# How to Enroll in a Course

Start taking a course in the

*Learning From Buddha College & Seminary (LFBCS)*

Note:

Screenshots are from a Firefox browser
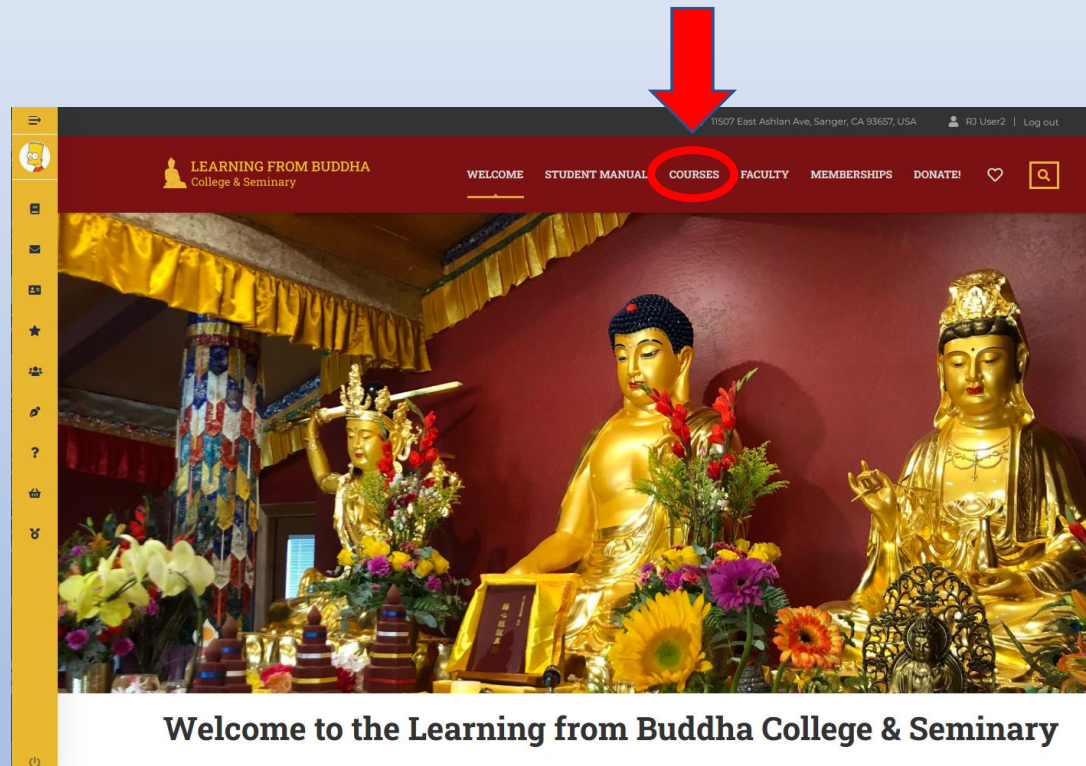
Other desktop browsers should look quite similar

Mobile phone and tablet browsers may look significantly different, but the content should be essentially the same

# Introduction

- There are three topics discussed in this guide.
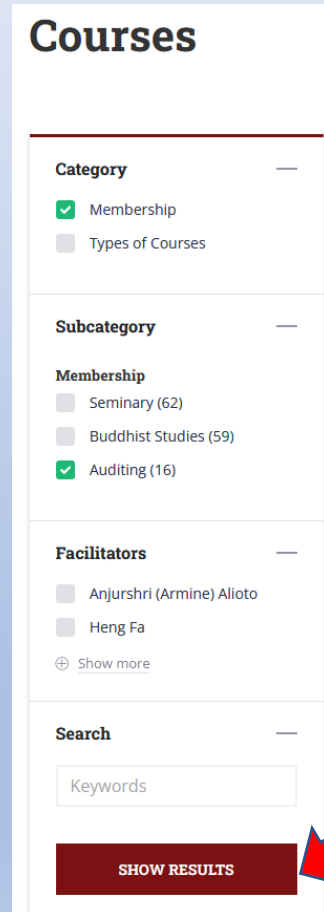- If you are looking for a specific topic, go directly to the page listed below

# Exploring the Courses



- Click on *Courses* in the top menu on any page

# Using the Filters

**Courses**

**Category**
- ☑ Membership
- ☐ Types of Courses

**Subcategory**

**Membership**
- ☐ Seminary (62)
- ☐ Buddhist Studies (59)
- ☑ Auditing (16)

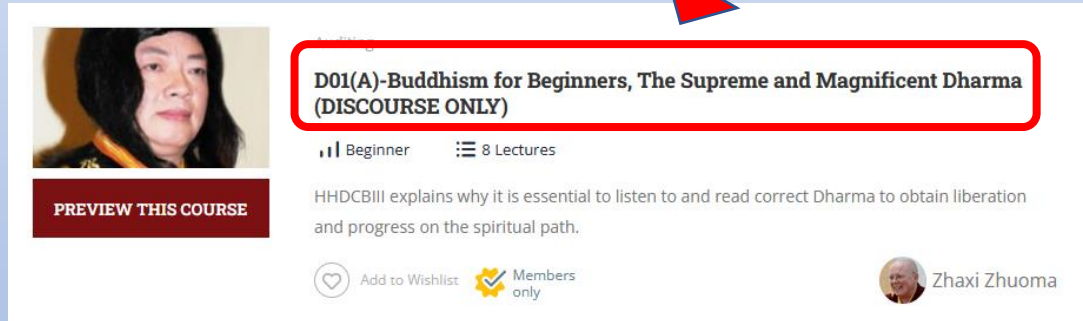**Facilitators**
- ☐ Anjurshri (Armine) Alioto
- ☐ Heng Fa
- ⊕ Show more

**Search**

Keywords

**SHOW RESULTS**

- One useful filter for an Auditing Student is to select the category *Membership* and the subcategory *Auditing*

- Then click on *Show Results* to see all the courses an Auditing Student can enroll in

- Be sure to scroll down if you don't see the *Show Results* button

# Your First Course
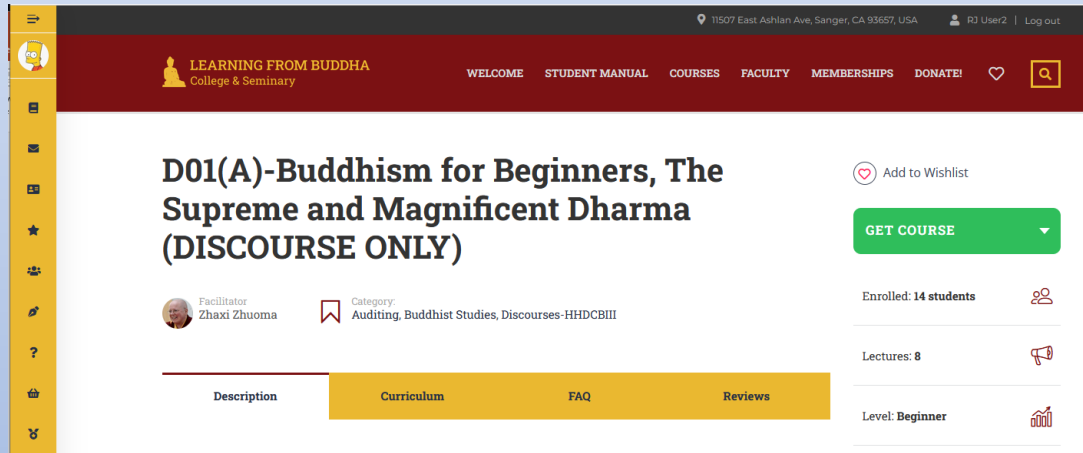


- A good first course to find is *D01(A)-Buddhism for Beginners, The Supreme and Magnificent Dharma*
- You must complete this course before you can enroll in many other courses
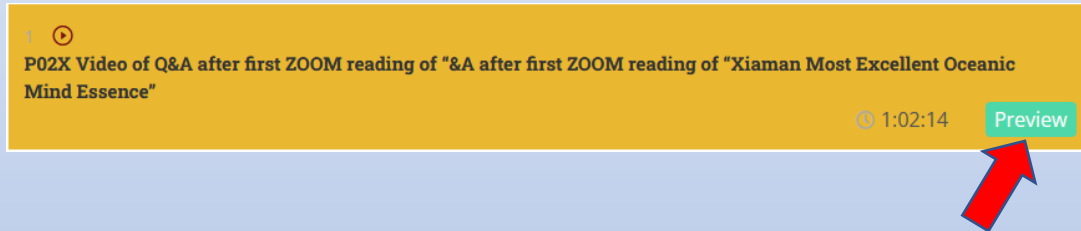- Click on the title to see details about the course

# Home Page for a Course



- Scroll down to read a description of the course

- You have not reached the end of any page until
you see this logo:

-  Then click on the *Curriculum* tab and scroll down to read an outline of the course

- The *FAQ* tab has answers to various questions about the course

# Lesson Previews

P02X Video of Q&A after first ZOOM reading of "&A after first ZOOM reading of "Xiaman Most Excellent Oceanic Mind Essence"
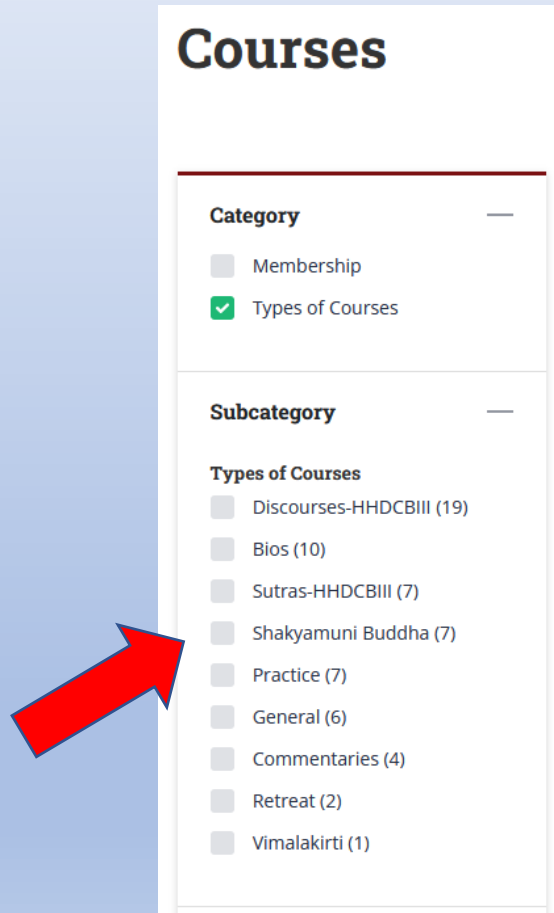
1:02:14  Preview

PREVIEW THIS COURSE

- Sometimes a lesson on the *Curriculum* tab will have a *Preview* button that allows you to try out the lesson without enrolling in the course
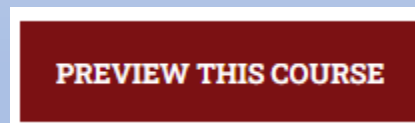
- *Note: The Preview This Course button below every course takes you to the course Home Page. It is not the same as the Lesson Preview above*
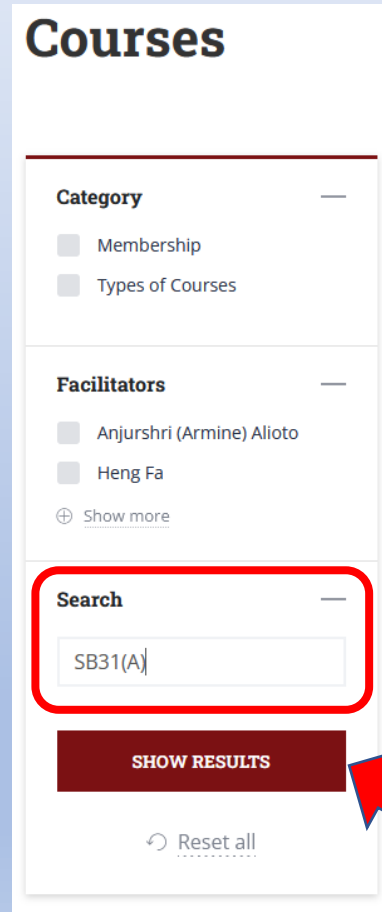
# More Useful Filters



- Another useful filter for exploring the courses is to select the category *Types of Courses*

- You will then see the types of courses available and you can select one (or more) that interest you

- Remember to scroll down and click on the *Show Results* button to see your filtered courses

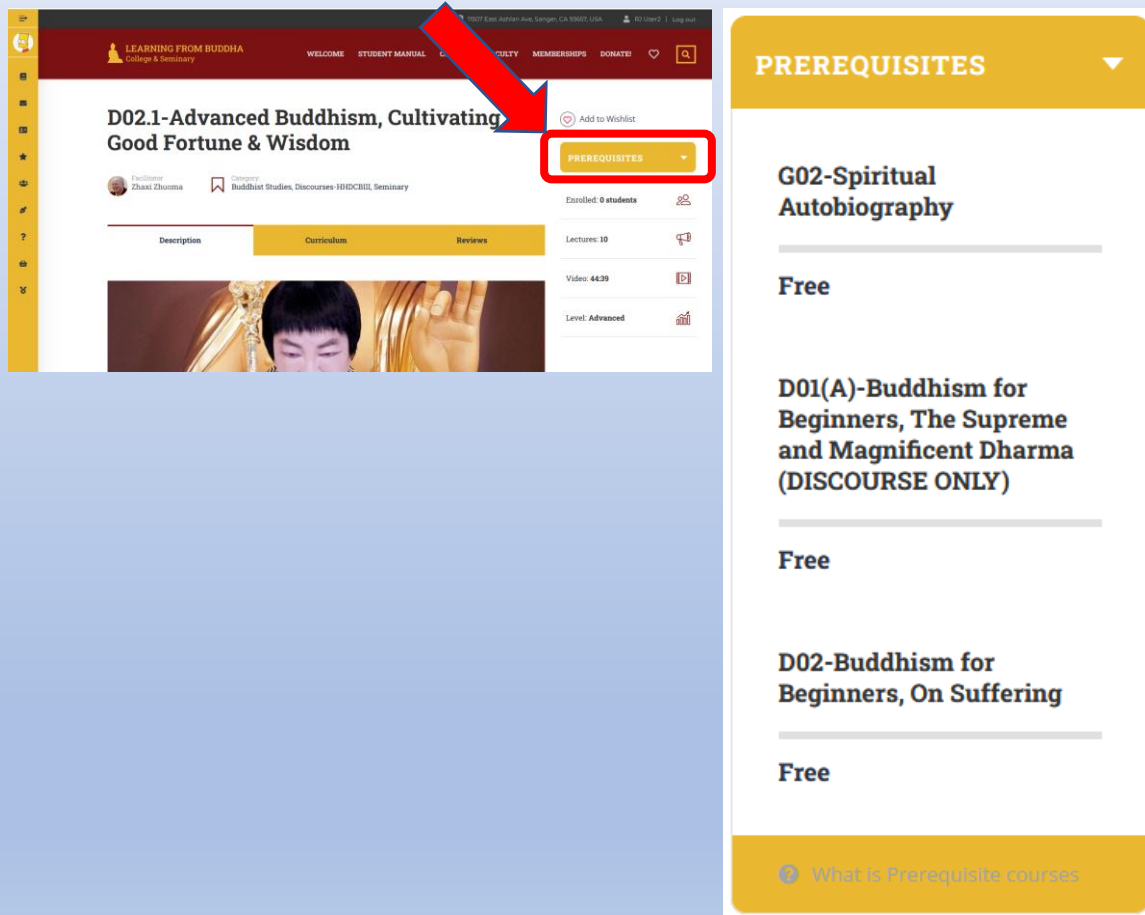# Search Function



- The Search box can also help you locate a course

- For example, if you know the number of the course you can type that in the search box

- Remember to click on the *Show Results* button to see your search results

# Wish List
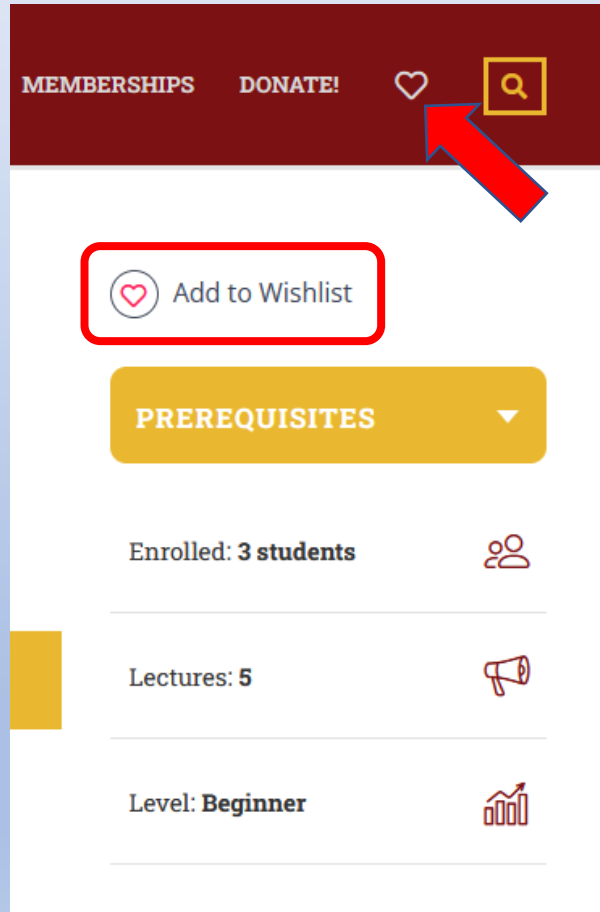


- Whenever you find a course that interests you, add it to your *Wishlist* by clicking on *Add to Wishlist* in the course Home Page

- You can look at your *Wishlist* by clicking on the heart icon at the end of the top menu bar
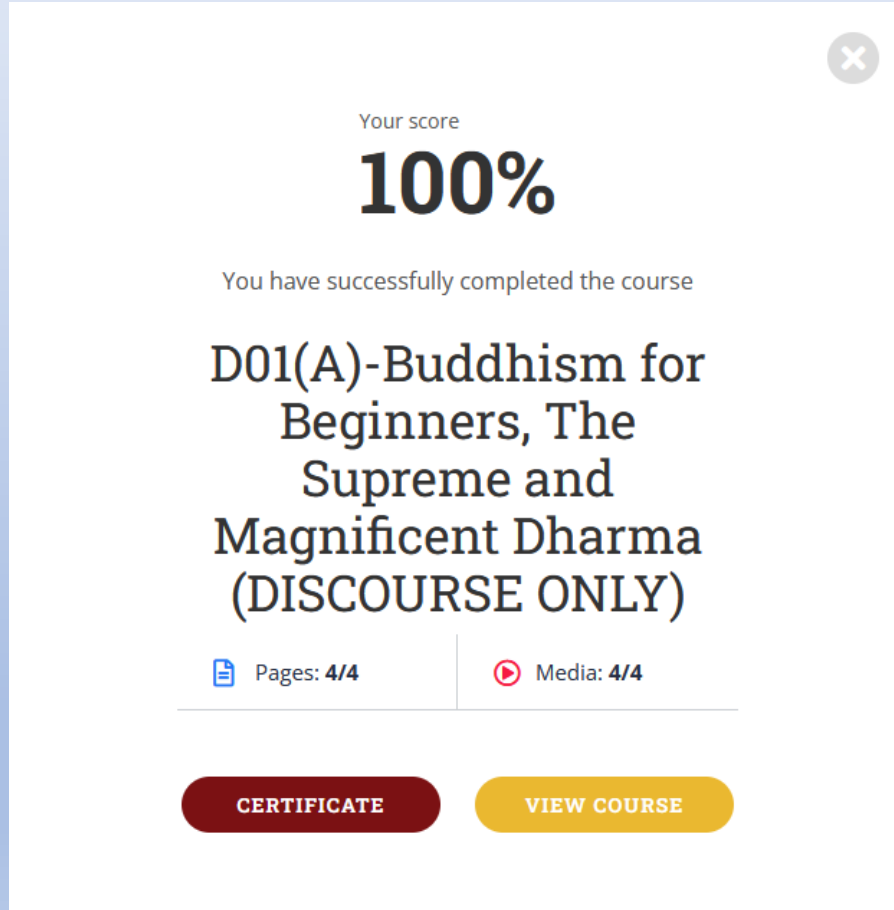
# Course Prerequisites



- Many courses have *Prerequisites* – courses you must complete before you can begin the course you're looking at
- Click on the *Prerequisites* button and it will open a drop-down list of the required courses
- Clicking on any of these courses will take you directly to the Home Page for that course where you can enroll in it

# Finishing Course Prerequisites



- When you have successfully completed the Prerequisite course you will see this pop-up window

- You can see and print a certificate of completion if you wish

- You can also return to the course at any time and view your certificate of completion

# Completing All Prerequisites



D02(A)-Buddhism for Beginners, On Suffering (DISCOURSE ONLY)

Facilitator
Zhaxi Zhuoma

Category:
Auditing, Buddhist Studies, Discourses-HHDCBIII

Add to Wishlist

GET COURSE

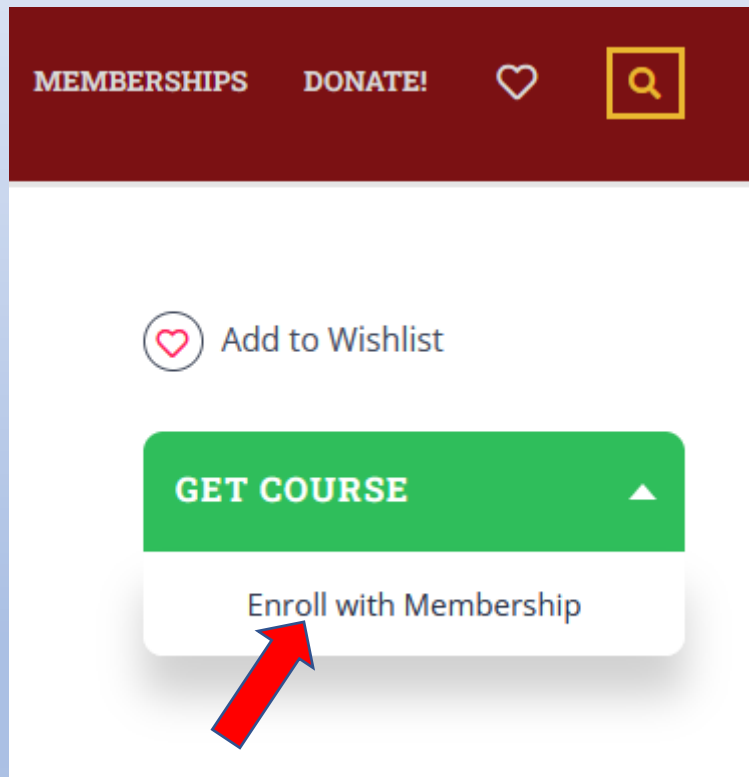Enroll with Membership

Enrolled: 1 student

- When you have completed all the Prerequisites for a course, the gold *Prerequisites* button is gone and you now have a green *Get Course* option

- You are now ready to *Enroll* in your chosen course
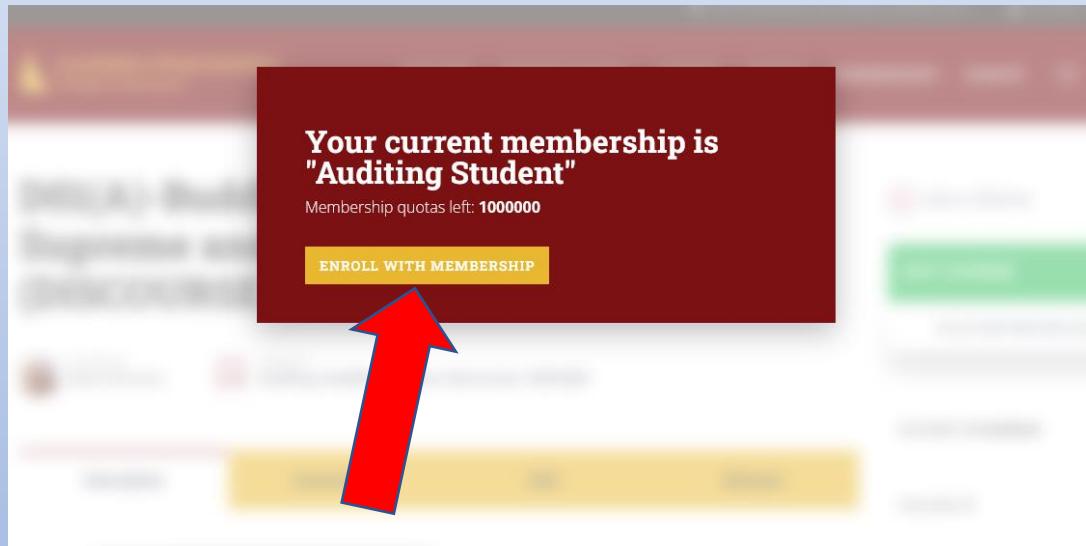
# Enrolling in a Course



- A good first course to enroll in is *D01(A)-Buddhism for Beginners, The Supreme and Magnificent Dharma*
- It has no prerequisites but is a prerequisite for many other courses

# Enrollment Step 1



- Click on *Get Course* to open the drop-down
- Click on Enroll with Membership

# Enrollment Step 2



- A pop-up window appears telling you what your current *Membership Plan* is

- Click on *Enroll with Membership* to continue

- It takes a little while to process the enrollment. Don't click again

# Enrollment Step 3



- When the enrollment is complete you are returned to the course Home Page

- The green *Get Course* button is replaced with a maroon *Start Course* button

# Finding Your Enrolled Courses



- You can always return to your *Enrolled Courses* by clicking on the circled icon in the gold sidebar

- You can resume where you left off in a course by clicking on the gold *Continue* button under the course name

- Check out the User Guide on *How to Navigate a Course* to get the most out of your course