

The University CRM Applications System ELearning courses are Brightspace Booking Centre Modules. This means that you must 'book' onto your module to access it in Brightspace. You will enrol in either the 'Essentials' module (for those who occasionally access the system) or the 'Advanced' module (for those who work extensively with the system).

Follow these three steps to get started:



Enrolling in the module

Follow this link to the [Infohub Booking Centre](#). You will need to log in to Infohub if you have not already done so. Choose either the Essentials or Advanced module & 'Book'.

Event Title	Dates	Start Time	Location	Status	
University CRM Training					
University CRM ELearning Applications Advanced Brightspace Module	17 Jun 2024 to 31 Mar 2025	00:01		Available	Book
University CRM ELearning Applications Essentials Brightspace Module	27 Aug 2024 to 31 Dec 2025	00:01		Available	Book

You will receive an automated email confirming that you have been enrolled in the module. **It can take a few hours for the module to appear in Brightspace.** Brightspace is accessed via [UCD Connect](#).



Starting the module

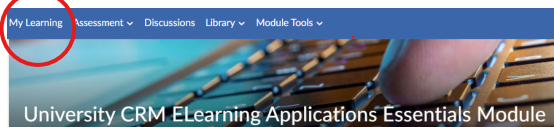
When you can see your module appearing under 'My Modules', click on it and this will bring you to the module page.



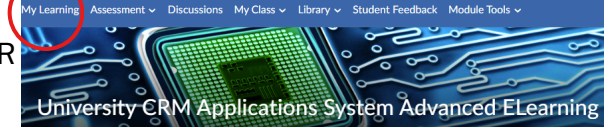
OR



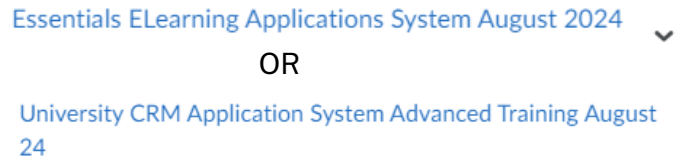
Then click on 'My Learning'



OR

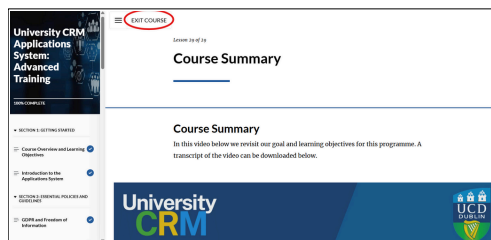
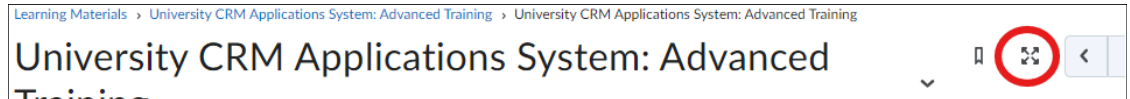


Finally, to get started, click on the name of the module in blue text.



Navigating through the content

Select 'View content in new window' (icon circled below) and then maximize your screen to give you the best navigation experience.



As you move through the course, the lessons you have completed will be recorded on the course navigation bar on the left. Lessons must be completed in order. You can exit the course at any time & return to complete lessons at a later stage.

! YOU MUST CLICK 'EXIT COURSE' AT THE END OF THE FINAL LESSON IN ORDER TO HAVE YOUR COURSE COMPLETION RECORDED.