

TOTARA

Dickinson's One Stop Shop for Total Employee Development

September 13, 2017



Access via the Gateway: Click on the Totara icon

The screenshot shows the Dickinson Gateway: Home page. At the top is a red navigation bar with the Dickinson logo and links for REQUEST INFO, VISIT, APPLY, ALUMNI, and GIVE. Below this is a breadcrumb trail: GATEWAY: HOME / and social sharing icons (+ SHARE, email, print, etc.). The main content area is titled "Gateway: Home" and features a dark sidebar on the left with links: My Gateway, Employees, Campus Documents, Faculty Meetings, Alumni, and FAS Directory. The central "APPLICATION LAUNCH PAD" contains a grid of 18 application icons: Gateway, Office365, Moodle, Netfiles, SSB, EngageD, CLIQ, SiSo, SALT, INB, Jadu, Cognos, Nolij, Totara, Quest, ESM, Facilities, and Help. A red arrow points to the Totara icon. Below the grid are two sections: "PASSWORD RECOVERY" and "CAMPUS BALANCES".

Gateway: Home

APPLICATION LAUNCH PAD

- Gateway
- Office365
- Moodle
- Netfiles
- SSB
- EngageD
- CLIQ
- SiSo
- SALT
- INB
- Jadu
- Cognos
- Nolij
- Totara
- Quest
- ESM
- Facilities
- Help

PASSWORD RECOVERY

CAMPUS BALANCES

Totara Homepage: Click Find Learning/Courses

Dickinson

Jeanette Diamond 



MAIN MENU 

 Site news

NAVIGATION 

Home

- Dashboard
- ▶ Site pages
- ▶ My courses

ADMINISTRATION 

▼ Front page settings

-  Turn editing on
-  Edit settings
- ▶ Users

Welcome to Totara - Dickinson's One-Stop-Shop for Total Employee Development

- Performance Reviews
- Development, Wellness, and Training Scheduler
- eLearning Platform

Below is a preview of a few available courses. For a full course listing please click on the "all courses" link on the bottom of the page or navigate to the "Find Learning" tab on the top ribbon.

Available courses

College Prep for Parents

Human Resource Services, Admissions and Financial Aid, in conjunction with local area high schools offer workshops for employees and their families to learn more about the college selection and financial aid process. The program will provide guidelines for starting the college search while attending high school, when to apply for college admission and early tuition grants, what is available through Financial Aid, and a summary of Dickinson's three tuition programs. We encourage all parents to attend if your child is a junior or senior in high school and planning to attend college.

Courses: Search for the course by name or scroll

Dickinson

Dashboard Performance **Find Learning** Record of Learning Reports

Courses

Home / Courses / Search

Search Courses: 61 records shown

▼ Filter by

Type ⓘ

- E-learning (18)
- Blended (4)
- Seminar (39)

Content ⓘ

- Assignment (0)
- Book (0)
- Certificate (1)
- Chat (1)

Search by Search Clear

Course Category	Course Name	Course Summary
Physical Wellbeing	Great American Smokeout	
Physical Wellbeing	SitFit	Mondays during the fall & spring semesters <i>Instructor: Jenni Moore. SitFit is an integrative chair for cardio, strength, and flexibility training support while sitting and stability for standing appropriate for all fitness levels, especially those with certain health concerns, or are just easing in</i>

Enroll: Click “Enroll me” to register in the course

Dickinson

Dashboard Performance Find Learning Record of Learning Reports

Home / Courses / Wellness / Physical Wellbeing / SitFit / Enrollment options / Enrollment options

NAVIGATION

- Home
 - Dashboard
 - Site pages
 - Current course
 - SitFit**
 - Participants
 - Badges
 - SitFit Fall Semester Sessions
 - SitFit Spring Semester Sessions
 - My courses

ADMINISTRATION

- Course administration
 - Turn editing on

Enrollment options

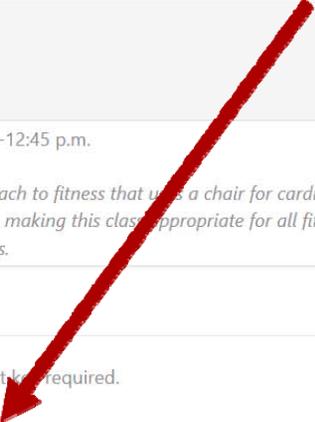
 Mondays during the fall & spring semesters | 12:15-12:45 p.m.

Instructor: Jenni Moore. SitFit is an integrative approach to fitness that uses a chair for cardio, strength, and flexibility training, providing great support while sitting and stability for standing, making this class appropriate for all fitness levels, especially those with certain health concerns, or are just easing into fitness.

Self enrollment (Learner)

No enrollment key required.

Enroll me



Review: Look over the session options & course info



SitFit Fall Semester Sessions

Instructor: Jenni Moore. **SitFit** is an integrative approach to fitness that uses a chair for cardio, strength, and flexibility training. The chair provides great support while sitting and stability for standing, making this class appropriate for all fitness levels, especially those who have limited mobility, certain health concerns, or are just easing into fitness.



SitFit



[View all events](#)

Upcoming events

Last reservations are 2 days before the event starts. Unallocated reservations will be deleted 1 days before the event starts.

Date	Time	Room	Seats available	Status	Sign-up period	Options
February 5, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)	16	Booking open	After August 7, 2017 1:40 PM America/New_York	Sign-up
February 12, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
February 19, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
February 26, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
March 5, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
March 19, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
March 26, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
April 2, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
April 9, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
April 16, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				

[Declare interest](#)

Sign-up: Click “Sign-up” to finalize your registration

Upcoming events

Last reservations are 2 days before the event starts. Unallocated reservations will be deleted 1 days before the event starts.

Date	Time	Room	Seats available	Status	Sign-up period	Options
February 5, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)	16	Booking open	After August 7, 2017 1:40 PM America/New_York	Sign-up
February 12, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
February 19, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
February 26, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
March 5, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
March 19, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
March 26, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
April 2, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
April 9, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				
April 16, 2018	12:15 PM - 12:45 PM	Memorial Hall Old West (Room details)				

Declare interest

Sign-up: Finalize your registration

- Sign-up by selecting your session or appointment
- Or...submit for approval to your supervisor when needed...
- Authorize and agree to the terms of the course/session
- Click Agree & Submit
- Appointment will be added to your Outlook Calendar
 - For recurring sessions, open your Outlook Calendar and make the appointment a recurring event using the toolbar options available.
- Congratulations! You have completed the registration process in Totara!