| **Putting the Pieces Together** | Many district training initiatives, such as Student Data Privacy Training and Mandatory Reporter Training are delivered as eLearning courses through Learning Space. Once registering for an eLearning course, you can instantly launch the course to interact with the content. The system will automatically track progress through the course and grant credit when completion criteria are met. |
| **Roles and Responsibilities** | All DPS employees have access to Learning Space. |
| **Which Outcome to Expect** | The steps in this guide outline how to register and launch an online eLearning course in Learning Space. |
| **Where to Find Additional Resources** | For step-by-step guides on how to complete other tasks within Learning Space, check out the Learning Space Resource Center on The Commons. |
| **Who to Contact** | For questions about this process, please contact HR Connect at (720) 423-3900. |
Make a Choice

There are several different options that can be used to locate and register for courses within Learning Space:

1. Using the Course Catalog Report from the Learning Space Dashboard
2. Through the Courses tab on the left
3. Through the Catalogs tab on the left

Note: You will be able to easily identify which courses are eLearning, as their Type will be listed as ‘Online’.

Regardless of which method you choose above, after locating and selecting an eLearning course, you'll land on the course information page. Click on the Register button next to the event listed.
A confirmation will appear in the upper-right hand corner of the screen, and you will receive an automated email confirmation from DPS Learning Space.

The online course will immediately become available. You can access it by clicking on the **Launch** button.

Navigate through the course until satisfying the completion criteria. The system will automatically grant you credit when the course is complete.

**Please Note**
- In order to receive credit in the system, you’ll want to make sure you are actively engaged with the course. If you need to take a break and come back, we recommend completely logging out and back in to ensure the system captures your progress.