

USER GUIDE 2020

# ELMS

(Enterprise Learning Management System)

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## What is ELMS

The Clark County School District has implemented a new Enterprise Learning Management System referred to as ELMS. This system meets two needs for the CCSD, the first is the submission and tracking of licensed employee Personal Growth Plan documentation. The second is for the registration and tracking of professional learning activities presented by the CCSD to the employees of the CCSD. This guide address the use of the registration and tracking of learning activities.

## Browsers and Settings

ELMS works best with either *Mozilla Firefox* or *Google Chrome*. The new system uses pop-up windows. Before accessing and logging into ELMS, you will need to ensure that your browser *allows pop-ups* from <https://learn.ccsd.net>.

If you are using Mozilla Firefox:

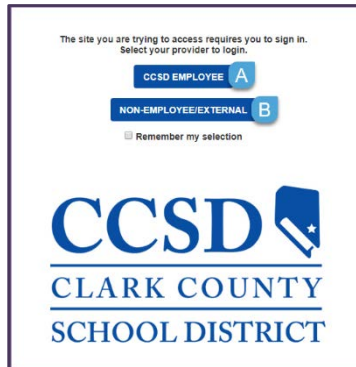
1. Launch the *Mozilla Firefox* browser
2. Select the Menu (three horizontal lines icon)
3. Click **Options**
4. Select **Privacy & Security**
5. Scroll down to the *Permissions* section
6. Click **Exceptions** from the *Block pop-up windows*
7. Enter <https://ccsd.sumtotal.host> in the **Address of website** field
8. Click **Allow**
9. Click **Save Changes**

The District has pushed the correct pop-up settings in *Google Chrome* for all District workstations, so you will be able to easily access the site and its content if using Chrome on a District computer. However, if you are accessing ELMS in Chrome on a personal computer:

1. Launch the *Chrome* browser
2. Select the **Menu** (three dots icon)
3. Click **Settings**
4. Scroll down and expand **Advanced** to access *Privacy and security*
5. Scroll down and expand **Content settings**
6. Expand **Pop-ups and redirects**
7. From the *Allow* section, click **Add**
8. Enter [\[\\*\].sumtotal.host](https://*.sumtotal.host) in the **Site** field
9. Click **Add**

## Access ELMS

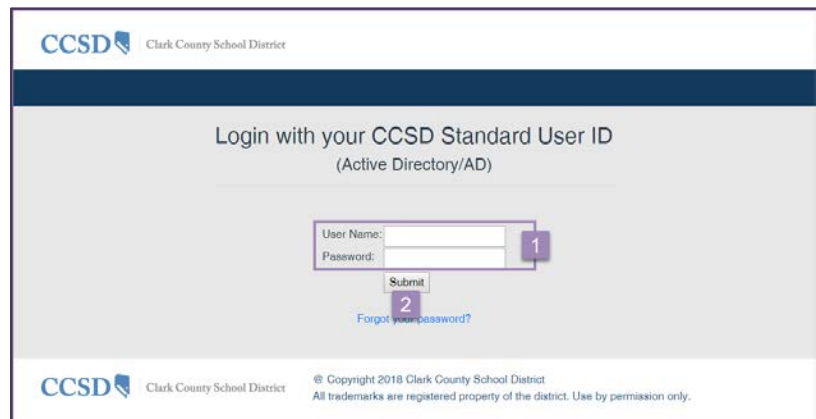
The ELMS is a cloud based system that is accessed using one of the CCSD supported browsers: Chrome or Firefox. To access the landing page, type **learn.ccsd.net** in the browser address field.



### Login Credentials / Sign-in Instructions

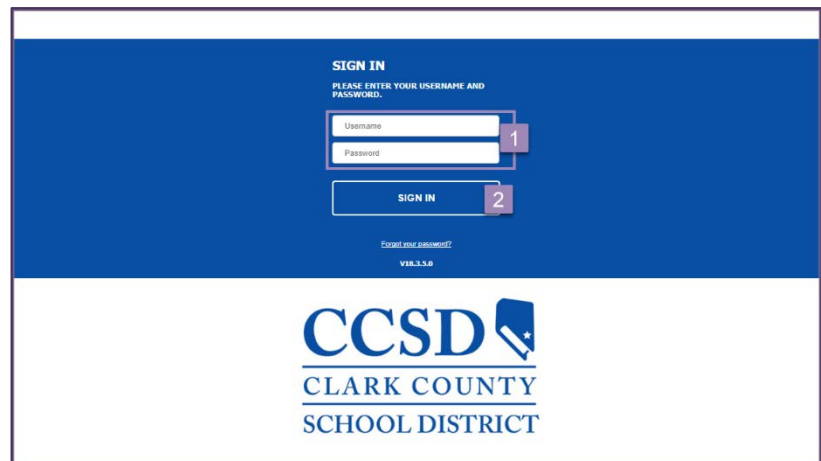
If you are accessing ELMS as a CCSD employee (e.g., teacher, food service employee, dean, bus driver, etc., or contractor with AD credentials), click the **CCSD Employee** button (A) to access the login page.

1. Enter your **AD credentials** (these are the same *user name* and *password* used to log in to ESS)
2. Click **Submit**



If you are accessing ELMS as a non-CCSD employee, you will select the **Non-employee/External** button (B) to access your external user login page:

1. Enter your **AD Username** and **Password**
2. Click **Sign In**



If you need assistance retrieving or resetting your AD login information, go to [myaccount.ccsd.net](http://myaccount.ccsd.net), or call the Help Desk at 702-799-3300.

## Environment and Navigation

### Home Dashboard

The Home Dashboard is displayed. The dashboard is the initial page displayed each time you login to ELMS and it provides you with quick navigation to numerous areas of the system. The following



- A. **CCSD Logo:** Returns the user to the *Home Dashboard* from any page within the ELMS.

There are several *quick access* buttons available from the home dashboard, they are:

- B. **Learning Dashboard:** Displays training activities, learning schedule, messages, in progress learning, and learning tasks.
- C. **Assigned Training:** Navigates to an active list of any assigned or recommended activities or curriculums, such as the *CCSD Compliance Training eLearning* modules.
- D. **Training Schedule:** Navigates to an active list of training activities to which the user has a registration, completion, cancellation, or other status.
- E. **Add CU Activity and Add CU Status:** Provide *Licensed* employees quick access to CU submissions and tracking.

Additional icons, located on the heading of the Home Dashboard, provide access to menus and other options, such as:

- F. **Self:** Provides a menu to access certain personal employment information, as well as resources and information regarding your professional learning within CCSD.
- G. **Library:** Browse for learning activities by topic area. You will only find activities for which you are eligible to register and complete.
- H. **Enterprise Search:** Search within ELMS using the following options:

**Learning** (Default option): Search for learning activities by such criteria as keywords, course codes, name, etc. After results are displayed, apply filters to narrow the search results. Just as with the *Library*, you will only see activities for which you are eligible to register and complete.

**Navigation:** Search field to assist in locating *specific ELMS features and tools*. The results display detailed navigation paths and a quick navigation buttons. This tool is essential to new ELMS users

to assist in learning their way “around” the new system. For example, to quickly locate an instructor schedule, search for *instructor schedule* under **Navigation**. The search results provide the navigational path (*Self > Learning > Instructor Schedule*) and a *direct link* to the location (click **Navigate**).

- I. **Timeline**: Provides access to learning activities that have been assigned, or access/view information for trainings for which you are registered to attend. Information that can be viewed in this area includes the learning activity type, start date, registration status, and delivery method.
- J. **Help**: Provides access to SumTotal Community help for the overall Learn product; it does NOT provide CCSD specific help topics.

## Search for Activities

The ELMS allows the groups offering professional learning activities to more directly target the instructional topics to learners through the use of **Audiences**. These audiences are assigned to particular learning activities and they control what learning activities particular users in the system will see (or not see), and be eligible to register and complete. This is important to know as you begin to search and register for activities offered in the system.

## Enterprise Search

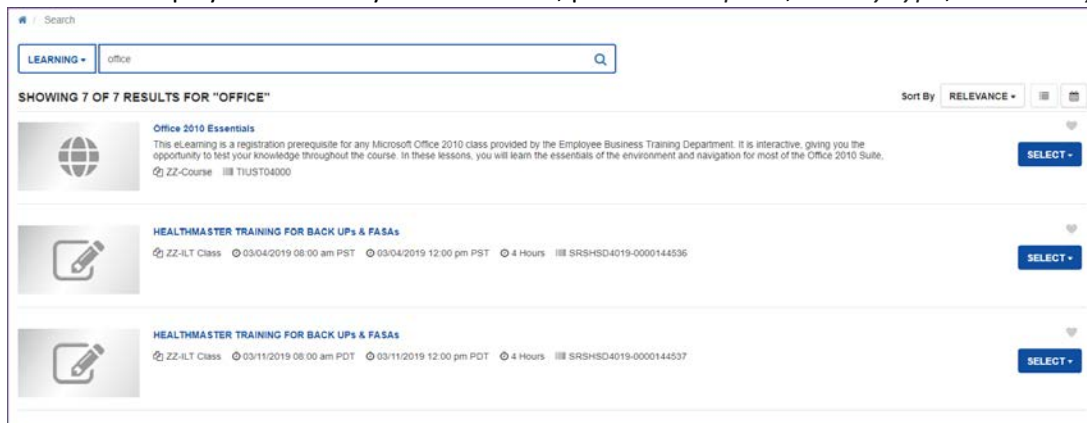
When using the Enterprise Search the system will look through activity names, codes, keywords and descriptions to match any of your search criteria. It will also provide results for multiple types of learning activities as well, such as instructor-led trainings (ILT courses/classes), online courses, eLearning videos, etc. To search:

1. Click **Enterprise Search**



2. Enter search criteria such as a keyword, course code, name, or wildcard (\*)
3. Click the **search icon**

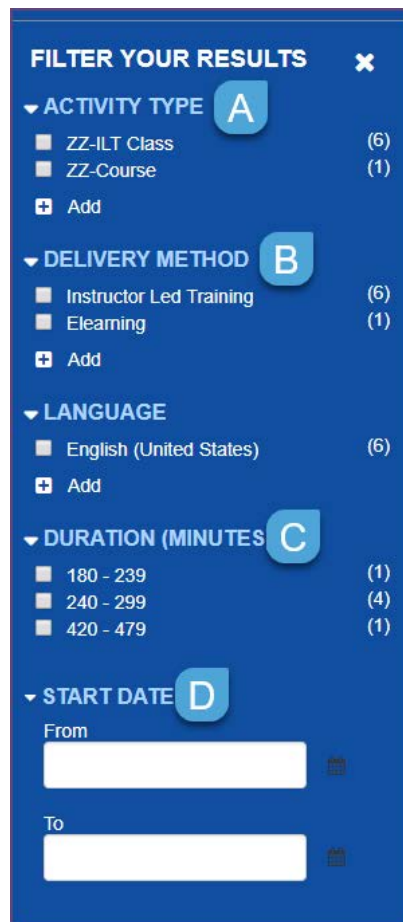
The list of results display. Each activity lists the *name*, partial *description*, *activity type*, and *activity code*.



In addition to the search results, you will see a panel on the left titled *Filter Your Results*.

If your search has yielded too many results, applying filters allows you to narrow the results list. The following filters can be applied:

- A. **Activity Type:** This will allow you to choose the type of activity you are looking for (i.e. ILT Class, ZZ-Course [online class], etc.).
- B. **Delivery Method:** This will allow you to choose the delivery type of the activity (i.e. Instructor Led Training, eLearning, etc.).
- C. **Duration:** This will allow you to select the duration (in minutes) of your desired activity.
- D. **Start Date:** This will allow you to enter a date range for the activity you are looking for. This applied only to ILT classes, as online activities do not have start dates.



Once a filter has been applied:

1. Click **APPLY**
- Or
- Click **RESET** to clear the filter



## Library

Another way to locate learning activities is to utilize the **Library**. The Library has been divided into Topics which are assigned to particular learning activities. This allows you to search according to particular interest or need, without having to know an exact name or code. To search the Library:

1. Click the **Library** icon
2. Select the desired **Topic** from the Library list

All activities for which you are eligible to register display.

The screenshot shows a web interface for a library of learning activities. At the top, there is a breadcrumb trail: "Library / Math". To the right, there is a search bar containing the number "3" and a magnifying glass icon. Above the search bar are two buttons: "FILTER YOUR RESULTS" and "SHARE TOPIC". Below the search bar, the results are categorized under "MATH (6)". There are three items listed, each with a pencil icon in a square, a title, a description, and a "SELECT" button. The first item is "BA Read by Grade Three Learning Strategists" with a description: "This offering is a required training for RBG3 learning strategists." and details: "ZZ-ILT Class 03/12/2019 08:00 am PDT 03/12/2019 04:00 pm PDT 1 Day CPLIT00003-CLASS-000001". The second item is "Class from Rick Test Course 20" with a description: "Rick TestCourse 20" and details: "ZZ-ILT Class 03/15/2019 11:00 am PDT 03/15/2019 12:00 pm PDT 1 Hour rtc23413243214-0000000001". The third item is "JEH ELMS Advanced Reporting" with a description: "Advanced Reporting basics in the ELMS. We will present topics such as Domains, Ad Hoc Reports, and field selection. New stuff per Wes." and details: "ZZ-ILT Class 03/25/2019 08:00 am PDT 03/25/2019 11:00 am PDT 3 Hours TIEBT00048JEH-CLASS-000001".

To narrow your topic results:

3. Enter a **search** criteria

OR

Click **Filter Your Results** to display filter options



## Register for a Learning Activity

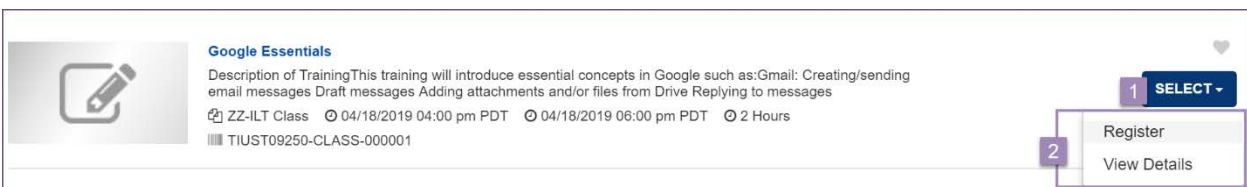
Once you have located a learning activity, you will be able to **register** for ILT activities or **start** eLearning activities.

### Instructor-Led Training (ILT)

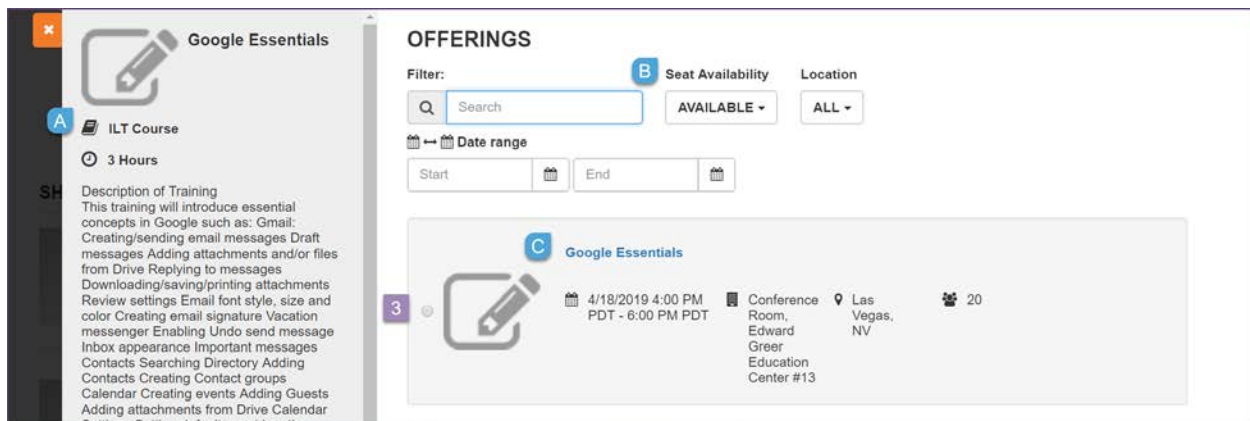
ILT classes are instructor-led activities. These activities are held in a face-to-face environment, in a synchronous (Saba) environment, or even in the Canvas environment. You can choose to **Register** or **View Details** about a particular activity.

To **Register** for an activity:

1. Click **Select**
2. Select **Register**



The **Offerings** window displays.



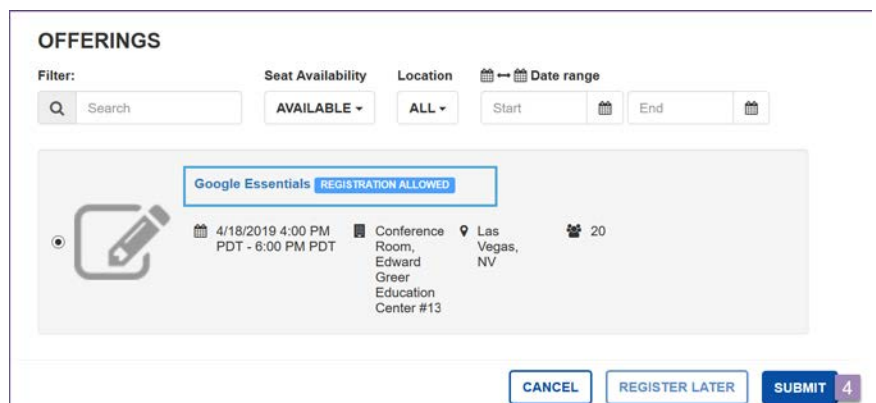
- A. **Activity Description:** Provides information included in the class detail field.
- B. **Seat Availability:** indicates if seating is available or waitlist.
- C. **Class Details:** Indicates ILT Class name, date, time, location and address, and seating capacity.

To continue registering for this activity:

3. Click the radio button to select the activity

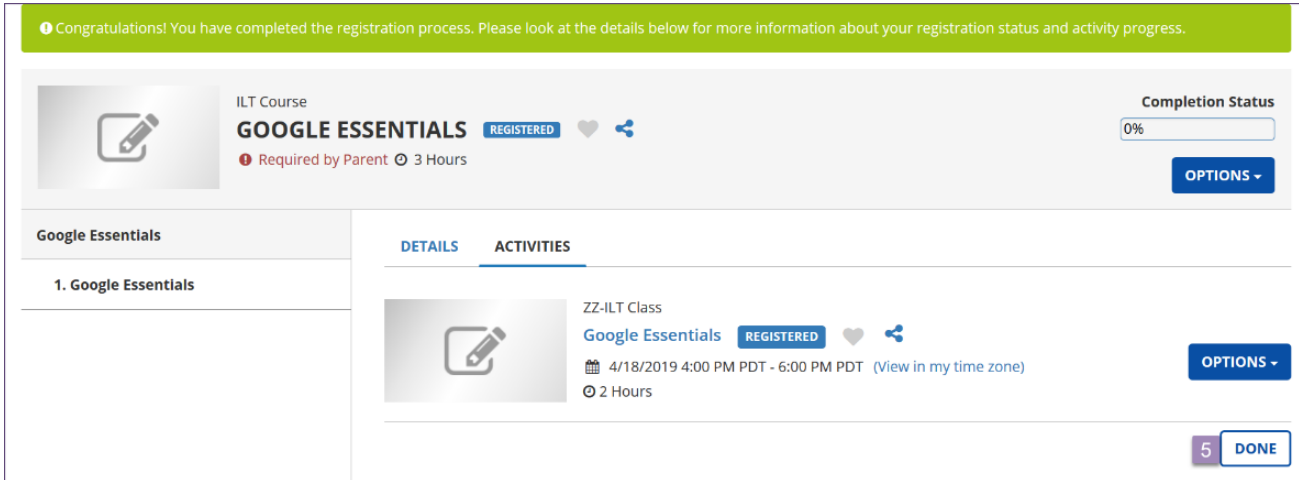
The system will indicate if **Registration Allowed**.

4. Click **Submit**



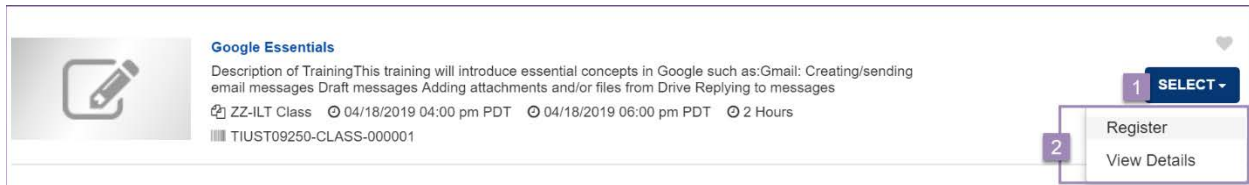
The following window is displayed upon successful registration completion. Note that by clicking the Options button, you can choose to **Cancel registration**.

5. Click Done

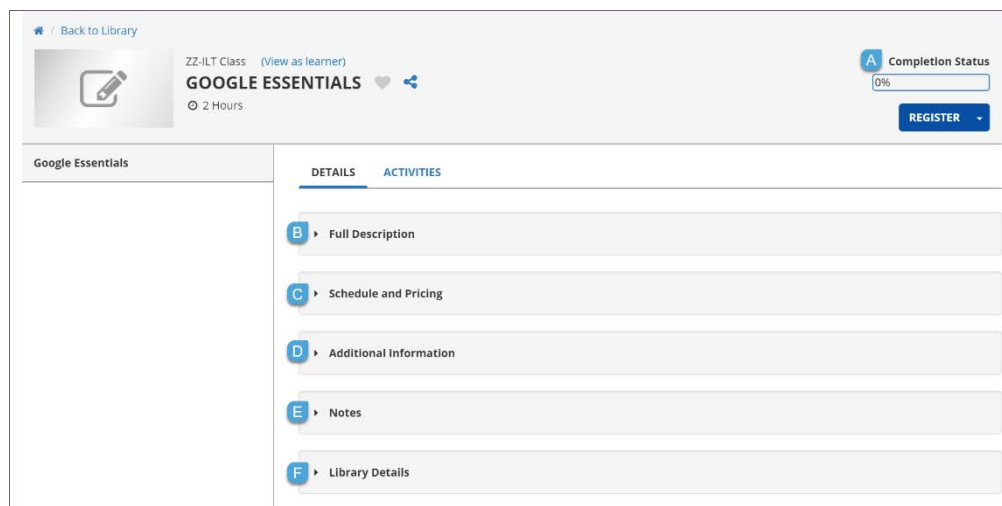


To **View Details** for one of these activities:

6. Click **Select**
7. Select **View Details**



From View Details, the following information is displayed:



- Completion Status** indicates if a current registration exists or any prior completion status

Also available are the following collapsible menu options:

- Full Description:** Provides activity *description* details.
- Schedule and Pricing:** Provides the *Start* and *End* dates, any *Registration* and *Cancellation* deadlines, as well as the *Estimated duration*

- D. **Additional Information:** Provides the *Activity status, Code, Locations, Instructors, Training organization* (department offering training), *Delivery method, Contact* (person/department to contact with questions), *Owner* (class creator), and *Language*.
- E. **Notes:** Provides any additional *User Notes* intended for the learner
- F. **Library Details:** Provides *Library* categories assigned to the activity

After reviewing the details, you can continue to register from this window (click Register).

### Cancel a Registration

If you have registered for a learning activity and have found it necessary to cancel, complete the following steps:

1. Select the **Timeline**



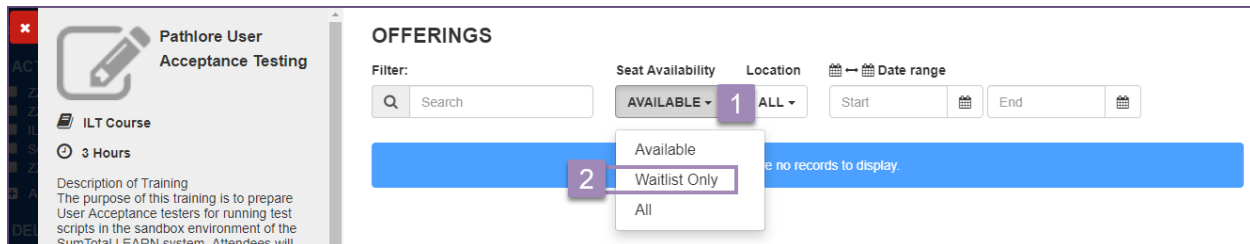
2. Click **Upcoming** to view any future registrations
3. Click **View Details** for the desired class cancellation
4. Select **Cancel Registration**

5. Click **Confirm Cancellation** from the *Cancellation Confirmation* window

## Registration Waiting List

What if you select an activity, but arrive at the details only to find “There are no records to display”? This message is an indication that the enrollment is full. How do you add your name to the *wait list*?

1. Click the Availability drop-down menu
2. Select Waitlist Only

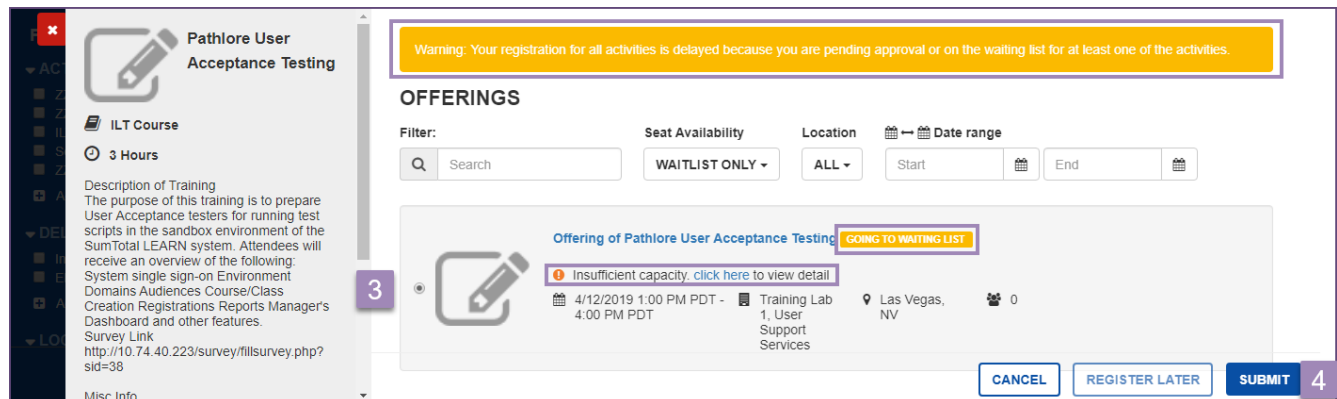


The class information details display.

3. Select the class by clicking the *radio* button

Warning messages display indicating that the class is at capacity and registration may be delayed.

4. Click **Submit**



## eLearning Modules

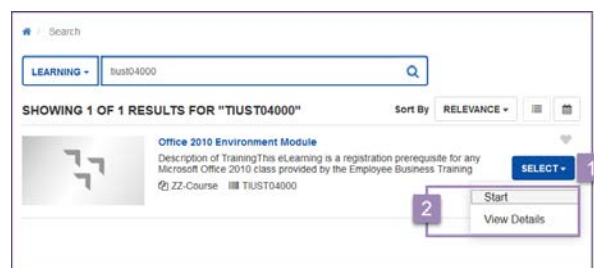
ELMS allows departments within the CCSD to offer employees the opportunity to complete some learning activities online. Just as with an ILT you will search for the learning activity. Once your search results are displayed, you will have the opportunity to review activity descriptions and pertinent information, prior to beginning the activity. To review activity information and to launch an eLearning module:

1. Click **Select**
2. Click **Start** to launch the module

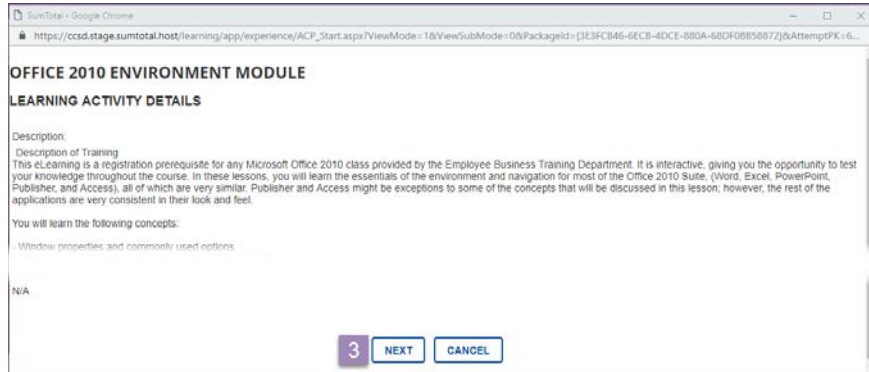
OR

Click **View Details** for more information  
After reviewing the details, click **Start** to launch the module

A new window: *Learning Activity Details* appears.

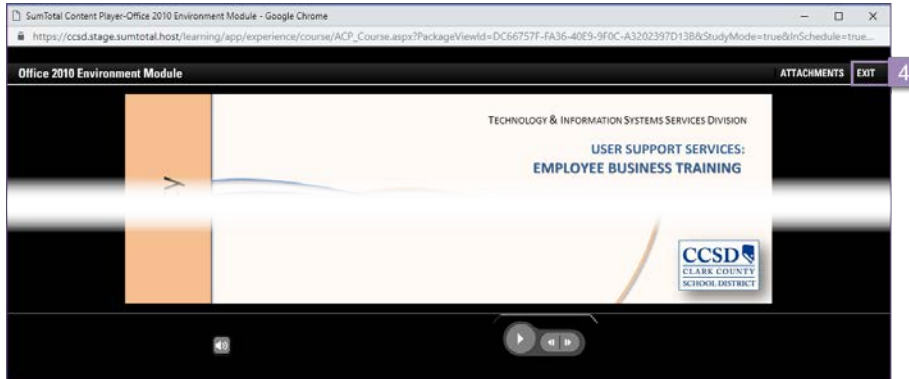


3. Click **Next**



The eLearning module will begin to play. When the module is complete, or if you find it necessary to stop and return later:

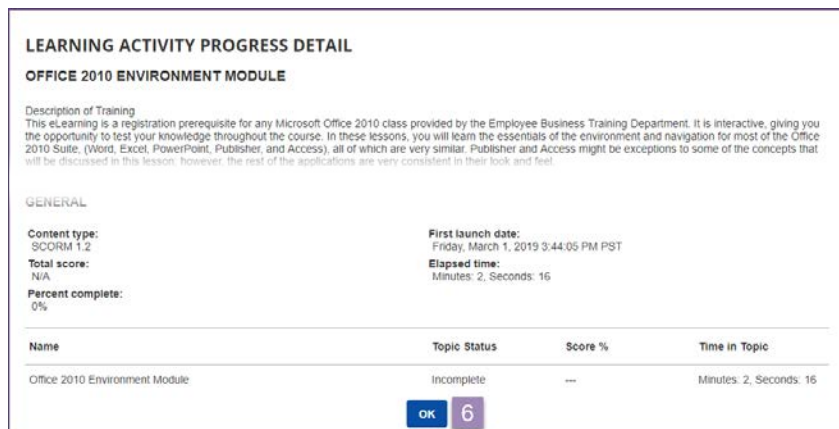
4. Click **Exit** in the player window



5. Close window when instructed to do so

The Learning Activity Progress Detail window displays. It provides details such as: Content type, First launch date, Total score (if any), Elapsed time, Percent complete, module Name, Status, Score %, Time in Topic.

6. Click **OK**

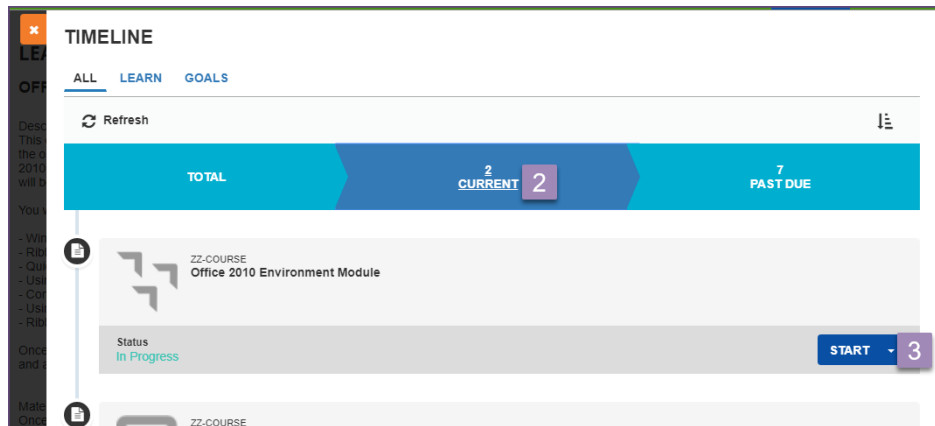


To return to any unfinished online modules:

1. Select the **Timeline**

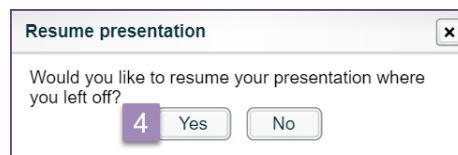


2. Click **Current** to access any in-progress online modules
3. Click **Start**



You will be prompted to choose to resume the activity (Yes) or start over (No)

4. Click **Yes** to resume



## Training Schedule

The ELMS committee determined that training activity data (registrations, cancellations, completions, and no show statuses) would be migrated into the ELMS from January 1, 2007, to present. The Training Schedule provides you with a report of all activities and includes the following information:

- Registrations
- In Progress
- Cancellations
- Expressed Interest
- Completions
- Waiting List

To access your *Training Schedule*:

1. Click *Training Schedule* from the *Home Dashboard*



## Training Schedule Environment

Let's review the environment. By default the schedule displays all *Current/Upcoming* and *Ongoing Activities*. The selected tab is easily identified by the **bold black lettering** and blue underline.

- Search:** Enter criteria to search for a particular activity within the results displayed. If there are no results displayed, the search will render nothing.
- Activity display options:
  - CURRENT/UPCOMING:** Displays any activity for which there is a current registration.
  - EXPRESSED INTEREST:** Displays all activities that you have used the Express Interest button to identify when searching for an activity.
  - COMPLETED:** Displays all activities for which you have received an Attended status
  - CANCELED:** Displays all activities from which you have canceled.
  - WAITING LIST OR PENDING APPROVAL:** Displays all activities for which you have been placed on the waiting list.



**ONGOING ACTIVITIES:** Displays all activities that are in progress.

**UPCOMING ACTIVITIES:** Displays all activities for which you have a future registration.

**FIXED DURATION ACTIVITIES:** Displays all ONLINE activities that have an access end date.

C. **Page Record Display** allows you to change the number of results displayed per page.

D. Action options:

**Export To Excel:** Export the list of results to an excel spreadsheet.

**Print:** Send the list of results to a designated printer or as a PDF.

**View Calendar:** Displays by Day, Week or Month the results in a calendar format; allows you to navigate from current to past or future timeframes.

E. Results column headings display are dependent upon the display option selected. The following section details what columns are included in each display option.

### Training Schedule Results

As stated earlier, the ELMS displays the CURRENT/UPCOMING activities. To view other activities, such as completed or cancelled, simply click the desired display option. The following table provides a breakdown of each display option and the information available within that option.

	CURRENT/ UPCOMING	EXPRESSED INTEREST	COMPLETED	CANCELED	WAITING LIST/PENDIN G APPROVAL	ONGOING ACTIVITIES	UPCOMING ACTIVITIES	FIXED DURATION ACTIVITIES
<b>Activity Name</b>	X	X	X	X	X	X	X	X
<b>Status</b>	X		X	X	X	X	X	X
<b>Code</b>	X	X	X	X	X	X	X	X
<b>Region</b>	X		X	X	X	X	X	X
<b>Expressed Interest (date)</b>		X						
<b>Comments</b>		X						
<b>Type</b>		X						
<b>Start Date</b>	X		X	X	X	X	X	X
<b>End Date</b>	X				X	X	X	X
<b>Canceled Date</b>				X				
<b>Completed Date</b>			X					

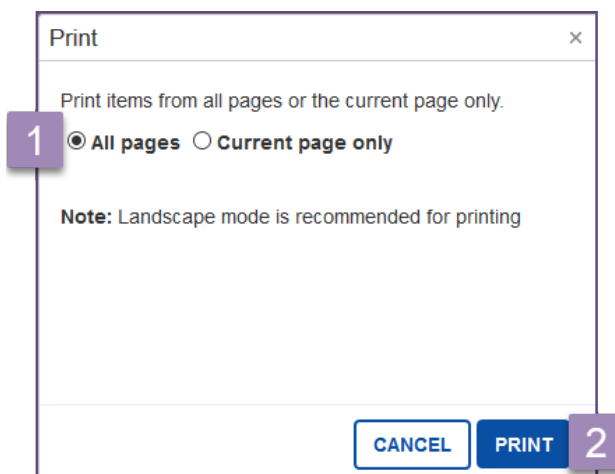


	CURRENT/ UPCOMING	EXPRESSED INTEREST	COMPLETED	CANCELED	WAITING LIST/PENDIN G APPROVAL	ONGOING ACTIVITIES	UPCOMING ACTIVITIES	FIXED DURATION ACTIVITIES
Online Content Access End Date								X
Score			X					
Grade			X					
Passed			X					
Profiling Report			X					
Actions	X		X			X	X	X

### Print the Training Schedule

It is possible to obtain a printed copy of your schedule from the *Training Schedule* window. To **Print**:

1. Click **Print**, located in the action options section of the window.  
The *Print* pop-up window appears. Verify if you wish to print **All Pages** or the **Current page only**.
2. Click **Print**



The browser's default print window appears.

3. Verify the printer settings. It is recommended that the schedule be printed in landscape page orientation.
4. Click **OK** or **Print**

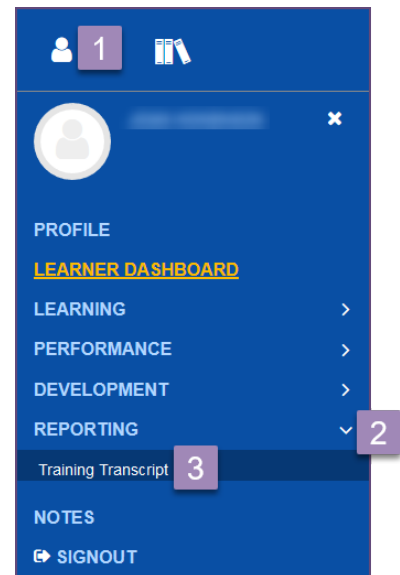
## Official Training Transcript

Now that you have logged in to the system, let's review your training transcript. For all employees, the ELMS Training Transcript is the OFFICIAL training transcript for ALL CCSD employees. The ELMS committee determined that training activity data (registrations, cancellations, completions, and no show statuses) would be migrated into the ELMS effective January 1, 2007, to present. This transcript provides you with a report of all completed activities. The training transcript is not the same as the Pathlore record of participation. It does NOT list the following information:

- Registrations
- In Progress
- Cancellations
- No Show

To access your **Training Transcript**:

2. Click the **Self** icon
3. Expand **Reporting**
4. Select **Training Transcript**



## Training Transcript Environment

Let's review the environment. It lists information such as your name, email, employee id, manager, domain, organization, and primary job.

Activity	Start Date	Completion Date	Expiration Date	Attended Duration	Code	Completion Status
ZZ-Course: Infinite Campus Attendance Letters	2/21/2019	2/21/2019		Days: 0, Hours: 0, Minutes: 6, Seconds: 6	TIUST08132	Attended
ZZ-Course: Campus Portal Liaison	2/21/2019	2/21/2019		Days: 0, Hours: 0, Minutes: 4, Seconds: 50	TIUST08128	Attended

This information is sent to the ELMS from Human Resources' records. You will also see the following:

- A. **Training Transcript** search criteria: by default the system displays only the last year's activity completion information.
- B. Employee information such as name, email, user number, manager, etc. It also indicates the criteria used to determine displayed results.
- C. **Activity Results**, sortable by any heading

<b>Activity</b>	Indicates the type and name of the activity completed
<b>Start Date</b>	Date indicating beginning of activity
<b>Completion Date</b>	Date indicating end of activity
<b>Expiration Date</b> (if any)	Indicates if completion of the activity is valid for a specific period of time
<b>Attended Duration</b>	Determined by the activity's estimated duration field, or the length of time spent completing an online activity.
<b>Code</b>	Unique code that identifies the course within ELMS
<b>Completion Status</b>	Status assigned to learner after activity has been updated from the sign-in sheet (instructor led) or by meeting all online completion requirements.

- D. **Print / Export to PDF**: allows you to print the currently displayed results or to save them as a PDF document.

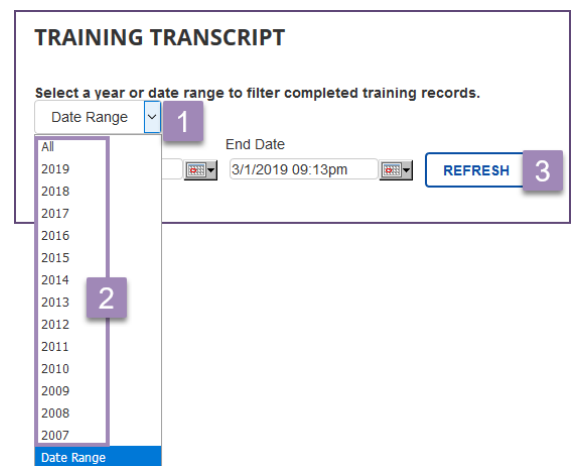
### Training Transcript Results

As stated earlier, the ELMS displays the past year's training completion records. However, it is possible to expand or narrow the list of results.

To review your training transcript by year:

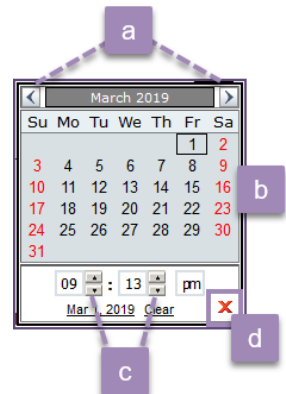
1. Click the **Date Range** drop-down arrow
2. Select the desired **year**  
OR  
Select **All** to view all completion data from January 1, 2007 to present
3. Click **Refresh**

The search results will be displayed in the **Activity** section of the window.



To review your training transcript by *date range*:

1. Click the **Start Date** calendar button
  - a. Use the forward and back arrows to navigate to the correct **month** and **year**
  - b. Click on the desired **date**
  - c. Use the up and down buttons to navigate to the appropriate **time**
  - d. Click the red **X**
2. Click the **End Date** calendar button
  - a. Use the forward and back arrows to navigate to the correct **month** and **year**
  - b. Click on the desired **date**
  - c. Use the up and down buttons to navigate to the appropriate **time**
  - d. Click the red **X**
3. Click **Refresh**



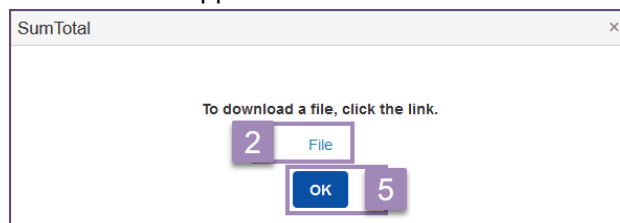
### Training Transcript Printout

It is possible to obtain a printed or electronic (PDF) copy of your training transcript from the *Training Transcript* window. To **Print** your training transcript:

5. Click **Print**, located in the upper right of the *Training Transcript* window  
Your default printer window is displayed. Verify the settings and click **Print**

To **Export** your training transcripts to a PDF document:

1. Click **Export to PDF**, located in the upper right of the *Training Transcript* window  
The *SumTotal* file download window appears



2. Click **File**  
The PDF export will open in a new browser tab
3. Select **Download**

The training transcript will be downloaded to your browser's default download location.

4. Close the browser tab.
5. Click **OK**

