EMORY LEARNING MANAGEMENT SYSTEM (ELMS)
USER GUIDE
For Faculty & Staff
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# ELMS Terminology

## Course
At a high level, this is the title and description of the training offering, e.g., Time Management.

## Class
A specific instance of a Course offering, (e.g., Time Management delivered on Monday, September 15th, from 8:30 – 12:00).

## Delivery Method Type
Type refers to the method in which the class is delivered, e.g.,
- Classroom (or instructor-led)
- Online
- Webinar

## Programs (2 types)
1. **Curriculum (program)**
   - Set of courses
   - No deadline for completion
   - No expiration date
   An example of a curriculum program would be the Manager Development Program offered by Learning Services.

2. **Certification (program)**
   - One or more courses
   - Completion deadline is defined
   - Certification Expires (validity period)
   An example of a Certification Program would be required training that must be repeated in order for you to remain certified or the training to be considered valid, e.g., Defensive Driving, safety training, CPR.

## Enroll versus Register
Learners **Enroll** in Classes and **Register** for Programs.
Once registered in a Program, the learner must take action to confirm they are enrolled in all required learning. Classes may be offered for different dates and times and in some cases there may be a choice between optional classes. Therefore, after registering for a program, the learner must also Enroll in the classes not automatically assigned.
Lesson Components
Lesson components refer to any and all modules that make up a class, e.g.,
- Session (classroom)
- Online
- Survey
- Test

Learning Plan
A Learning Plan is a list of courses that you plan to take. You might design this plan as part of your development planning for the year or it may be assigned as required learning based upon your job duties.

Status
Status indicates the current status of your class. Status types include:
- **Enrolled**: You are enrolled for an upcoming class.
- **Dropped**: You were enrolled in a class, but dropped the enrollment prior to attending.
- **Registered**: You have registered for a program (curriculum or certification). Note: Once you register for a program, you must still enroll in each class within the program.
- **In-Progress**: You have started a class or program but have not completed it, e.g., began an on-line course, but have not yet finished it.
- **Completed**: You have satisfactorily completed the class.
- **Not Completed**: You did not complete the class successfully (e.g., did not show up for the class, did not pass required quiz, etc.)

Certification Status
Certification Status indicates the status of your certification. Certification status includes:
- **Certified**: You have passed your required training and are still within the period of time for which it is valid.
- **Warning**: Your certification period is about to come to an end (e.g., you will lose your certification in the next 30, 60, or 90 days).
- **Expired**: Your certification period ended and you have not taken and/or passed the training that is required to continue your certification.
Accessing Emory Learning Management System (ELMS)

Click ELMS Login button on the left menu of this web page or go to: http://elmprod9.emory.edu

Login to the ELMS using your Network ID and Password. IDs assigned for sponsored accounts are not for use in the ELMS. If you are not an Emory employee or student and are required to take classes in the ELMS, please contact the class administrator to request that an External Learner profile with a user ID be created for your use.

Navigation Icons

Tools in the upper right hand of all pages:

- **Home button** – Use to return to the default sign-on homepage.
- **Search button** – Use to perform system searches for learning or system records.
- **Notification button** – Displays the notification window to show any pending actions or alerts.
- **Action menu button** – Use to display the action menu.
- **Navigation bar button** – Use to enable the navigation menu.
Find Learning

There are two ways to find classes.

The Find Learning tile allows you to search by keywords which can include part of the class title, the number assigned to the class or keywords that describe the class.

Dates for classroom sessions will be displayed. You may save the class as something you plan to take later or you may enroll to attend on the date indicated.

Online courses may be setup to launch as soon as you enroll. These classes will have a Launch button instead of Enroll and the class will open immediately.

If there are no classes currently scheduled for a course, you will still have the option to add it to your learning plan, but the Enroll or Launch buttons will not appear.
The Filters on the left, allow you other options for drilling down to learning.

The second search option is directly from the homepage using the magnifying glass icon. The icon will open a search window. This search will return results on the Find Learning page shown above. You may search by class name or ID number. Keyword and partial searches will return classes that contain the values in either the title or description.
My Learning
Review your current enrollments, training history and certification statuses.

- **My Learning** – This is your learning transcript, including your Certification Status, if applicable. Use the View option at the top of the page to reorganize how learning is displayed. Select a different View and click Go. You can “Launch” (begin) an on-line class directly from the My Learning page. Likewise, you can “Drop” a class for which you enrolled or “Register” for a program. You can also print a certificate showing that you have completed a course after finishing all requirements.

- **Announcements** – When there are current announcement, they will appear here.

- **Certification Status** – Certifications that you have completed or are currently enrolled in will be displayed under this menu item and includes the Status and Status Date, as well as Recertification information.

- **Supplemental Learning** – In the ELMS, you have the ability to provide information on learning activities that did not take place at Emory, e.g., you attended a conference provided by your professional association, or a class at the Emory Center for Lifelong Learning. In order to have all of your learning (obtained at Emory and obtained outside of Emory) captured on one transcript, you can submit the information about your supplemental learning.

- **Learning Plans** – Learning Plans allow you to plan for future training. This may be useful in creating a professional development plans. Creating or adding courses to a Learning Plan does not enroll you in the actual course. It is simply an indication of training you plan to enroll in at some point in the future. You may also have a Learning Plan assigned to you based upon your job duties and you should review if any classes included are required.
Enroll in Learning
Use Find Learning or the Search icon to find training.

Classroom Sessions – Select the Date and Time that suits your schedule and Enroll

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Type</th>
<th>Duration</th>
<th>Start Date</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>200077-12173</td>
<td>Classroom</td>
<td>1 Days</td>
<td>08/17/2017</td>
<td>Atlanta, GA</td>
<td></td>
</tr>
<tr>
<td>200077-12174</td>
<td>Classroom</td>
<td>1 Days</td>
<td>09/14/2017</td>
<td>Atlanta, GA</td>
<td></td>
</tr>
<tr>
<td>200077-12175</td>
<td>Classroom</td>
<td>1 Days</td>
<td>10/19/2017</td>
<td>Atlanta, GA</td>
<td></td>
</tr>
</tbody>
</table>

If the class requires approval, you will see that indicated on the Confirmation Page.

This enrollment needs approval for Kronos Time & Attend. This change in status will be updated on the My Learning page.

Class Code: 200077-12175
Class Name: Kronos Time & Attend
Type: Classroom
Price Per Seat:
Enrollment Status: Pending Approval
Confirmation Number: 615320
Start Date: 10/19/2017
End Date: 10/19/2017
Start Time:
Last Enrollment Date:
Last Drop Date: 10/19/2017
Duration: 1 Days

If no approval is required, you will receive confirmation.

You have successfully enrolled in 2-Day Classroom: Introduction to Clinical Research at Emory. This change in status will be updated on the My Learning page.

Class Code: 200037-11686
Class Name: 2-Day Classroom: Introduction
Type: Classroom
Price Per Seat:
Enrollment Status: Enrolled
Confirmation Number: 615919
Start Date: 08/04/2017
End Date: 08/11/2017
Start Time:
Last Enrollment Date:
Last Drop Date:
Online Learning – Select to Plan for Later or Launch to complete the class now

- **Programs**

  There are two types of Programs, Curriculum and Certifications. Curriculums are a collection of classes to be completed. Curriculum Programs do not expire. Certifications can include one or more classes and the Certification will expire after a pre-defined time period.

  **Curriculum Programs – Register** now for the Curriculum and later enroll in the Classes that make up the Program. Note there may be a cost for Programs.

  - **Curriculum**
    - Administrative Professional Program - 2017 (HRL022017)
      - The role of the administrative professional has evolved greatly in recent years. Administrative professionals have a wide range of responsibilities that go beyond answering the phone and handling clerical details of the office. **View Details**
      - This program has a price of **600.00 USD**.
    - Human Resources Toolkit (Main Program) (200730)
      - **View Details**
      - This program has a price of **0.00 USD**.

  You will receive a Registration Confirmation Page.
Certification Programs – Similar to Curriculums, Register now and enroll in the associated class(es) later.

After Registering, you will receive a confirmation page.

The Curriculum and Certification Program details can be found by clicking on the program title on the My Learning page where they now appear as Registered.
In the Program Details, you will be able to enroll in Classroom sessions or Launch any online learning included in the program.

<table>
<thead>
<tr>
<th>Human Resources Toolkit (Main Program)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Details</strong></td>
</tr>
<tr>
<td>Program Name: Human Resources Toolkit (Main Program)</td>
</tr>
<tr>
<td>Program Code: 200730</td>
</tr>
<tr>
<td>Price Per Seat: -</td>
</tr>
<tr>
<td>Status: Registered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overview</th>
<th>Completion Rules</th>
<th>Objectives Met</th>
<th>Notes and Attachments</th>
<th>Registration Details</th>
</tr>
</thead>
</table>

**Description**
Human Resources Toolkit (Main Program)

**Requirements**
Not Stated

0 out of 10 needed classes have been completed for this section.

To complete this section complete all classes.

<table>
<thead>
<tr>
<th>Section Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Toolkit Benefits</td>
</tr>
<tr>
<td>HR Toolkit Compensation</td>
</tr>
<tr>
<td>HR Toolkit Data Services</td>
</tr>
</tbody>
</table>
Drop (i.e. Delete) Enrollment in a Class

Go to My Learning page.
Locate the class you no longer wish to attend. Click the drop button. In some circumstances, an administrator may have set a drop fee to apply if you are dropping the class very close to the start date. And some cases you will not be allowed to Drop the class after it has already begun.

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Status</th>
<th>Date</th>
<th>Launch</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCR: Aligning Centralized Monitoring</td>
<td>Online</td>
<td>In-Progress</td>
<td>07/29/2017</td>
<td></td>
<td>Drop</td>
</tr>
<tr>
<td>Human Resources Toolkit (Main Program)</td>
<td>Curriculum</td>
<td>Registered</td>
<td>07/29/2017</td>
<td></td>
<td>Drop</td>
</tr>
<tr>
<td>Re-certification of EHSO testing recurrent training and explosions, Task 2</td>
<td>Certification</td>
<td>Registered</td>
<td>07/29/2017</td>
<td></td>
<td>Drop</td>
</tr>
<tr>
<td>2-Day Classroom: Introduction to Clinical Research at Emory</td>
<td>Classroom</td>
<td>Enrolled</td>
<td>07/29/2017</td>
<td></td>
<td>Drop</td>
</tr>
</tbody>
</table>

You will be asked if you are sure you want to drop this class. If you do, click the Drop button on the bottom of the screen.

You will then get a screen confirming that the course has been dropped.
Launching and Completing Online Learning

Click the Launch link from your My Learning page. You will get a screen titled “Table of Contents”. Click the “Launch” button. If you are re-taking a class, the button will read “Re-Launch”.

Note: It may take a little bit of time for the on-line course to load; please be patient. Also, do not close the ELMS while you are in the on-line course. If you do, you will close the communication channel between the ELMS and the course and your progress and score will not be recorded.

You will be returned to this page after you complete the course. It is recommended that after successfully completing the course, if the Status does not appear as Complete on this page, you should click the link to Refresh your Score. From here you can return to your My Learning page or use the Home icon to return to the homepage.

<table>
<thead>
<tr>
<th>Component Name:</th>
<th>Audit Findings in Clinical Trials</th>
<th>Type:</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class:</td>
<td>Audit Findings in Clinical Trials</td>
<td>Duration:</td>
<td>45 Minutes</td>
</tr>
</tbody>
</table>

**Table Of Contents**

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Findings in Clinical Trials</td>
<td>Not Attempted</td>
<td>Launch</td>
</tr>
</tbody>
</table>

Click here to Refresh your Score
Schedule
A calendar view of upcoming learning.

My Class Schedule

Classroom: Introduction to Clinical Research at Emory
06/04/2017  9:30AM EDT

1 more session

View information about upcoming classes

Classroom: Introduction to Cli...
August 4
Friday
8:30AM EDT
+ Calendar
8.5 hrs

2-Day Classroom: introduction ...
Classroom Session

Biosecurity Orientation
September 12
Tuesday
9:30AM EDT
+ Calendar
1.0 hr

DAR SOM Animal Biohazard Conta...
Classroom Session
Michelle Hull

The arrow in bottom right corner will flip the page to display location information.

Address:
1599 Hilton Road, Atlanta, USA, GA, USA, 30322,

In addition to this ELMS online calendar, the email notification to confirm enrollment for classroom sessions now includes an attachment (.ics) that will allow learners to save the class to their Outlook calendar.
Manager Access
Managers with direct reports have two additional tiles on their Homepage – Team Learning and Approvals

- **Team Learning** – View learning transcript, including Certification Status, for your direct reports. Use the Action field to displayed different elements of your team’s learning. Click Go to open their record.

- **Certification Status** – Certifications that your direct reports have completed or are currently enrolled in will be displayed under this menu item and includes the Status and Status Date, as well as Recertification information.

- **Supplemental Learning** – You can add Supplemental Learning to your team member’s records. This includes learning that did not take place at Emory, e.g., a conference provided by a professional association, or a class at the Emory Center for Lifelong Learning. In order to have all learning (obtained at Emory and obtained outside of Emory) captured on one transcript, you can submit the information about your direct report’s supplemental learning.

- **Team Learning Plans** – Learning Plans allow you to plan future training and may be useful in creating a professional development plan for your direct reports. Creating or adding activities to a Learning Plan does not enroll the learner in the actual class. It is simply an indication of training you believe may be helpful to them. If required training is assign to one of your team members, only you and the Learning Plan administrator have the ability to drop it for them. They cannot drop required training themselves.

- **Find Team Learning** – This functions similar to Find Learning and allows you to enroll your direct reports in classes or programs.

If a learning administrator sets a class to require a learner’s manager approval before a class can be taken, then the manager will find the request under this tile. The tile indicates in the bottom right hand corner if there are any outstanding request awaiting approval.
External Learner Request
Sponsored accounts require the ELM Administrator or the person sponsoring the account to submit an external learner request via the online form located in ELMS.

Return to the Learning Administrator Homepage

Select the External Learner Request

Steps
Enter the information requested on the page to create an External Learner profile. Asterisks (*) indicate required fields. Click Submit Request to begin the process. The system will check for potential matches and, if any are found, you will have the option to send the data to HR for resolution or to cancel the request.

If no matches are found, the request will immediately create the profile in the ELMS. A confirmation will appear online. An email notification will be sent to the learner and you will be copied. It will provide the learner their User ID and initial password.

On the Confirmation page, you will have the option to either Add a Different Learner or to Exit to return to the Learning Administration homepage.
Steps

Access End Date is optional. If provided, this will be the date that the ELMS access will end. Click Submit. A confirmation screen will appear:

If no matches are found, the following screen will appear. Access will be available to the learner in approximately one hour after the security process is run.
Steps

If the system finds a potential match based upon the information you entered, this indicates the learner may already have a profile in the ELMS. They may need help resetting their password or their profile might need to be reactivated. There are three options:

1) Send to HR for Review – Click this button and the HR team will determine what action is needed. The learner will be contacted once their profile is ready and they can sign in.

2) Edit Existing Request – Return to the original screen and modify your request as necessary.

3) Exit and Add Another Learner – Discard the current request and start with a new request.
Who do I contact for department-specific training questions?

Need help with a specific training course? Contact the class administrator by clicking on the Class title to look for the Contact name. The name will be a live link to their email.
Self Service FAQs:

Q: I am looking for a class that I want to take, and cannot find it. Why can’t I find the class – I know it is offered?

A: You have to be assigned to be a member of a learner group in order to be able to enroll in a class. Contact the department administrator or the instructor for additional information on requirements for enrolling in the class.

Q: What is “My Learning”?

A: “My Learning” shows all of your training records in the system, and can be filtered to show current, planned, and past trainings.

Q: Can I drop my enrollment in a class?

A: It depends. If you enrolled yourself in the class, you can drop it. Go to your My Learning page, located the class, and click on the "Drop" button. If your manager or a training administrator enrolled you in the class you cannot drop it. Contact your manager or training administrator to drop your enrollment.

Q: When I go to enroll/register for a class/program, I see that I have more than 1 job listed. Which job should I select?

A: You should select the job that the class/program is the most relevant to. The supervisor of the job selected will receive email notifications.

Q: I never check my emory.edu email, so how will I get notified of my registrations?

A: You must check your emory.edu email account for University system generated email messages.

Q: I work for Emory HealthCare and want to take a class listed in the catalog. How do I enroll?

A: If you are already logged into the ELMS, you can select the class and click on the enroll button. If you are not logged into the system, you can go to http://elmprod9.emory.edu. Login using your network id and password.

Q: My supervisor said that she did not get an email about me attending a class. What should I tell her?

A: First, ask you departmental HR person to verify that she is shown as your supervisor in PeopleSoft HR. If she isn’t, then the records need to be updated. Also, all emails go the emory.edu email address; so, if your supervisor doesn’t check that email address, she will not have seen the email. Finally, your supervisor should check her junk email file as sometimes email is caught in the spam filter.
Q: I am enrolled in a class that requires supervisory approval, but my supervisor is out of the office for the next few weeks. What should I do?

A: Contact the class administrator and make him/her aware. The administrator can assist you. You can click on the class name to find the administrator’s contact name and can send an email to them by clicking on the name.

Q: My supervisor wants me to run a report of the training that all of his direct reports had this year. How do I do that?

A: You are not able to run this type of report. Your supervisor will have to go into the Manager Self Service, and click on the "Team Learning" tile to download data for their team.

Manager Self-Service FAQs:

Q: I cannot see my direct reports under Team Learning. What should I do?

A: Check with your departmental HR person and ask that he/she update PeopleSoft HR to show you as the supervisor.

Q: I am going to be out of the office for the next few weeks. If I have employees who need to have supervisory approval for classes they enroll in, what should I do?

A: Let your employees know that if they have classes that show "pending approval" they should contact the class administrator by clicking on the class name and clicking on the Contact name.

Q: I want to get a report of all the training that my employees have taken this year. I asked one of my employees and my HR Representative to run this report and they both indicated that they cannot do it. What do I do now?

A: Go into the Manager Self Service, and click on the “Team Learning” page to download data. At the top of the page set the ‘Search Filter’ to "All Learning Transcript" ‘For’ “All Learners” and hit Go. Completed learning for your team will be displayed. The chart icon to download the list to Excel. You can use the ‘Search Filter’ to pull different versions of the training and the ‘For’ field to limit who is in the report. Once in Excel, you can sort learning to suit your needs.