Purpose: This guide lists the steps required to view your upcoming training courses.

Note the following:

- The status of a training request will determine whether it can be viewed from the Pending Training Nominations grid or the Enrolments & Training History grid.
- The Welcome to Aurion detail panel on the MyAurion home portal also lists the upcoming training courses in which you are enrolled.
- Once your supervisor has approved a training application, you cannot withdraw from the course via MyAurion. To withdraw from a course, send an email to the Staff Development team (staffdev@uq.edu.au).
- If you wish to delete an unapproved training application, select the record from the Pending Training Nominations grid and click the Delete button provided in the top left-hand corner of the Pending Training Nominations Details detail panel.

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### Steps

<table>
<thead>
<tr>
<th>Instruction – How to view your upcoming training courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong> From the MyAurion tab, click the Training button to access the grids in the Training summary panel on the left-hand side of the Training portal, as shown below.</td>
</tr>
</tbody>
</table>
**Steps** | **Instruction – How to view your upcoming training courses**
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**Step 2** | To view upcoming training for which you have applied but the enrolment is not yet confirmed, click the Expand icon (🗹) provided in the Pending Training Nominations grid. The grid now displays the upcoming training courses that have a status of Approved or Unapproved (not yet confirmed), as shown below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Reason</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auton Basic Training</td>
<td>Mandatory Training</td>
<td>19/10/2011</td>
<td>Approved</td>
</tr>
<tr>
<td>Accounting for Grants</td>
<td>Mandatory Training</td>
<td>12/10/2011</td>
<td>Unapproved</td>
</tr>
</tbody>
</table>

**Note:** The Pending Training Nominations grid can also be accessed from the Home summary panel.

**Step 3** | To view upcoming training in which your enrolment is confirmed, click the Expand icon (🗹) provided in the Enrolments & Training History grid. The grid now displays any upcoming training in which your enrolment has been processed, and shows training approved in the past, as shown below.

<table>
<thead>
<tr>
<th>Course</th>
<th>From</th>
<th>To</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student feedback</td>
<td>04/05/2011</td>
<td>04/05/2011</td>
<td>Enrolled</td>
<td>Letter Sent</td>
</tr>
<tr>
<td>TRIM WebDrawer - Tips</td>
<td>17/11/2010</td>
<td>17/11/2010</td>
<td>Did not attend</td>
<td>Did not attend</td>
</tr>
<tr>
<td>Workshop on International</td>
<td>01/11/2010</td>
<td>01/11/2010</td>
<td>Completed</td>
<td>Completed</td>
</tr>
<tr>
<td>Delivering Quality Sysc</td>
<td>16/09/2010</td>
<td>16/09/2010</td>
<td>Completed</td>
<td>Completed</td>
</tr>
<tr>
<td>BusinessObjects Basic</td>
<td>16/09/2010</td>
<td>16/09/2010</td>
<td>Completed</td>
<td>Completed</td>
</tr>
<tr>
<td>8Net Fundamentals</td>
<td>21/07/2010</td>
<td>21/07/2010</td>
<td>Completed</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Step 4

From the Pending Nominations grid or the Enrolments & Training History grid, select a course from the list to view its details. The relevant information about the selected course displays in the Course Details grid on the Upcoming Training Details detail panel on the right-hand side of the Training portal, as shown below.

![Upcoming Training Details](image)

**Course Details**

- **Course**: Manipulating Data with Excel 2010
- **Course Code**: ITE308
- **Program**: Information Technology
- **Description**: """"The library training rooms are still running Office 2007. Please note that Microsoft Office 2007 and 2010 are similar in the interface and features, therefore users of Office 2007 and 2010 will be equally served by attending this course."""

""""Participants are asked to please arrive 10 minutes prior to this course so that staff can be set up on the computers"

Microsoft Excel is a spreadsheet package offering a range of tools to create sophisticated and professional spreadsheets. This session focuses on the tools which allow users to manipulate data in lists. Deals with techniques to simplify formula creation and data analysis.

This course will enable participants to:
1. Distinguish between relative and absolute cell references
2. Sort and filter to extract data
3. Create subtotals and outlines
4. Create and summarize data in scenarios for analysis
5. Use PivotTable for alternative ways to present data.

- **Learning Area**: 
- **From Time**: 08:30  |  To: 11:30
- **Duration**: 2:00

Other Details

- **Offering/Template**: 11368
- **Type**: Internal
- **Training Method**: Workshop
- **Administered By**: TECl
- **Contact**: 
- **Presenter**: 
- **Location**: St Lucia Campus
- **Venue**: E-Zone 1, Duographics
- **Registration Fee**: 