Finding the Details About Your Class and Putting It on Your Calendar

Each type of training is set up differently in the Duke LMS; however, the details are all available. For some types of offerings, you may need to look deeper to view the date, time, and location.

At the In-Progress Learning Activities section of the home screen, click View Details.

The details for the offering are displayed on the Learning Assignments tab.

You may need to click the View All Sessions button to view the date, time, and location of instructor-led offerings.
Click **Export to Calendar** to put an appointment on your Outlook calendar. In the **Open with** field, select Microsoft Outlook and click **OK**.