

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 navigation menu includes 'Home', 'My time', 'My pay', and 'Learning', which is highlighted with a red box and an arrow pointing to the search filter overlay. The main content area is titled 'Learning' and has two tabs: 'Courses' (selected) and 'My activities'. A search filter overlay is positioned in the center, containing the following elements:

- A message: "Searching with neither Start date nor End date will return all courses."
- A radio button labeled "All" (checked) and "Events available".
- A "Keywords" input field.
- A "Type" dropdown menu set to "All".
- A "Start date (dd/mm/yyyy)" field with the value "11/02/2025" and a calendar icon.
- An "End date (dd/mm/yyyy)" field with a calendar icon.
- "Search" and "Clear search" buttons.

Below the search filter, a table lists learning 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. The calendar shows the current date as the 11th. Below the calendar is an "Add event" button and a section for "My events" which currently displays "No events to display".

Courses

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

All Events available

Keywords Type

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

| 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 user is John Darcy. The 'Learning' menu item in the sidebar is highlighted with a red box. A red arrow points from this box to the course title 'Getting started with SharePoint sites' in the search results table. The search results table is as follows:

| 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 |
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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 [Book onto course](#)

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 |

[Add to waiting list](#)

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.

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26 Feb 2025 - 05 Mar 2025 [Book onto course](#)

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EE G031 PC
3 spaces available

Attendance on all of the dates below is required

| | |
|---------------------------|---------------|
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[Add to waiting list](#)

Course booking details Close X

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 x

Reason

Position Requirement x

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

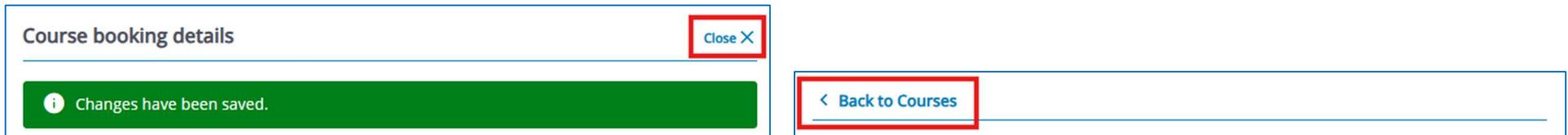
- Build confidence storing and sharing business critical data using SharePoint

Other information

Origin of request Departmental request
Reason Position Requirement
Mobility constraints No

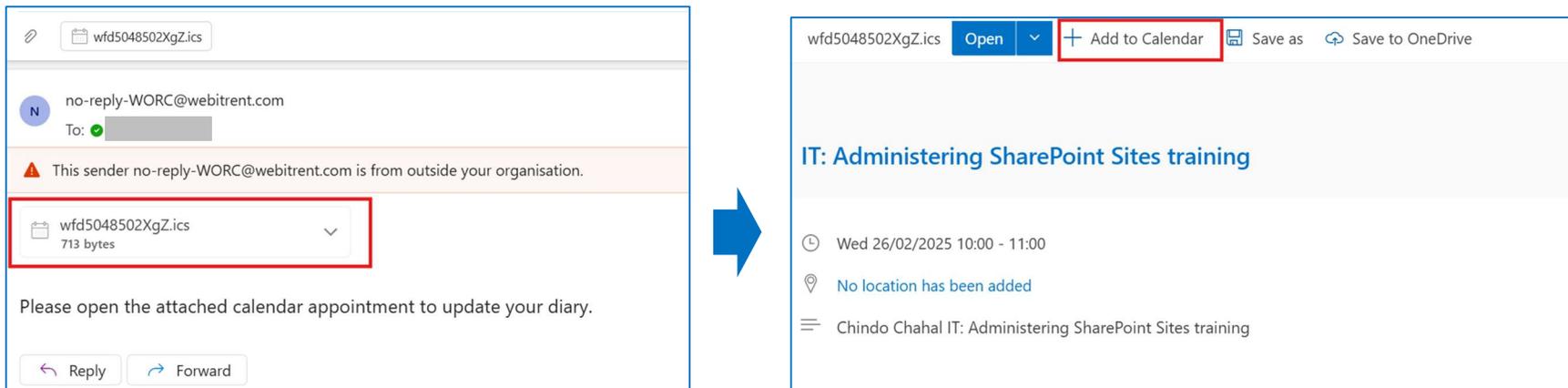
Save **Cancel**

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)

 no-reply-WORC@webitrent.com
To

 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.



 This appointment conflicts with another one on your calendar.

 Save & Close

Title: training

Start time: Wed 26/02/2025 09:30 All day Time zones

End time: Wed 05/03/2025 13:00 [Make Recurring](#)

Location: EE.G031.PC

Participant: John Darcy

Course Title:

Teams Link (if applicable): https://teams.microsoft.com/join/19%3ameeting_YzhIZTcZOTY1MihkNS00ZTBkLWFkMDItYmY8INDASOWUx%40thread.v2/0?context=%7b%221d%22%3a%2263388041-0379-433c-a4b1-19a28fce31c6%22%2c%2204d%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.

The screenshot shows the 'Learning' tab selected in the left-hand navigation menu. The main content area is titled 'Learning activities' and features a search bar with a warning message: 'Warning: searching with neither Start date nor End date will return all activities'. Below the search bar, there are filters for 'Learning activities' (set to 'Current') and date ranges for 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)'. A table of learning activities is displayed below, with the first row highlighted in red:

| 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 | | |

Below the table is a '+ Add personal learning' button. At the bottom, there is a 'Learning evaluations' section with filters: 'All', 'Current' (selected), 'Requires authorisation', 'Provisional', 'In progress', and 'Completed'. A message states: 'No learning evaluation details have been added yet'. On the right side, there is a calendar for February 2025, showing the 11th as the current date, and a '+ Add event' button. Below the calendar, it says 'My events' and '11 Feb 2025' with '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 if you need any support with your course bookings or learning needs.