

How to enrol on Catalog

1. Navigate to the Catalog page containing the subject(s) you would like to enrol in: For Employment Fundamentals, this is:
 - For Employment Fundamentals, this is:
 - <https://catalog.lms.unimelb.edu.au/browse/mspace/employment-fundamentals>
 - For Staff training, this is:
<https://catalog.lms.unimelb.edu.au/browse/staff-training>
2. You should see a view similar to this:

The screenshot shows the University of Melbourne LMS Catalog interface. At the top, there is a dark blue header with the university logo and name on the left, and a 'Login' link on the right. Below the header is a search bar with a magnifying glass icon and a 'Refine' button with a dropdown arrow. The main content area displays three course cards, each with a 'FREE' badge in the top left corner. The first card is for 'Business Fundamentals 2019 July', featuring an office chair icon. The second card is for 'Data Fundamentals 2019 July', featuring a laptop with a bar chart icon. The third card is for 'Legal Fundamentals 2019 July', featuring a gavel icon. Each card includes a brief description, the University of Melbourne logo, and a 'FREE' label. The 'Business Fundamentals' card also shows 'Starts Jun 30, 2019'. The 'Data Fundamentals' card shows 'Self-paced'. The 'Legal Fundamentals' card shows 'Started Jun 26, 2019'. Each card has a right-pointing arrow at the bottom right.

3. Click on the subject of choice. To enrol, click the 'ENROL' button.

The screenshot shows the top navigation bar of the University of Melbourne website, featuring the university's crest and name on the left and a 'Login' link on the right. Below this, a course card for 'Business Fundamentals 2019 July' is displayed. The card has a blue background with a white office chair icon and a 'FREE' badge in the top left corner. To the right of the card, the course title is in bold, followed by the start date 'Starts Jun 30, 2019' and a prominent 'ENROL' button.



In today's job market, fundamental management, communication, and decision-making skills, as well as overall business acumen continue to be essential to employers.

As a non-business student, you will learn core concepts of Accounting, Financial Management, Economics and Markets, Strategic

4. If you aren't logged in, you will be taken to the University's login page. Please login.

5. Review course details and click 'Enrol in Subject' to confirm enrolment.



The screenshot shows a course enrolment page. At the top left is the University of Melbourne logo and name. Below this is a blue banner with a white office chair icon. The main heading is "Business Fundamentals 2019 July". Below the heading, it states "Course Starts Jul 1, 2019" and "You are currently signed in as David Edquist". At the bottom center is a button labeled "Enrol in Subject".

 THE UNIVERSITY OF
MELBOURNE



Business Fundamentals 2019 July

Course Starts Jul 1, 2019
You are currently signed in as **David Edquist**


Enrol in Subject

7. A message will appear to confirm your successful enrolment.



You'll also get an email, which has a link directly to your course.

9. To access the course(s) that you've enrolled in, navigate to the dashboard on Canvas. Those with a white button are unavailable.




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David Edquist ▾


In Progress Completed Not Completed

Students: Please note that all your subjects are shown here including those taught in Blackboard

Subjects

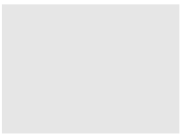


Business Fundamentals 2019 July 


 Starts July 1, 2019, Self-paced

The Business Fundamentals series will give you the confidence to move into your future role with a better understanding of broad business operations and its application to any organisation.

[Begin Subject](#)



Playpen: David Edquist

 Started June 24, 2019, Self-paced

[Go to Subject](#)

How to unenrol on Catalog

1. You can only unenrol via Catalog.
2. To unenrol from a subject, go to your dashboard:
<https://catalog.lms.unimelb.edu.au/dashboard/in-progress>
3. Use the cog to the top-right of a subject's listing, and click "Drop Course".

The screenshot shows the top navigation bar of the University of Melbourne LMS, including the university logo and the name 'THE UNIVERSITY OF MELBOURNE'. The user's name 'David Edquist' is visible in the top right. Below the navigation bar, there are three tabs: 'In Progress', 'Completed', and 'Not Completed'. A message states: 'Students: Please note that all your subjects are shown here including those taught in Blackboard'. The 'Subjects' section displays a card for 'Business Fundamentals 2019 July', which starts on July 1, 2019, and is self-paced. The card includes a 'Begin Subject' button and a settings icon (gear) with a 'Drop Subject' button.

4. You'll get a confirmation screen. Click "Drop".
5. You'll be taken back to your dashboard, where you'll note the subject is no longer listed.