1. Login to eLearning and click on the Add Module button

2. Enter organization catalog in the Search bar, and click the Go button

3. (WILL MEET PERMISSION ISSUE WHEN CLICKING Go Button) Click the Add button under Organization Catalog

WORKAROUND:

a) Click the Show All button at the right bottom of the webpage
b) Type Ctrl + F or Command+F in the keyboard, input “Organization Catalog”, then Add it.

4. Click on the “My eLearning” link at the top right to return to the Home page

5. At the bottom of the My eLearning page, click the Faculty-Staff link under Organization Catalog
6. Search for Programs for Minors. Click Go.

7. Hover over the “chinese_language_placement_test” (Organization ID) shown below and select Enroll from the drop down list

8. Click the Submit button

9. Click OK

You are now enrolled in the eLearning organization.

If you encounter other issues while signing up for the Chinese placement test, please contact Bei Chen at bei.chen@utdallas.edu. Good luck!