

## How to Enroll in a Class

1. Go to the elearning website: <https://elearning.mticollege.edu/> and log in.

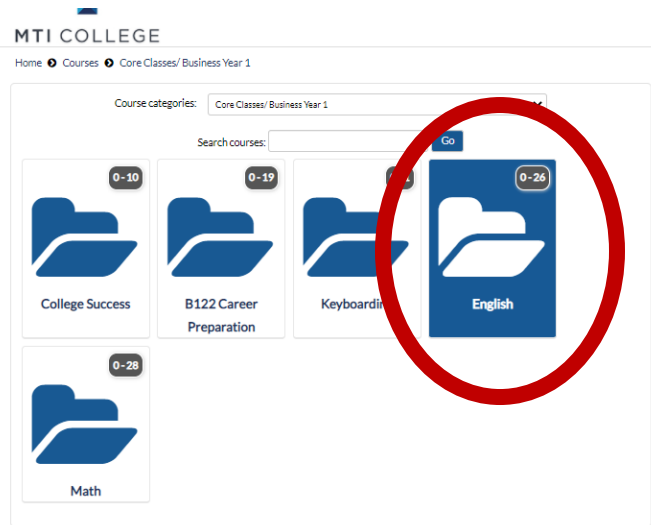
The screenshot shows the MTI College elearning website. At the top left is the MTI COLLEGE logo. At the top right are social media icons for Twitter, Facebook, Instagram, and YouTube. The main content area features a large blue Microsoft Teams logo with the text "Microsoft Teams for Online Learning" and a paragraph: "For a refresher, please access this link: Microsoft Teams for MTI Students - Where to get Teams and how to use Teams. Similar to recent terms, you will access your course content via Microsoft Teams and/or E-Learning." Below this is a navigation bar with links for "Keyboarding | Office 365 | Moodle App (iPhone) | Moodle App (Android)". The "MTI College Mission" is stated as: "The mission of MTI College is to prepare its students with the knowledge, skills and confidence necessary for pursuing successful careers. The student population that MTI serves includes the community of recent high school graduates and adult learners in Northern California who demonstrate the potential to benefit from the institution's educational programs." Three featured tiles are visible: "OFFICE SOFTWARE AVAILABLE" with a colorful bar chart icon, "CORONAVIRUS" with a green and yellow background, and "WANTED: PEER TUTORS!" with a blue icon and the text "PeerTutor".

2. Go to the "Course Categories" section. These are folders organized by subject matter. A lot of the first-year courses, like math and English, are in the Core Classes/ Business Year 1 Category.

As an example, let's say you want to enroll in an English class. You would go to Core Classes/Business Year 1 and click on the folder.

The screenshot shows the "Course categories" section. It displays a grid of folder icons, each with a label and a small badge in the top right corner. The folders are: Admissions (1), Career Services (1), Student Information and Resources (2), Staff and Faculty Resources (1), Accounting (0-15), General Education (0-15), Core Classes/ Business Year 1 (0-84), Medical Department (0-244), Information Technology (1-42), Paralegal Studies (0-31), Paul Mitchell (0-31), and Business Administration Year 2 (0-5). The "Core Classes/ Business Year 1" folder is circled in red.

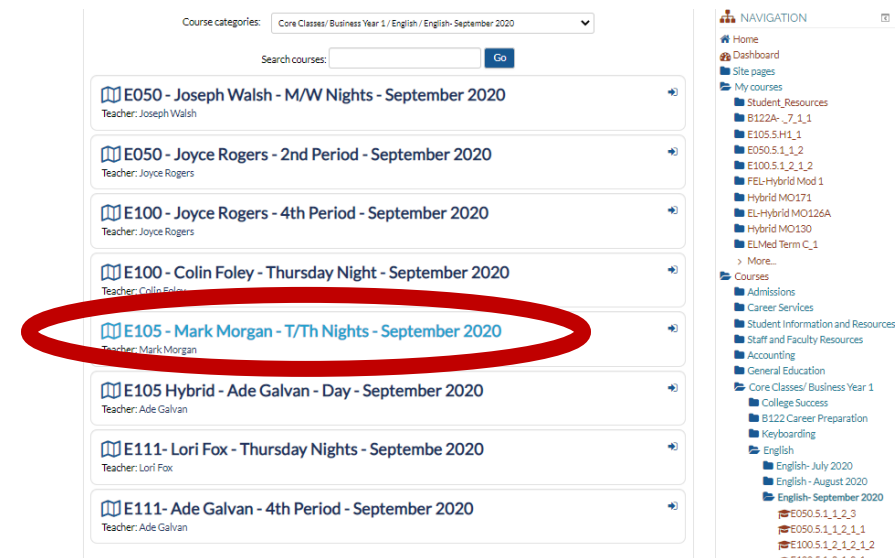
3. You would then find the course category folder you're looking for and click on that.



4. Next, you would find the term you are enrolled in and click on that folder.



5. After that, you would find the class you want to enroll in from the list of classes and click on it.



6. Then you would click on the “Enroll me” link. After that, you will then be enrolled in the class.

The screenshot shows the Moodle interface for MTI College. At the top, there is a navigation breadcrumb: Home > Courses > Core Classes/ Business Year 1 > English > English-September 2020 > E105.5.2\_1\_3. Below this, the page title is "E105 - Mark Morgan - T/Th Nights - September 2020". The main content area is titled "Enrollment options" and contains a course card for "E105 - Mark Morgan - T/Th Nights - September 2020" with the teacher "Mark Morgan". Underneath, there is a section for "Self enrollment (Student)" with the text "No enrollment key required." and a prominent blue "Enroll me" button circled in red. On the right side, there is a "NAVIGATION" menu with links to Home, Dashboard, Site pages, My courses (including Student\_Resources, B122A, E105.5.H1, E050.5.1, E100.5.1, FEL-Hybrid Mod 1, Hybrid MO171, EL-Hybrid MO126A, Hybrid MO130, and ELMed Term C\_1), and Courses (including Core Classes/ Business Year 1, College Success, B122 Career Preparation, and Keyboarding).

7. From then on, you'll be able to find classes that you are enrolled in under the “My Courses” section on your Moodle/elearning front page.

The screenshot shows the Moodle "My courses" section. On the left, there are several informational notices: "Library has a notice to grow our community of emergency books for students whose books get stolen, lost, or destroyed.", "SMOKING & TOBACCO USE" (prohibiting smoking in school buildings), "QUIET ZONES" (requesting quiet in study areas), and "SUGGESTIONS" (a link to a survey). The main content area lists several courses under the heading "My courses": "Student Information and Resources" (Teacher: Nicole Diamond-Payne, Teri Dillon), "B122A - Lorrie Kelly - Tuesday- 1st and 2nd Period - August 2020" (Teacher: Lorrie Kelly), "E105 Hybrid - Ade Galvan- Day - July /August 2020" (Teacher: Ade Galvan, Brittan Planitz), "E050 - Joseph Walsh - M/W Nights - August 2020" (Teacher: Joseph Walsh), "E100 - Joyce Rogers - 3rd Period - August 2020" (Teacher: Ade Galvan, Joyce Rogers), and "E105 - Mark Morgan - T/Th Nights - September 2020" (Teacher: Mark Morgan), which is circled in red. At the bottom left, there is a URL: https://www.surveymonkey.com/r/mti-0100e41nnc.