

You can contact us at staffdevelopment@worc.ac.uk if you have any questions or require support with your course bookings.

Kind regards,

Your Learning and Development Team

You can view all your course bookings on the *My Activities* tab.

Open your course booking at any time to view the overview and objective and access the joining instructions.

You can contact your Learning and Development team at StaffDevelopment@worc.ac.uk if you need any support with your course bookings or learning needs.