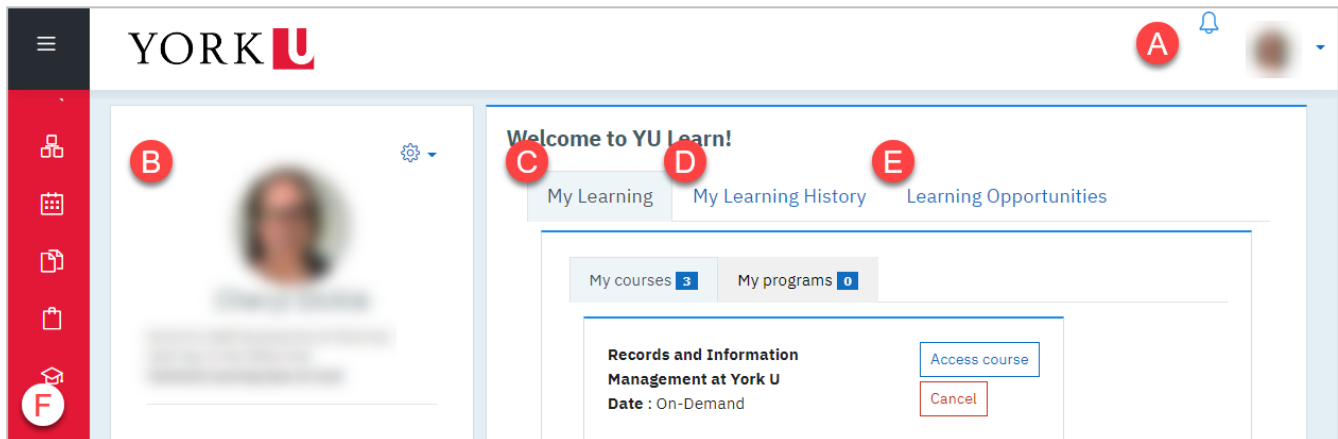


Employee Quick Guide to YU Learn

YU Learn Dashboard



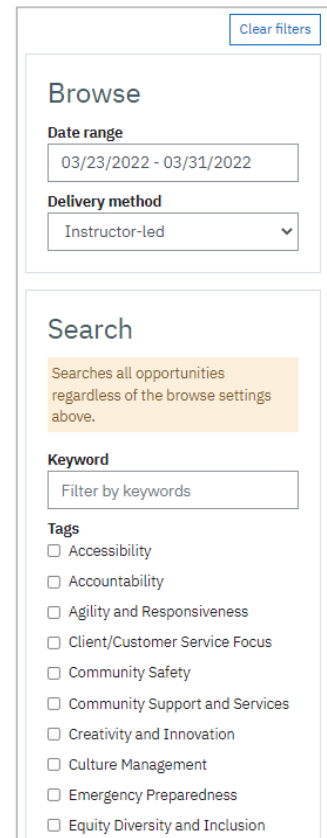
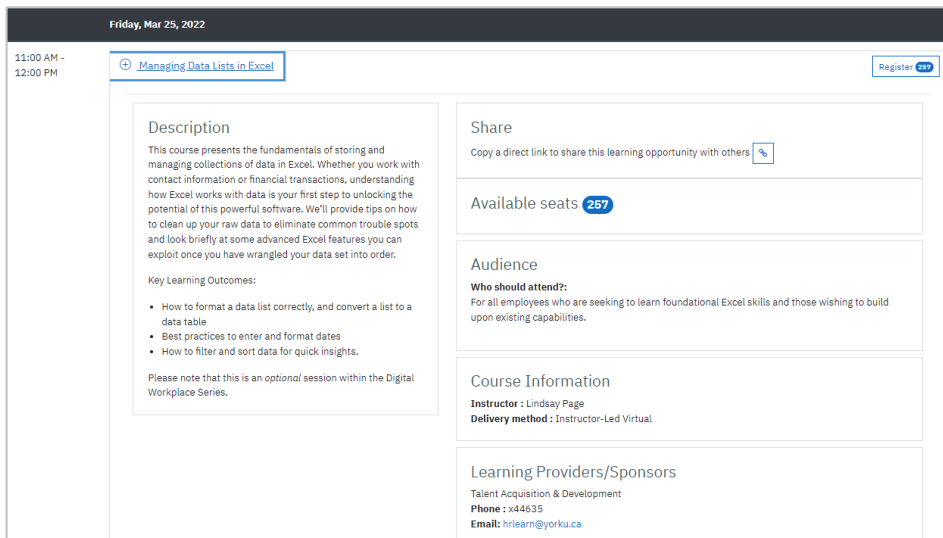
Your [YU Learn Dashboard](#) is your personalized home page for YU Learn. It contains:

- A. **Account Menu** – Your profile picture and a drop-down arrow to log out
- B. **Your Profile** – Your profile picture, organization and job title
- C. **My Learning** – *My Courses* (upcoming courses you’ve registered for), *My Programs* (programs you’re registered in or are following) and *My Certificates* (certificates you’ve earned)
- D. **My Learning History** – Your learning history to date
- E. **Learning Opportunities** – Locate and register for learning opportunities including instructor-led courses, programs, e-learning courses, and non-credit learning packages
- F. **Navigation Bar** – Shortcuts to your dashboard, learning opportunities and other key areas

Register for Learning Opportunities

1. Click the **Learning Opportunities** tab to locate courses and programs (on a separate tab)
2. Click the **plus + sign** next to a title to learn more
3. If you’re eligible and want to take the course or program, click the **Register** button
4. For instructor-led courses, you and your manager will receive a notification email confirming your registration

If a scheduled session is fully enrolled, you can add yourself to an automated waitlist. When a registered learner cancels, the first person on the waitlist is enrolled and notified.



When searching for learning opportunities, use the **Browse and Search** blocks to narrow the list by date range and delivery method, or by keyword and tags.

To enter a date range, click *once* on the start date, *once* on the end date, then click **Apply**.

Save Course Dates to Your Calendar

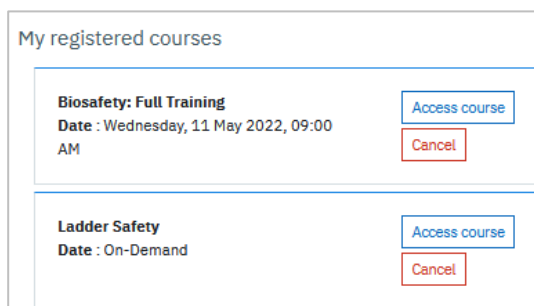
For instructor-led courses, you'll receive a registration email with a calendar link.

1. Click the **Add to your calendar** link—an .ics file will download
2. **Open** the downloaded file—it will open as a draft calendar appointment
3. Click **Save** or **Save & Close** to add the event to your calendar

For a **multi-day course** or a **cohort program**, you'll download a ZIP folder containing a separate ics file for each course date. Open the folder, then open each ics file and save it to your calendar.

Visit the Course Site

1. Find the course on your Dashboard under **My Learning > My courses**
2. Click the **Access course** button to find the online activities and resources for “on-demand” courses or the location and email contact for an instructor-led course.



Want to Learn More?

This is a Quick Reference Guide only. For full user documentation, please visit yorku.ca/yulearn