

How to Find and Add Products from the Core Library

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



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Campusdirect

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.



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Canada

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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 Campusdirect'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, Campusdirect's full e-learning library will still be available for purchase at the organizational or group level. [<click to read to more... >](#)

Campusdirect 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.

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Campusdirect for You... as a
» Learner
» Learning Specialist
» Manager

Resources
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Campusdirect Login Page

Not yet a member?

Thank you for your interest in becoming a member of Campusdirect. 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 Campusdirect :

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

Become a Member

If you are not already a member :

Already a member?

The Username field is case sensitive.

Username:

Password:

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 the Training Activities. (In this example, no courses have been added to the Training Activities yet.)

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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.

> 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)

Catalogue
Search Catalogue

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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.

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Canada School of Public Service
Employee

Jean-Jules Leocompte

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> 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
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OK

1 > **Advanced Search**
> Complete Listing
> Browse Catalogue
> Scheduled Learning Activities

Learning Resources
> Newsletters
> Resources

Advanced Search

Use this page to search the activity catalogue. Enter search criteria and click Search.

Activity Code/Keywords **2**

Search Criteria Exact Phrase

Learning Activity Type
 Series Online Courses
 Online Documents Promotional Packages
 Assessments Learning Paths

Program All

Training Provider All

Course Publisher All

Language All **3**

Difficulty Levels All

Search

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

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Typical User!

- > 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)

Catalogue

Search Catalogue

Advanced Search

- > Complete Listing
- > Browse Catalogue
- > Scheduled Learning Activities

Learning Resources

- > Newsletters
- > Resources
- > Glossary

Complete Catalogue

To display a partial selection, click one of the letter groups in the Index of Titles section below. Click on Title, Price, Code or Type to sort the activities according to the selected element.

Index of Titles: 0AB CDE FGH IJK LMN OPQ RST UVW XYZ

Code	Title	Type	Training Provider	Course Publisher	Price	Language
115027	Creating Presentations using PowerPoint 2002	Online Courses	Campusdirect	Smartforce	\$ 0.00	E
116195	Customizing, Running, and Broadcasting PowerPoint 2002 Presentations	Online Courses	Campusdirect	Smartforce	\$ 0.00	E
MSOF34E_D	Microsoft Office 2000: Advanced PowerPoint	Online Courses	Campusdirect	Smartforce	\$ 0.00	E
MSOF33E_D	Microsoft Office 2000: Beginning PowerPoint	Online Courses	Campusdirect	Smartforce	\$ 0.00	E
116211	PowerPoint 2002 Customization and Office XP Integration	Online Courses	Campusdirect	Smartforce	\$ 0.00	E

Print Complete Catalogue

Languages Legend

E : English
F : French

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

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Access Code

(Enter Your Access Code)

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Advanced Search

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Learning Resources

- > Newsletters
- > Resources
- > Glossary

115027 - Creating Presentations using PowerPoint 2002

Title	Price	Code	Type
Creating Presentations using PowerPoint 2002		115027	Online Courses

Description To explain how to create presentations using PowerPoint 2002

Duration=325 Minutes

Language English

Training Provider Campusdirect

Course Publisher Smartforce

Duration in Days 365 day(s)

Duration in Hours 8760 hour(s)

Options [Recommend to a Colleague](#)

Training Program

Computer Skills

[Add To Cart](#)
[View Available Offers](#)

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Step 8: Click on the register button.

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My Shopping Cart

To remove an item from your shopping cart, click the corresponding icon.

Description	Quantity	Unit
<input checked="" type="checkbox"/> 115027 - Creating Presentations using PowerPoint 2002	1	

To proceed to the order form, click Register.

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

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Canada School of Public Service | Employee

Jean-Jules Leconte

Transfer to My Training Activities

Your Registration Request has been completed. You can now access your course by clicking on the Learning activity list button.

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

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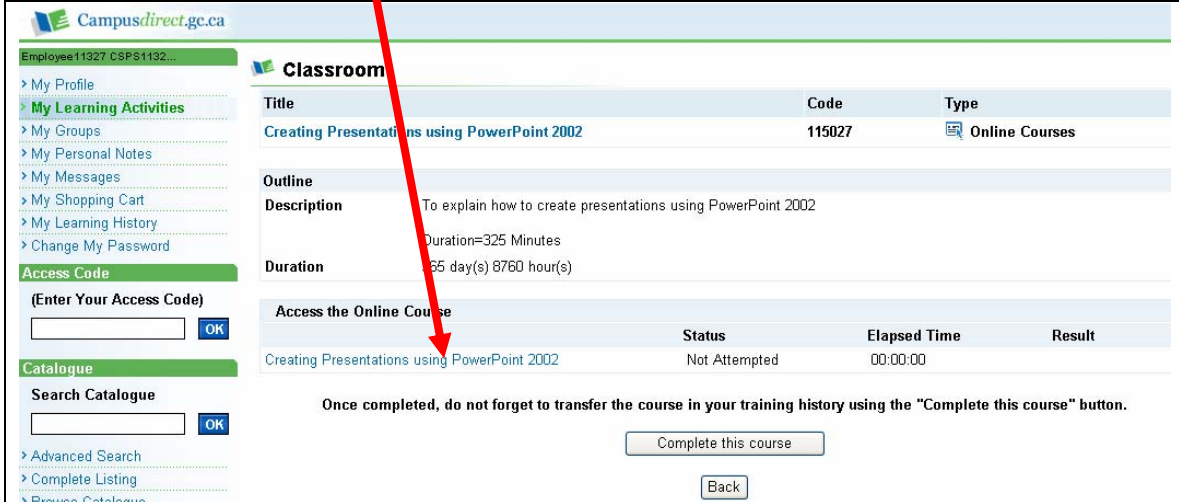
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My Learning Activities

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Learning Activity	Type	Start Date	End Date
115027 - Creating Presentations using PowerPoint 2002	Online Courses	30/03/2006	30/03/2007

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.



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

Access Code

(Enter Your Access Code)

Catalogue

Search Catalogue

- > Advanced Search
- > Complete Listing
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Classroom

Title	Code	Type
Creating Presentations using PowerPoint 2002	115027	Online Courses

Outline

Description To explain how to create presentations using PowerPoint 2002

Duration Duration=325 Minutes
65 day(s) 8760 hour(s)

Access the Online Course	Status	Elapsed Time	Result
Creating Presentations using PowerPoint 2002	Not Attempted	00:00:00	

Once completed, do not forget to transfer the course in your training history using the "Complete this course" button.