Searching the Learning Catalog

The Learning Catalog is on your home dashboard.

- To search for classes by name, enter any search term and click the magnifying glass.
- Or, to browse all of the courses offered by specific area, click one of the departments listed below the search field.

Registering for Classes

Browse the classes and their descriptions.

1. Individual class offerings will be listed with a date and time beneath the course description.
2. To register for a class, click Register.
After clicking Register, you will be prompted to select the class or activity you prefer.

1. Click the shaded area to select your class / activity. It will appear outlined in green.
2. Click Next.
3. Click Submit.

When you are registered for the class, you will see the class listed in your Upcoming Training section of your home dashboard.

**Tip**

Class or Course? The term “class” (or “activity”) describes a single training offering. Endeavor uses the term “course” to describe a program that may contain multiple class offerings or activities. In the image on the previous page, there is a single “class” offering listed for the Amazing Moments “course.”

It is helpful to remember this distinction as you navigate Endeavor. Specifically:

- When registering for some programs, you may be asked to choose among multiple class offerings or activities within a course.
- It’s possible for a training program to require registration for multiple activities. For example, Multicultural Competencies is a multi-day program requiring registration for classes or activities on two different days.

In these circumstances, the registration process may look slightly different than what is on these pages. Please contact askHR if you need assistance.
Adding a Registration to your Calendar

A few minutes after you register, you should receive an email confirmation. To add the registration to your Gmail calendar, click Add to calendar.

Note: if you cancel a registration in Endeavor, don’t forget to remove the calendar entry from your calendar.

![Email confirmation for Amazing Moments: The Notre Dame Way registration](image)
Canceling a Registration

In the **Upcoming Training** section of your home dashboard, click the class you wish to cancel.

![Upcoming Training Table]

Click **Options** next to the class you wish to cancel, and select **Cancel registration**.

![Options Menu]

Mark the offering you wish to cancel, and select **Cancel marked**.

![Cancellation Confirmation]

*Quick Start — Searching and Registering for Classes* 

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Waiting Lists

When you register for a class, Endeavor shows you how many seats are available. For example, this Amazing Moments class (also shown on page 2) has four seats available.

Adding your name to a waiting list

If you ‘register’ for a class with zero available seats, Endeavor will add your name to the class waiting list. In those circumstances, you will see this indication that what you are registering for is the waiting list rather than the class itself.

Confirming or canceling a waiting list registration

The Upcoming Training section of your home dashboard will reflect class registrations (see page 2), but not waiting list registrations.

To see your waiting list registrations,

1. Hover over the Learning menu until the Learner sub-menu appears
2. Click Dashboard
3. Click Pending Activities. Your waiting lists, if any, will be listed.
4. To cancel a waiting list registration, click the link for the waiting list registration you wish to cancel.
5. Under Options, click Cancel registration.
Converting a waitlist registration to a class registration

Each time a seat becomes available in a class with a waiting list, every individual on the waiting list will be sent an email notification with a link to register. The seat will be assigned to the first person to register.

Frequently Asked Questions

Q: How do I view the classes I have attended (transcript)?
A: Hover over the Learning menu. Click Learning Activity Reports to find your Training Transcript.

Q: Where can I find a record of emails I have received?
A: Hover over the Learning menu. Click Dashboard, then Messages.