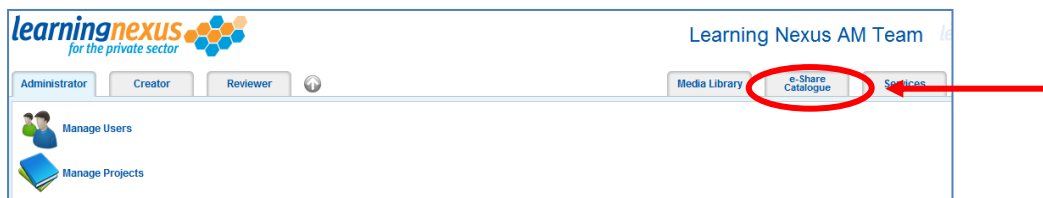


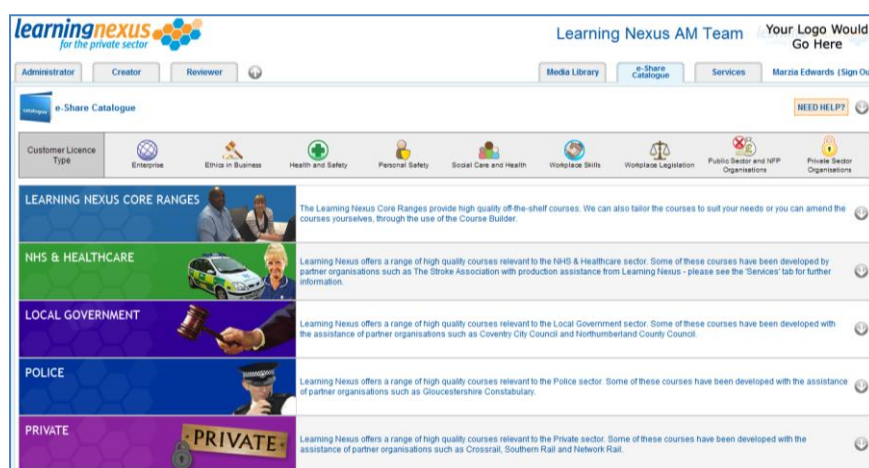
Requesting Courses from the Catalogue

If you would like to amend any of the courses available in the e-Share Catalogue, you will need to request them.

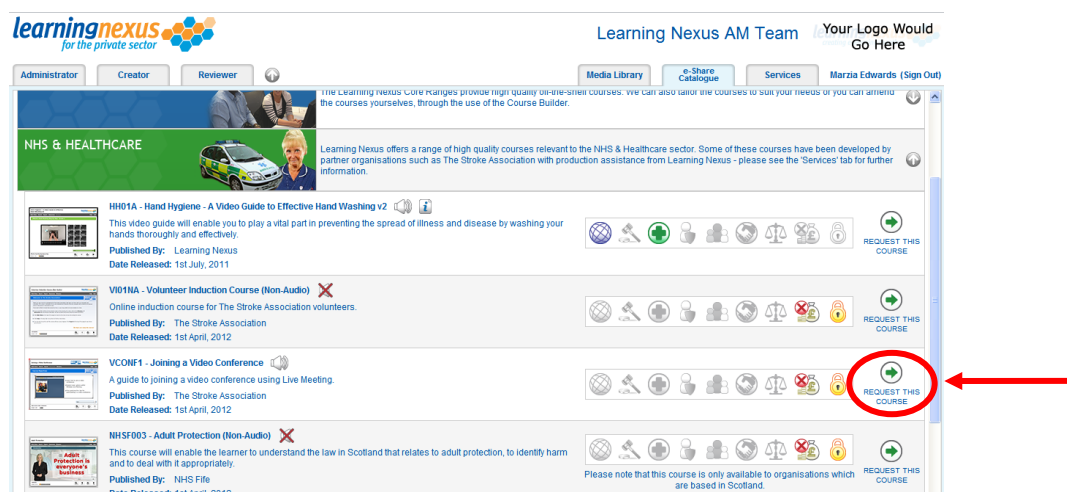
To do this, you need to select the **e-Share Catalogue** tab.



You will see a page which outlines all the categories available in the catalogue:



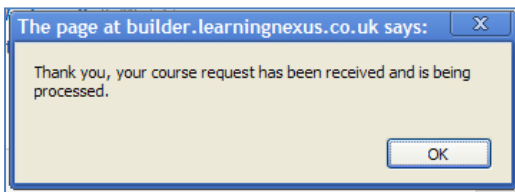
Click on the Category you want to select from, to visualize the courses available:



Under each course title you will see a brief description of the course contents, together with details of the release date and of the authoring organisation.

To request a course, click on the **REQUEST THIS COURSE** button to the right of the course details.

The dialogue box below will appear confirming that Learning Nexus have received your request.



You will also receive an e-mail confirmation acknowledging your request.

Once we have processed your request, you will receive another e-mail to confirm that the course has been added to your Course Builder site.

Your course will appear in the list available on your site:

learningnexus for the private sector

Learning Nexus A

Administrator Creator Reviewer

Media Library e-Share Catalogue

Creator

1 to 11 project(s) of 11 total Page: 1

Project Name	Project ID	Description
Safe Manual Handling	MH01	some course description
Bread Baking	ME30	This course will teach you how to bake different types of bread successfully
Marzias couse	ME25	This course will teach you something
Using the LMS Content Integration Utility	LN001	
Safe Manual Handling	HS04-COPY	This course will enable you to adopt the attitudes, procedures and techniques necessary to safely lift, and handle loads of all types.
Joining a Video Conference	CONF	A guide to joining a video conference using Live Meeting
Before and After Production	DEMONSTRATION	Demonstration of how purchasing PU's (Production Units) can help improve your course.
A Background to Body Language v2	COS01-DEMO	This course will enable you to define the term 'body language', explain the connection between body language and 'intuition' and explain the meaning of posture, gestures and proxemics.
An Introduction to Health & Safety at Work v2	HS01A-DEMO	This course will enable you to create and maintain effective health and safety procedures within your workplace.
Diversity, Equality and Discrimination v2	DE01A-DEMO	This course helps you understand the links between the different equality strands and the benefits brought to the workplace.