
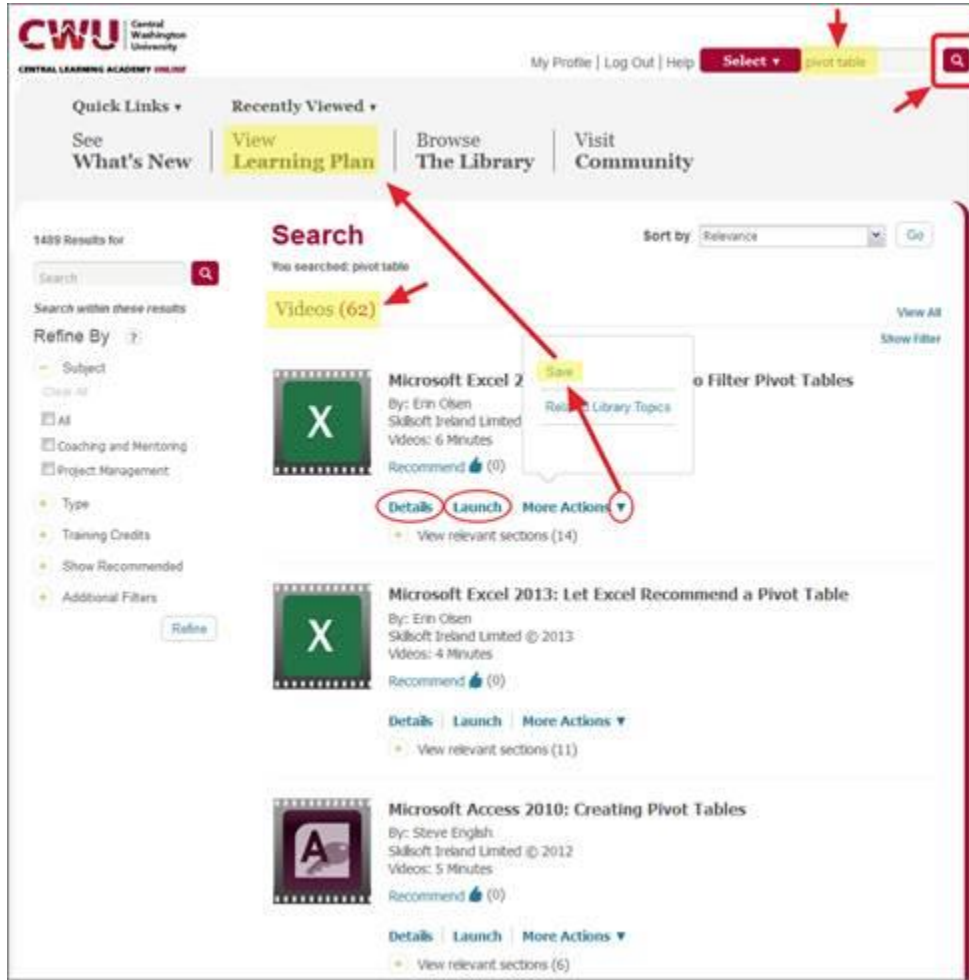


Here are the simple directions to access information about pivot tables:

- Log into **MyCWU**. Locate the link for *CLA Online*, called **CLA Online (Beta)**, in the **Applications** pagelet.
- In the **Search** field in the top, right corner, type *pivot table*, and then click :



- If you scroll down the page, you'll likely find **Videos, Courses, Books & Resources** on the topic.
- Click the number in parentheses next to the word **Videos, Courses, Books** or **Resources** to see all of that type of item. For example, only the first 3 Videos appears in the **Search Results**, but if you click on the (62) to the right of the word **Videos**, the rest of the Videos will display.
- To read more about an item, click the **Details** link below it.
- To actually begin a **Course, Book, Video** or **Resource**, click the **Launch** link.
- To “**Save**” the item so it is easier to find next time you want to use it, click the **More Actions** dropdown arrow, and choose **Save**. Next time you want to **Launch** that item, you'll find it when you go to **View Learning Plan > |Personal Learning| tab**.