

Reviewing/Printing a Session Overview

1. After logging on to the LMS through BEACON, click the **EVENT CALENDAR** icon on the home page.



2. Enter your desired filter information pertaining to the event/session you are searching. In this example, we are searching for *Occupational Exposure To Infectious Diseases (BBP) – Participant Course (Safety)*. The keyword **OCCUPATIONAL** is used in the title box under Filters. Mark **COMPLETED SESSIONS**. Search for your event by navigating through the calendar to your desired session date.

A screenshot of the "Events Calendar" interface. On the left, a sidebar contains filters: "Occupational" is entered in the "Filters" box, "Completed Sessions" is checked under "Display Options", and "All Sessions" is also checked. The main calendar area shows a grid for January 2014. A session titled "Occupational Exposure To Infectious Diseases (BBP) - Participant Course (Safety)" is listed for January 6th and 7th at the Foothills Higher Education Center (Morganton) and Piedmont Community College. The session is marked as completed.

3. Once you have found the session date desired, click on the session title within the date on the calendar, the session information will be displayed, and you are given the option to **PRINT**.

A screenshot of the "Session Details" page for the "Occupational Exposure To Infectious Diseases (BBP) - Participant Course (Safety)". The page includes session details such as "Locator Number: 27604", "Subjects: Certifications, Healthcare, Public Safety, Safety and Wellness", "Credits: 2", "Price: \$0.00", and "Training Contact: Richard Pickering". It also features a table with registration information and a "Part 1" section with session details. At the bottom right, there are buttons for "Close", "Print", and "View Event", with the "Print" button highlighted by a red box.