


WD Learning: Download Offering Schedule to Outlook

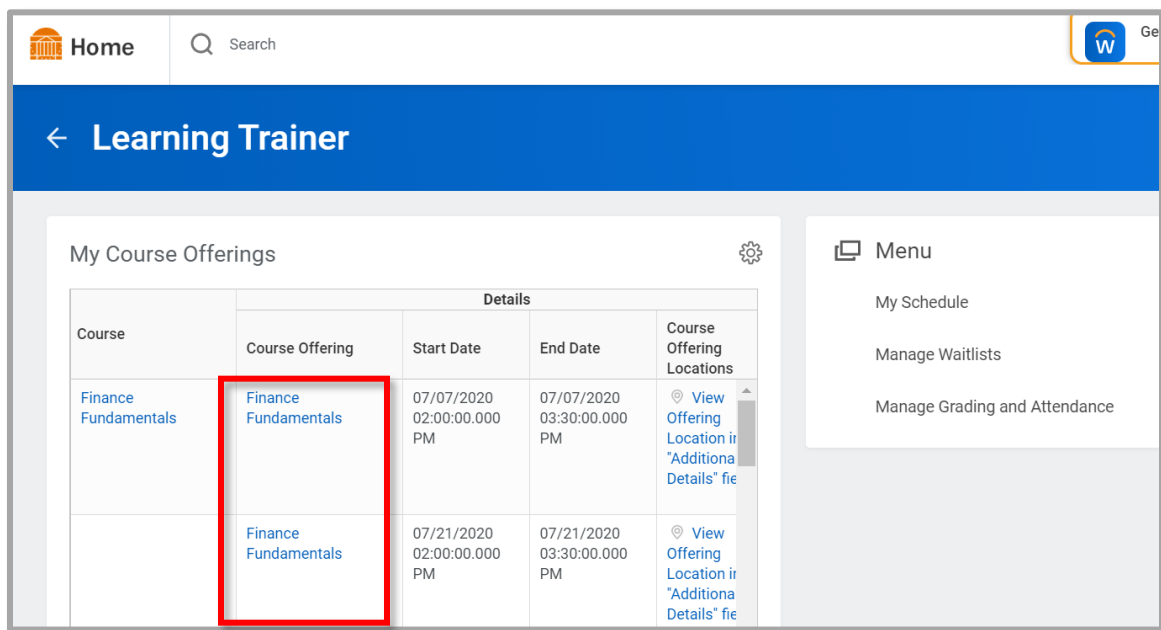
Instructors can view all the offerings were they are included in the pool of instructors who may be facilitating a session. They can also see where they are the designated instructor for an offering and download the calendar item their UVA Outlook account.

- [View All Offerings as Part of Instructor Pool](#)
- [Download Offering Appointment to Calendar](#)

View All Offerings as Part of Instructor Pool

Instructors are listed in courses they will facilitate. A pool of instructors is associated with the course and then the specific instructor for a date/time is identified as the designated instructor. Instructors can see courses where they are associated with the pool of instructors.

1. Click on the **Learning Trainer** app. 
2. The **My Course Offerings** report lists all courses where the instructor is included as part of the pool of instructors who may be facilitating the offering.



The screenshot shows the 'Learning Trainer' app interface. At the top, there is a 'Home' button and a search bar. Below this is a blue header with a back arrow and the text 'Learning Trainer'. The main content area is titled 'My Course Offerings' and contains a table with the following data:

Course	Details			
	Course Offering	Start Date	End Date	Course Offering Locations
Finance Fundamentals	Finance Fundamentals	07/07/2020 02:00:00.000 PM	07/07/2020 03:30:00.000 PM	View Offering Location in "Additional Details" file
	Finance Fundamentals	07/21/2020 02:00:00.000 PM	07/21/2020 03:30:00.000 PM	View Offering Location in "Additional Details" file


On the right side of the interface, there is a 'Menu' section with the following options: 'My Schedule', 'Manage Waitlists', and 'Manage Grading and Attendance'.

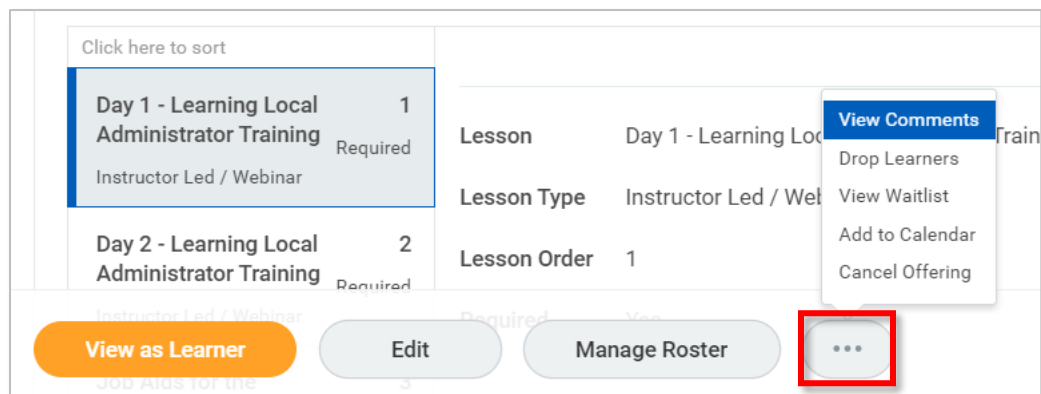
3. Click on the **offering title**.
4. The course offering information will display.

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Download Offering to Outlook Calendar

Instructors have a calendar view of the courses where they are the designated instructor and can download the course to their Outlook calendar. If the offering is a webinar, the link is included in the download.

1. Click on the **Learning Trainer** app.
2. Click on **My Schedule** in the menu.
3. Use the dropdown at the top right of the calendar to change the view to day/week/month.
4. Courses where you are the designated instructor will display with the number of enrolled learners. Click on the appointment block.
5. Click [View Course](#).
6. At the bottom of the page, look for the **ellipsis button**  and select **Add to Calendar**.



7. An **.ics** file will download and appear at the bottom of your screen. Click it.
8. An Outlook appointment will open. Confirm the date and time. If the offering is a webinar, the link will be included.