

## 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.

The screenshot displays the 'My View Learn' interface. On the left, a sidebar shows navigation options: Home, My time, My pay, and **Learning** (highlighted with a red box and an arrow pointing to the search overlay). The main content area is titled 'Learning' and has two tabs: 'Courses' (selected) and 'My activities'. A search overlay is visible, showing a message: 'Searching with neither Start date nor End date will return all courses.' Below this, there are filters for 'All' (selected), 'Events available', 'Keywords', 'Type' (set to 'All'), 'Start date' (11/02/2025), and 'End date'. A 'Search' button is present. The search results table lists the following activities:

Learning activity ↑	Type	Duration	Events available
Getting started with SharePoint sites	Using Technology		1 event 26 Feb 2025 - 05 Mar 2025 09:30 - 13:00
IT: Administering SharePoint Sites	Using Technology	1 Hours	1 event 26 Feb 2025 - 26 Feb 2025 10:00 - 11:00
Welcome from HR	Induction		2 events 17 Feb 2025 - 17 Feb 2025 09:30 - 13:00...

On the right side of the interface, there is a calendar view for February 2025, showing the date 11 as the selected day. Below the calendar is a section for 'My events' with the date 11 Feb 2025 and the message 'No events to display'.

## Courses

*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 screenshot shows the University of Worcester Learning portal. The left sidebar contains navigation links: Home, My time, My pay, and Learning (highlighted with a red box). The main content area is titled 'Learning' and has two tabs: 'Courses' and 'My activities'. The 'Courses' tab is active, displaying a search bar with the message 'Searching with neither Start date nor End date will return all courses.' Below the search bar are filters for 'All' (selected), 'Events available' (checked), 'Keywords', 'Type' (All), 'Start date' (11/02/2025), and 'End date'. A 'Search' button is present. The results table lists the following courses:

Learning activity ↑	Type	Duration	Events available
Getting started with SharePoint sites	Using Technology	1 event	26 Feb 2025 - 05 Mar 2025 09:30 - 13:00
IT: Administering SharePoint Sites	Using Technology	1 Hours	1 event 26 Feb 2025 - 26 Feb 2025 10:00 - 11:00
Welcome from HR	Induction	2 events	17 Feb 2025 - 17 Feb 2025 09:30 - 13:00...

The right sidebar shows a calendar for February 2025 with the 11th highlighted. Below the calendar is an 'Add event' button. The 'My events' section shows '11 Feb 2025' and the message 'No events to display'.

[< Back to Courses](#)

### Getting started with SharePoint sites

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. Prior experience with OneDrive is beneficial. Please note that a University laptop will be required for this workshop. If you need to book a laptop please visit the IT Service website or contact the IT Service Desk.

26 Feb 2025 - 05 Mar 2025  
Gill Slater  
EE G031 PC  
3 spaces available

**Attendance on all of the dates below is required**

26 Feb 2025 - 26 Feb 2025	09:30 - 12:30
04 Mar 2025 - 04 Mar 2025	14:00 - 16:30

[Book onto course](#)

[Add to waiting list](#)

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

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.

[< Back to Courses](#)

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26 Feb 2025 - 05 Mar 2025  
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EE G031 PC  
3 spaces available

**Attendance on all of the dates below is required**

26 Feb 2025 - 26 Feb 2025	09:30 - 12:30
04 Mar 2025 - 04 Mar 2025	14:00 - 16:30

[Book onto course](#)

[Add to waiting list](#)

### Course booking details

Close X

#### Getting started with SharePoint sites (IT01)

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##### Course information

**Date:** 26 Feb 2025 - 05 Mar 2025  
**Venue:** EE G031 PC  
**Time:** 09:30 - 13:00  
**Tutor:** Gill Slater

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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

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##### Event booking details

**Origin of request**

Departmental request

**Reason**

Position Requirement

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##### 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

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### Other information

<b>Origin of request</b>	Departmental request
<b>Reason</b>	Position Requirement
<b>Mobility constraints</b>	No

Save

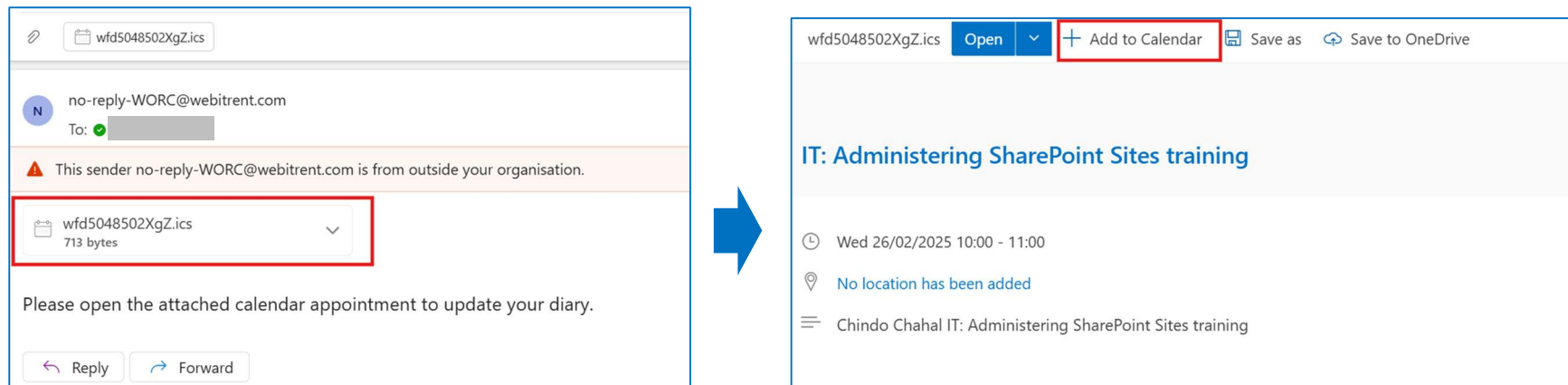
Cancel

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



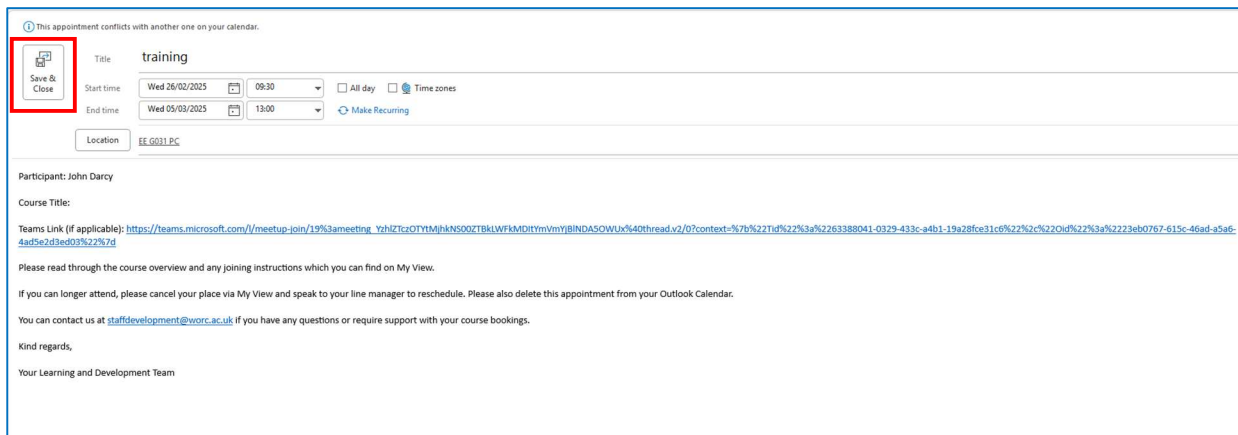
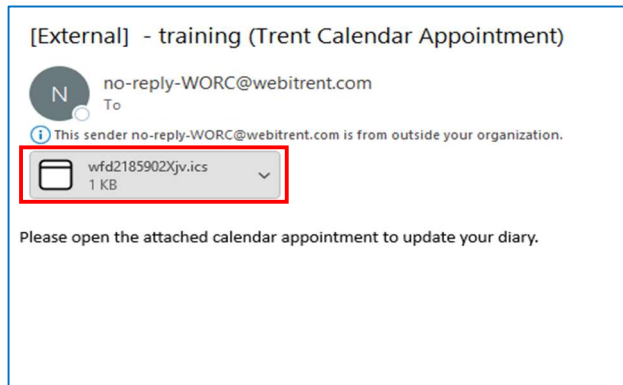
You will receive an email to confirm the booking, which will include any relevant instructions. Your manager will also be notified.

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.



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

The screenshot shows the 'Learning' portal for John Darcy. The 'Learning' tab is selected in the left sidebar. The 'My activities' tab is active in the top navigation bar. The 'Learning activities' section displays a table of bookings. The first row, 'Getting started with SharePoint sites', is highlighted with a red box. The 'Learning evaluations' section shows filters for 'Current', 'Requires authorisation', 'Provisional', 'In progress', and 'Completed'. A calendar on the right shows the date 11 Feb 2025.

Learning activities

searching with neither Start date nor End date will return all activities

Learning activities  
Current

Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

Search Clear search

Event name	Status	Start date ↓	Failed Reason	Renewal	Cost
Getting started with SharePoint sites	Booked	26 Feb 2025	No		
Welcome from HR	Booked	25 Feb 2025	No		

+ Add personal learning

Learning evaluations

All **Current** Requires authorisation Provisional In progress Completed

No learning evaluation details have been added yet

Events present

2025 Today

Mon Tue Wed Thu Fri Sat Sun

FEB

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28

+ Add event

My events

11 Feb 2025

No events to display

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](mailto:StaffDevelopment@worc.ac.uk) if you need any support with your course bookings or learning needs.