

How to register for a course bundle on EDGE

- 1) If you don't have an account yet on our learning management system, [EDGE](#), please create one. After you log-in to your account, on your dashboard, you will have access to the catalog. Click on the "Catalog" tab.

The screenshot shows the Mitacs EDGE dashboard. At the top left is the Mitacs logo. To the right are navigation icons for search, notifications, profile, and a menu. Below the header is a blue banner with the text "Welcome to EDGE by Mitacs Training, [redacted] We are happy you stopped by." Below the banner is a grid of eight blue tiles: "Resume" (Using EDGE by Mitacs Training), "My Courses" (See courses you are enrolled in), "Inbox" (Your priority messages, 150 unread), "Enrollment Key" (Enrollment Key), "Resources" (Browse or download resources), "Catalog" (See a complete list of available courses, circled in red), "Calendar" (See your scheduled events), and "Frequently Asked Questions" (The answers to your questions). Below the grid is a section for "Featured Courses".

- 2) Search for the name of the bundle you are interested in and click on the picture. Do not click on the "Enroll" button yet.

The screenshot shows a course bundle card. At the top is a photo of a group of people in a classroom setting, with a green circle containing the number '2' in the bottom left corner. Below the photo is the title "Project and time management" and the subtitle "Course Bundle". At the bottom of the card is a blue "Enroll" button with a plus sign icon to its right.

Thanks to our funding partners.
Merci à nos bailleurs de fonds.

3) When you click on the name of the bundle, you will be able to see the different courses that are included in it. In the example below, the Project and time management course bundle is composed of:

- "Project and time management", an instructor-led-course,
- "Spur up your project and time management skills", an online course.

Click on the "Enroll" button.

Project and time management
Course Bundle

Enroll

Bundle Content

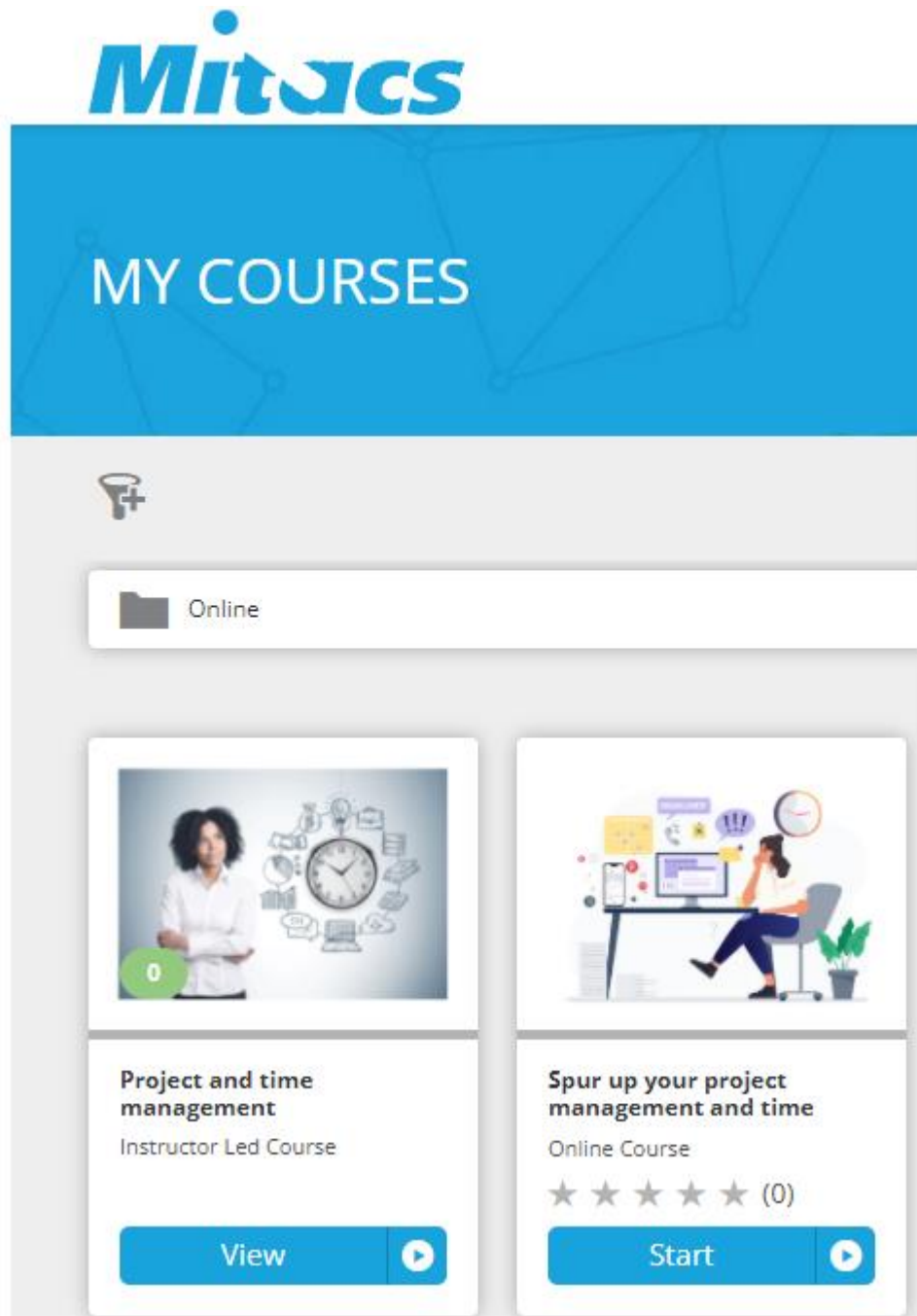
Project and time management
Instructor Led Course

Introduction:
This facilitated session is designed to provide learners with the opportunity to practice delivering project status updates to their stakeholders. Learners will draft and present their updates to small groups and receive feedback from their peers. This session builds on the knowledge imparted in the eLearning module.

Spur up your project management and time management skills
Online Course
★★★★★ (0)


Welcome to Spur up your project management and time management skills
There are three self-paced online units in this course. They are:


- 4) After you click on the “Enroll” button, you will be automatically enrolled in the online and the instructor-led-courses. The bundle will disappear from your dashboard, and the two courses mentioned earlier will appear in your list of courses, under the “My courses” tab on your dashboard.




Mitacs


MY COURSES

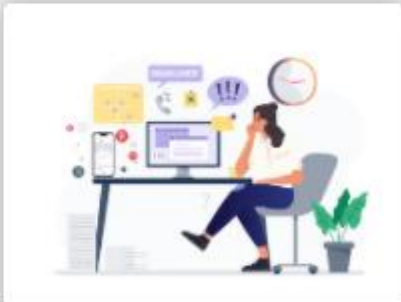


 Online




Project and time management
Instructor Led Course

[View](#) 



Spur up your project management and time
Online Course

★ ★ ★ ★ ★ (0)

[Start](#) 

- 5) The online course is a pre-requisite for the instructor-led one. You must take the online course first. Click on the “Start” button for the online course and start your course.

If you click on the instructor-led-course without completing the online course first, you will be able to see the list of sessions available in your region, but you won't be able to register for one. The system will ask you to complete the pre-requisite first.

The screenshot shows a course page for "Project and time management" (Instructor Led Course). The page includes a "Course Evaluation" section with a "Course evaluation is required for this course" message and an "Evaluate Course" button. Below this is the "Course Content" section, which is currently empty. The "Prerequisites" section shows a single prerequisite, "Prerequisite 1", which is circled in red. The prerequisite text reads: "You must complete 1 of the following course(s) before you can start this course." Below this, there is a link to "Spur up your project management and time management skills" (Online Course) with a "Start" button. The "Introduction" section contains a paragraph about the session's purpose. The "Session(s)" section shows a single session for "NOVEMBER 2021" on "November 1, 2021 - Online" from "1:00 PM - 3:00 PM (PDT)" at "Location: Online". The session details include "Class Size: 24", "Seats Remaining: 24", and "Starts: November 1, 2021 1:00 PM PDT". On the right side, there is a "Not Started" progress indicator showing "0%" and an "Evaluation" section with an "Evaluate Course" button.

- 6) After you complete the online course, you will be asked to complete a short feedback survey. After you complete the course content and the course evaluation, your online course progress will be at 100%.

Mitacs Online Course

Spur up your project management and time management skills

Rate This Course

Course Content

Welcome to Spur up your project management and time management skills

There are three self-paced online units in this course. They are:

Course Content

- Spur up your project management and time management skills** (1 Lesson(s))
 - Spur up your project management and time management skills **Complete**

Status: Completed
- Course Evaluation** (1 Lesson(s))
 - Course Evaluation **Complete**

Status: Completed

Please complete the feedback survey.

Your feedback is important. The information you provide will be used solely by Mitacs Inc. to better align our course content and delivery with participant professional development needs.

Completed 2/2

100%

- 7) You can now register for a session for the instructor-led-course of the bundle. Go to “My courses” on your dashboard and click on the name of the instructor-led-course. Select the session that works best for you and click on the “Enroll” button.

Project and time management Instructor Led Course

Course Evaluation **Evaluate Course**

Course evaluation is required for this course.

Course Content

Introduction:

This facilitated session is designed to provide learners with the opportunity to practice delivering project status updates to their stakeholders. Learners will draft and present their updates to small groups and receive feedback from their peers. This session builds on the knowledge imparted in the eLearning module.

Session(s)

NOVEMBER 2021

1 November 1, 2021 - Online

9:30 AM - 11:30 AM (EDT)

Instructor: [Rose Hamreiter](#)

Location: Online

Enroll

Class Size: 24

Seats Remaining: 24

Starts: November 1, 2021 9:30 AM EDT

Ends: November 1, 2021 11:30 AM EDT

Not Started 0%

Evaluation **Evaluate Course**

8) Please note that:

- ✓ you can cancel your registration or choose another session up to seven days prior to the session's date, by clicking on "Cancel" or "Change session" on the course page.
- ✓ all our instructor-led-courses are currently offered virtually, on Zoom. The Zoom link will appear on the session page six days before the session start date and after the registration closes. Only people who register for the session can see the link.
- ✓ after you complete the instructor-led-course, you will be asked to complete a short feedback survey to receive 100% completion for this course.

The screenshot shows a web interface for 'Project and time management' under 'Instructor Led Course'. The main heading is 'Course Evaluation' with a sub-note 'Course evaluation is required for this course.' and an 'Evaluate Course' button. Below this is a section for 'My Session' for 'NOVEMBER 2021' on 'Ontario - November 1, 2021 - Online'. The session is scheduled for '1' at '9:30 AM - 11:30 AM (EST)'. There are buttons for 'Add to Calendar', 'Change Session', and 'Cancel Session'. The instructor is listed as 'Rose Harradine' and the class size is '24'. A '9:30 AM - 11:30 AM (EST)' session card is also visible. The right sidebar shows 'Not Started 0/2' with a '0%' progress indicator and an 'Evaluate Course' button. The bottom of the page provides Zoom details: 'Location: Online - https://zoom.us/j/9636672012?pwd=HjRlREpudEZlTjpoUkxhbnBhTHRvMj09', 'Meeting ID: [redacted]', and 'Password: [redacted]'. It also lists 'Audio Option 1: Best Option - Use computer audio.' and 'Audio Option 2: Dial-in - 1.587.328.1099 (For those with a Canada-wide plan)'.

If you have any question or have issues with your [EDGE](#) account, please connect with our Training team at training@mitacs.ca.