Quick Reference Guide

This guide will walk you through the steps to **Express Interest** in an instructor-led training course.

You may want to Express Interest in a course, so that you will be notified of future offerings, if
1) there are no classes scheduled, or
2) you’re not available to attend the scheduled classes.

1) **Click on Search** icon (header top right).

2) **At the data entry field, begin typing the term that you are searching for.**
   You can click on the proposed title or press **Enter** (on your keyboard) to display search results.

   ![Search Icon](image)

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   **Note:** The system attempts to predict what you are looking for.

3) **The list of results will be displayed.** To the right of the course title you are interested in, click **SELECT** then **Register**.

   ![Course Listing](image)

   **Note:** If you select a web based training, you will be registered for that class.
   If you click on the title of the course, you will need to click **REGISTER** on the next page.

4) **A Class Offerings screen will display.** Change the **Seat Availability** to **ALL** if no classes are listed.

   ![Offerings Screen](image)

For assistance, please contact: TechLink Center at TLC@isd.sccgov.org or (408) 918-7000

Look for more Quick Reference Guides at [http://www.sccgov.org/LED/sccLearn](http://www.sccgov.org/LED/sccLearn)
5) Click the EXPRESS INTEREST button.

6) Comments are required in this text box and are for your reference only. They are not actively monitored by the sccLearn team. You can view your comments by going to Training Schedule > Express Interest. If you have a question or expect a response, please email the TechLink Center at tlc@isd.sccgov.org.

7) Click the SAVE button.

8) A confirmation page will be displayed. You will receive notification when a class is offered.

9) To return to the Homepage, click on the sccLearn Logo on the Header or click the Search icon and look for additional courses.