

Registering for an OSW Hydroacoustics class using DOI Learn.

The information below is intended to be a concise description of one way to register for an OSW Hydroacoustics training class in DOI Learn. Note: The latest OSW Hydroacoustics training schedule should be available in DOI Learn, with a summary of the schedule also on the OSW Hydroacoustics webpages at: <http://hydroacoustics.usgs.gov/training/register.shtml>

1. Login to DOI Learn and locate the course you wish to take. Hint: Use the search bar to quickly locate a course title. Note: In DOI Learn terms a “course” is not on a specific date. DOI Learn calls the specific date and time of the course a “class”. The additional steps below will guide you through requesting approval for a “course” from your supervisor then, after approved, selecting a specific “class” date and location.

DOI learn

Learner: MICHAEL REHMEL

My Home Administration Training Requests Instructions

Mandatory Training Information

Search: ADCP Go

Learning and Metrics Resource Center Universal Search End-user Tutorial

Settings and Preferences

Streamflow Measurements using ADCP's (SonTek/RDI)

Training Type: Instructor Led **Vendor:** USGS-OSW **Duration:** 40 hours

Description:

This 5-day class provides an introduction to the use of ADCP's and ADP's for streamflow measurement. USGS employees are required to attend this class for routine operation of ADCPs. The class combines lectures and hands-on use of ADCP's for collecting streamflow. The emphasis of this course will be on the practical aspects of using ADCP's for streamflow measurements. Some of the topics that will be covered during the course include (1) basic principles of ADCP operation, (2) configuration files, (3) basic procedures for streamflow measurement, (4) review ADCP measurements and compute discharge, and (5) trouble-shooting problems encountered in the field. Please see this url for further course offering information: <http://hydroacoustics.usgs.gov/training/register.shtml>

Objectives:

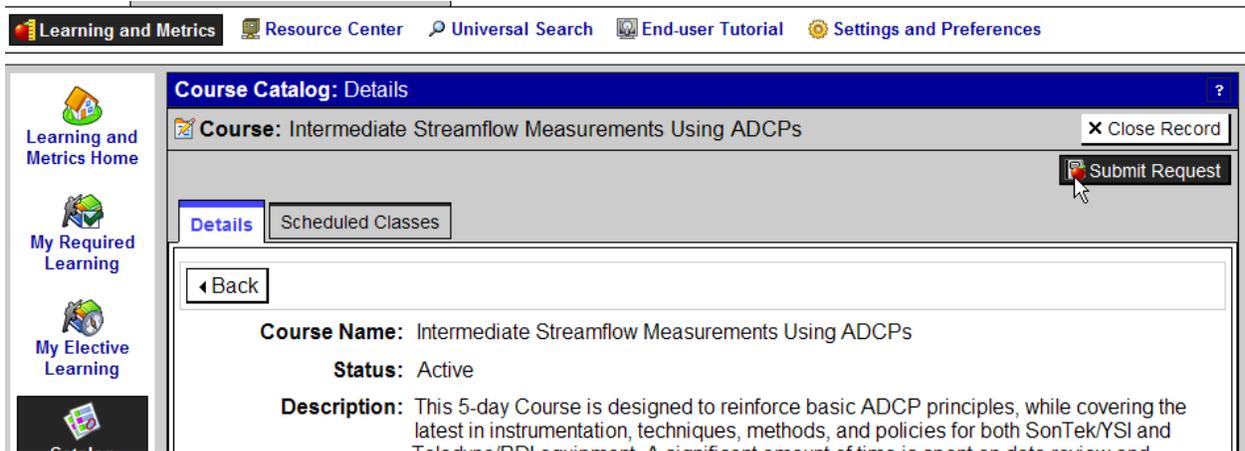
The objective of this course is to train hydrographers in the application of ADCPs for discharge measurement. This course is required by the Office of Surface Water in order to use ADCPs.

Target Audience:

Open to USGS Personnel and Cooperators.

Details ▶ Scheduled Classes ▶

2. Go into the details for the desire course and press the Submit Request button near the top right of the window.



3. Your supervisor should receive an email stating you have requested approval to take a course. The supervisor needs to then log into DOI Learn and approve your request.
4. After supervisor approves your course request, you will receive an email stating your status has changed to ASSIGNED. Note you *now must go into DOI Learn and select a specific class date you wish to attend.*

If your course status is ASSIGNED for an instructor course, you will need to login to your DOI Learn account and select a class. If your course status is ASSIGNED for an online course, you will need to login to your DOI Learn account and simply start the course.

5. Go back into DOI Learn and find the course your supervisor approved so that you can select a specific class date.

Example finding Course using search:



6. When you see the course you requested listed, press the Scheduled Classes button.

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Details ▶

Scheduled Classes ▶

7. In the Scheduled Classes tab, place a check in the box next the specific class date and location you wish to attend. *Note: For Hydroacoustics classes the number of seats available will be either zero or one. This is because we waitlist everyone that registers for the class, then select attendees from the waitlist after registration closes. Even if the number of open seats is listed as zero, please still select the class you want to attend and press the "Enroll in this Class" button.*

Course Catalog: Scheduled Classes ?

Course: Streamflow Measurements using ADCP's (SonTek/RDI) Close Record

ILT Activities Details **Scheduled Classes**

To view class details, enroll, or put yourself on a waitlist, select the class below and click **View Details**. To see how a class below fits into your schedule, select the class below and click **View My Class Schedule**.

Displaying records 1-5 of a total of 5. Results per Page: 10 Show

Select	Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats
<input type="checkbox"/>	USGS-2011-0124-Houston, TX	1/24/2011 - 1/28/2011, 9:00 AM - 5:00 PM *	Houston, TX		0
<input type="checkbox"/>	USGS-2011-0307-Orlando, FL	3/7/2011 - 3/11/2011, 8:00 AM - 4:00 PM *	Florida Water Science Center - Orlando		0
<input checked="" type="checkbox"/>	USGS-2011-0516-Salt Lake City, UT	5/16/2011 - 5/20/2011, 10:00 AM - 6:00 PM *	Utah Water Science Center		0
<input type="checkbox"/>	USGS-2011-0801-Portland, ME	8/1/2011 - 8/5/2011, 8:00 AM - 4:00 PM *	N/A		1
<input type="checkbox"/>	USGS-2011-0912-Madison, WI	9/12/2011 - 9/16/2011, 9:00 AM - 5:00 PM *	Madison, WI		1

All

Bucket View Details View My Class Schedule **Enroll in this Class**

Pages: 1

* This class has multiple sessions, please select class and click on **View Details** to see all session dates and times.

Back

8. The next screen should saying wait listing successful.

The screenshot shows a web interface for a course catalog. At the top, there is a blue header bar with the text "Course Catalog: Class Details" and a question mark icon. Below this is a grey bar with the course name "Course: Streamflow Measurements using ADCP's (SonTek/RDI)" and a "Close Record" button. A prominent green banner contains the message "Notice: Waitlisting Successful" and "You have been waitlisted for USGS-2011-0516-Salt Lake City, UT." Below the banner, there is a help icon and text: "To see how a class below fits into your schedule click [View My Class Schedule](#). To see names of students registered or enrolled in a class select [View Roster](#)." The main content area is titled "Class Details: USGS-2011-0516-Salt Lake City, UT" and lists the following information: Course Name: Streamflow Measurements using ADCP's (SonTek/RDI); Class Name: USGS-2011-0516-Salt Lake City, UT; Class Code: 201674; Class Description: After registration closes on 03/16/2011, accepted students will be notified by email, providing instructions for hotel reservations and pre-class work. If the class registration exceeds the capacity of the class, those not accepted will also be notified.; Contact Name: Rehmel, Michael; Contact Phone: 317-290-3333; Private Class: No; Maximum Class Capacity: 1; Class Cost to Learner: \$0.00; Responsible Bureau: U.S. Geological Survey.

You will then receive and email stating:

Your class registration status has changed to Waitlist:

9. After registration closes for a class, attendees will be selected from the waiting list and notified of further class details, including hotel information and any pre-class work. Before the class USGS students will also be given a link where they must provide an account number for class charges. USGS cooperators will receive additional information on their payment process.