How to Find and Add Products from the Core Library

Step 1: Go to http://www.campusdirect.gc.ca/

Government of Canada Gouvernement du Canada

Campus*direct*

E-learning for the Public Service • L'apprentissage en ligne dans la fonction publique

English   **Français**

Canada

Important Notices   Avis importants

Step 2: Click on the Login button on the top navigation bar.

Canada School of Public Service   École de la fonction publique du Canada

Canada

Français	Contact Us	Help	Search	Canada Site
Home	About Campus*direct*		What's New	Login

Campus*direct*

Campus*direct*
for You... as a

» Learner
» Learning Specialist
» Manager

Resources

Products & Services

About Membership

Canada School of
Public Service

Welcome

Great news!

The Canada School of Public Service is very pleased to announce that, as of April 1st, 2006, all of the online products that are available in Campus*direct*'s e-learning catalogue are available free of charge to federal public service employees. Click on the Free Access link at right to consult the list of eligible organizations. For public service employees that are not eligible, Campus*direct*'s full e-learning library will still be available for purchase at the organizational or group level. <click to read to more... >

Campus*direct* is the online campus of the Canada School of Public Service. A key player in the Government of Canada's new Learning Framework, we offer a comprehensive set of online resources selected and designed by the public service, for the public

Coming back to continue an activity?
Click here to login, or use the Login button on the top menu bar.

Access and print an updated catalogue listing.
Click here to see the latest list of products in our catalogue.

Step 3: Enter your username and password in the Member's access box.

Canada School of Public Service
École de la fonction publique du Canada

Canada

| Français | Contact Us | Help | Search | Canada Site |
| Home | About Campus*direct* | | What's New | Login |

Campus*direct*

Campusdirect Login Page

Not yet a member?

Thank you for your interest in becoming a member of Campus*direct*. If you need help, we have prepared a series of user guides in PDF format on the following topics:

The following two guides will help federal public service employees get started with Campus*direct* :

1. How to Become a Member
   [HTML format] [PDF format]
2. How to Find and Add Products from the Core Library
   [HTML format] [PDF format]

Public service employees from organizations that are not eligible for free access will be required to purchase the Core Library or take advantage of our collection of free products.

To become a member, complete the following steps:

1. Click **Register Now!**.
2. From the *Organization* dialogue box, select your organization from the drop down menu, and click **Continue**.
3. Read the Privacy Statement, and if you wish to consent, click **Agree**.
4. Create a profile in our system by completing the registration

Campus*direct* for You... as a

» Learner
» Learning Specialist
» Manager

Resources

Products & Services

About Membership

Canada School of Public Service

Become a Member

If you are not already a member :

Register now!

Already a member?

The Username field is case sensitive.

Username:

Password:

Submit

Forgot your Password?

Click here to receive your password by e-mail

Step 4: Click on *My Learning Activities*. The list of products you have added to your learning activities should appear under Training Activities. (In this example, no courses have been added to the Training Activities yet.)

Government of Canada   Gouvernement du Canada

Canada

| Français | Contact Us | Help | Search Catalogue | Canada Site |
| Home | My Profile | FAQs | Forums | Logout |

Campus*direct*.gc.ca

Employee11327 CSPS1132...

> My Profile
> **My Learning Activities**
> My Groups
> My Personal Notes
> My Messages
> My Shopping Cart
> My Learning History
> Change My Password

Access Code
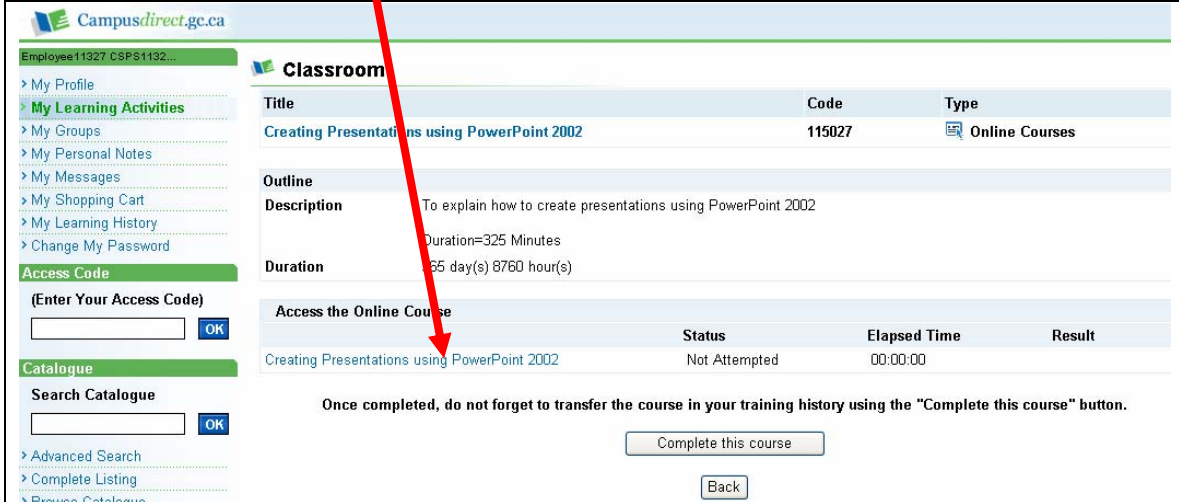
(Enter Your Access Code)

OK

Catalogue

Search Catalogue

OK

My Learning Activities

Your Learning Activities are completely confidential and will not be disclosed to anyone unless you specifically request or directly consent to the disclosure.

Copyright © 2006 Technomedia Training Inc. | SIGAL 4.2.4 SP015 P1
PD0102 | Important Notices | Privacy notice | Print | Français

Step 5: There are many ways to add products to your Learning Activities. One easy way is by using the Search tool. You can search for products by keyword, topic, title, or product code. In the example below, we will use the Advanced Search tool to find a PowerPoint learning activity. (1) Click on Advanced Search on the left-hand navigation bar. (2) In the Activity Code/Keywords, type "powerpoint". (3) To further restrict your results, select "English" in the Language field. Then click on Search. You may download a copy of the course list in PDF format from the login page (shown in step 2 above). Select Products & Services from the left-side navigation and under the Product Catalogue section click **Catalogue Listing. You may also select Browse Catalogue to view the catalogue broken down by category.**

Step 6: To select a product, place your cursor on the product title and click on the link.

Step 7: To place the product in your Learning Activities, you must click on Add to Cart

Step 8: Click on the register button.

Step 9: Click on the Training Activities List button or the My learning Activities link.

Step 10: The product has been added to your Learning Activities.   To go to the launch page, click on the course title.

Step 11: The product is now ready to be launched. Depending on the product supplier, you may have to click on the course link under `Access the Online course` or the *Access the Activity* button to launch the product.