GTA Learning Center

Methods and Procedures: How to Download Course Materials

STEP	ACTION	RESULT
1	Click the **Instructor-led Training Catalog** on the **Home Page** *Repeat these steps for **Web-based Training** and **Virtual Instructor-led Training**	**List of Instructor-led Training Courses displays.**
2	Click the course name under the **Enrollment Name** column.	**The Enrollment Information page displays.**

3	Click 📎 next to **'view attachments'**.	Seats Remaining 13 Current Status User Dropped view attachment 📎 ▶ Admin Contacts **The Enrollment Attachments page should display.**

		Attachments ✕ **Enrollment Attachments - Advanced PM Concepts Spring 2015** ▼ **Enrollment Attachments** | Filename	Type	Size	Action
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Advanced_PM_Concepts___Course_Material.pdf	pdf	3367.12890625 KB	🏭	
4	Click 🏭 '**Preview Attachment**' under the **Actions** column. Save the file to the desired location.	**The file opens in a new window.**
	End of Procedure/Method	**In some cases users may have to save the file to their computer before it can be viewed. After selecting 'Preview Attachment' the Save As file management screen should display. Simply save the file to the desired location on your computer and access it from there.**

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January 14th, 2015