CCSD
CLARK COUNTY
SCHOOL DISTRICT

Instructor's Guide   2021

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-u**ps** 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* 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.
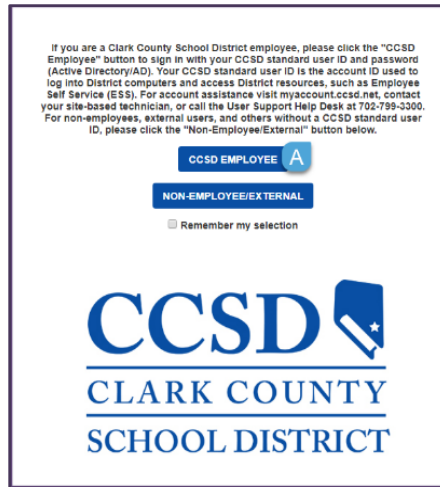
Login Credentials / Sign-in Instructions

If you are accessing ELMS as a CCSD employee (e.g., teacher, food service employee, dean, bus driver, etc.), 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 need assistance retrieving or resetting your AD login information, go to 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**: If at any point you navigate away from the *Home Dashboard* and wish to return, click the logo.

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

B. **Course Catalog**: Quick access to the *Learning* search option under *Enterprise Search*.
C. **Add CU Activity** and **Add CU Status**: Provide *Licensed* employees quick access to CU submissions and tracking.
D. **Assigned Training**: Quick access to any assigned activities or curriculums, such as the *CCSD Compliance Training* eLearning modules.
E. **Training Record**: Access the *Training Transcript* page to generate and review a record of your activity completions.
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.
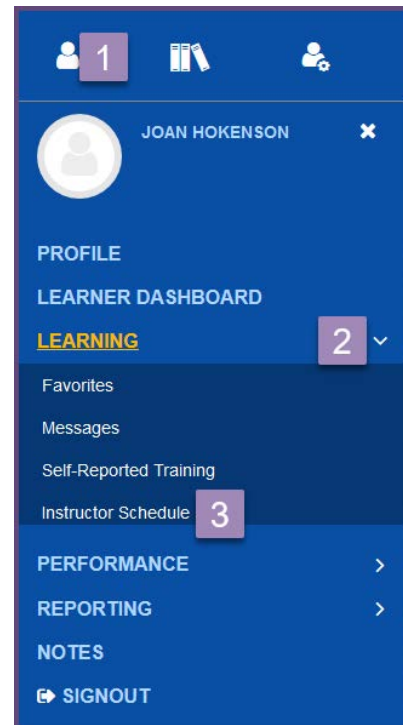
Instructor Schedule

All ELMS users that have been assigned as an instructor resource to an activity will have an *Instructor Schedule*. This schedule details past, current, and future activities for which they have been assigned the instructor role. This schedule serves as the instructor's record of the activities they have led.

All CCSD employees have been enabled for assignment to an activity offering (class) as an instructor. Any user assigned as an instructor has additional rights to view and print any roster for the specific activity. The *Instructor Schedule* provides access to these activities.

To access the *Instructor Schedule*:

1. Click the *Self* icon
2. Expand *Learning*
3. Select *Instructor Schedule*

The *Instructor Schedule* window displays. The default view is *Current* activities.

To change the view:

4. Click the *View* drop-down
5. Select the desired View
   a. *Current activities*: Displays the current day's instructor assignment
   b. *Previous activities*: Displays ALL previous instructor assignments from January 1, 2007 to present
   c. *Pending requests*: Displays any pending training requests

d. *Calendar*: Displays a monthly calendar view of all instructor assignments

e. *Upcoming activities*: Displays all future instructor assignments

All activities for the selected view display.

6. Select the desired view for the activity

a. View the activity Roster (a) provides access to the Roster Management window to view activity participant status

The following information is provided:

A. Activity details such as *Name*, *Code*, *Location*, *Instructor*, etc.

B. Search the current roster for a participant

C. Filter by Status to see participants by status such as *Registered*, *Canceled*, *No Show*, etc.

D. View filter by *Completion Information*, *Waiting List*, etc. Please note, this is the only view for accessing the activity *Waiting List*.

E. *Records* display indicates the number of records displayed, page navigation, and Show Records view options.

F. Participant information such as *Name*, *E-mail Address*, *Status*, *Status Date*, *Score*, *Duration*, *Passed*, and *Completed*.

G. Reports such as *Activity Sign-in Sheets*, *Activity Name tent*, etc. are available.

H. *Print* the roster list, as displayed by *View* filter.
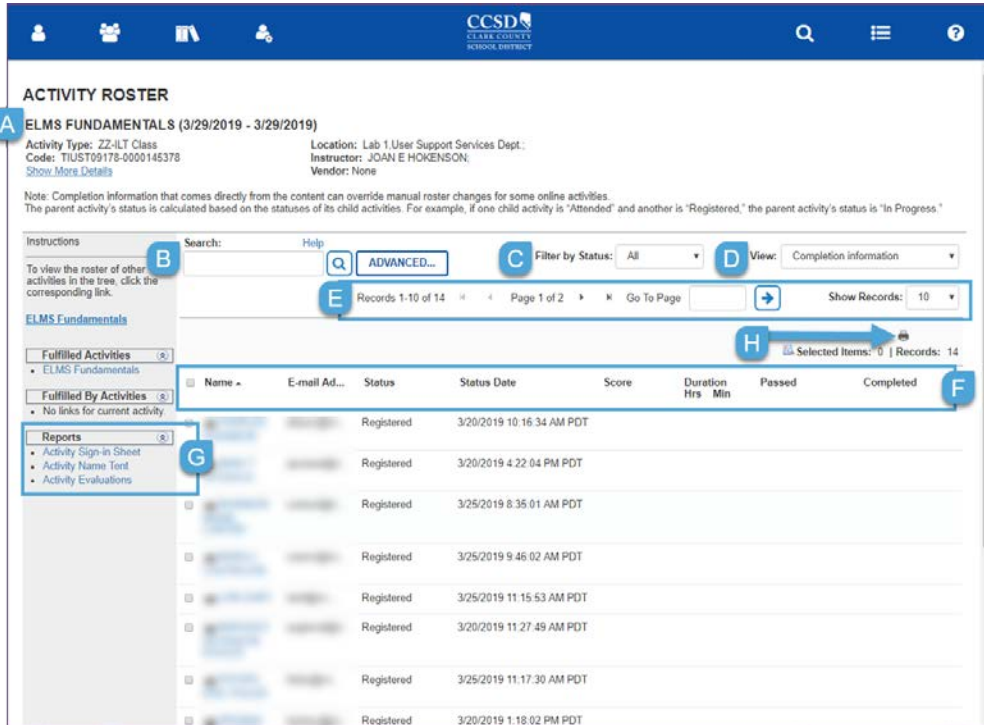
b. Activity Roster Report (b) displays the Activity Sign-In Sheet to export or print (only registered participants will be displayed)
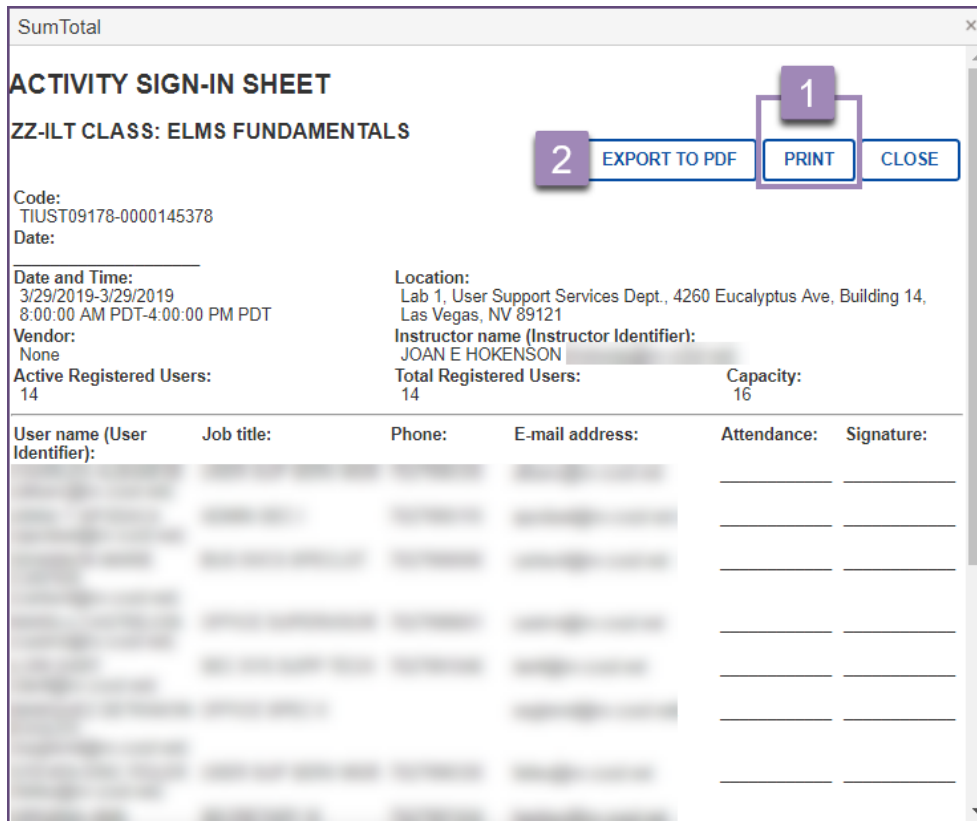
1. Your default printer window is displayed. Verify the settings and click *Print*

To obtain a *PDF* of the Activity Sign-in Sheet:

2. Click EXPORT TO PDF
3. Click *File*

The PDF export will open in a new browser tab

4. Select *Download*

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

5. Close the browser tab.
6. Click *OK*
   a. Activity name (c) accessed the ZZ-ILT Class Window.

   By default the window is displayed in learner view. The following information is provided:

   A. Full *Description*: Provides all details entered in to ELMS by the office/location creating the
      activity
   B. *Schedule and Pricing*: Provides the *Start* and *End* dates and times, as well as the *Estimated
      duration* of the activity.
   C. *Additional Information*: Provides the activity *Code*, *Location* and *Facility* (room and
      building address), assigned *Instructor*, *Training organization* (department offering
      activity), *Delivery Method* (instructor-led, blended, etc.), *Contact* (name and telephone
      number), *Owner* (class creator name), and default *Language*.
   D. *Notes*: Provides activity *User notes* (specific information for learners), *Instructor notes*
      (information provided specifically to the instructor), as well as any *Recommendation
      Details*.
   E. *Library*: Identifies the *Libraries* (topic/s) that the activity has been assigned to.
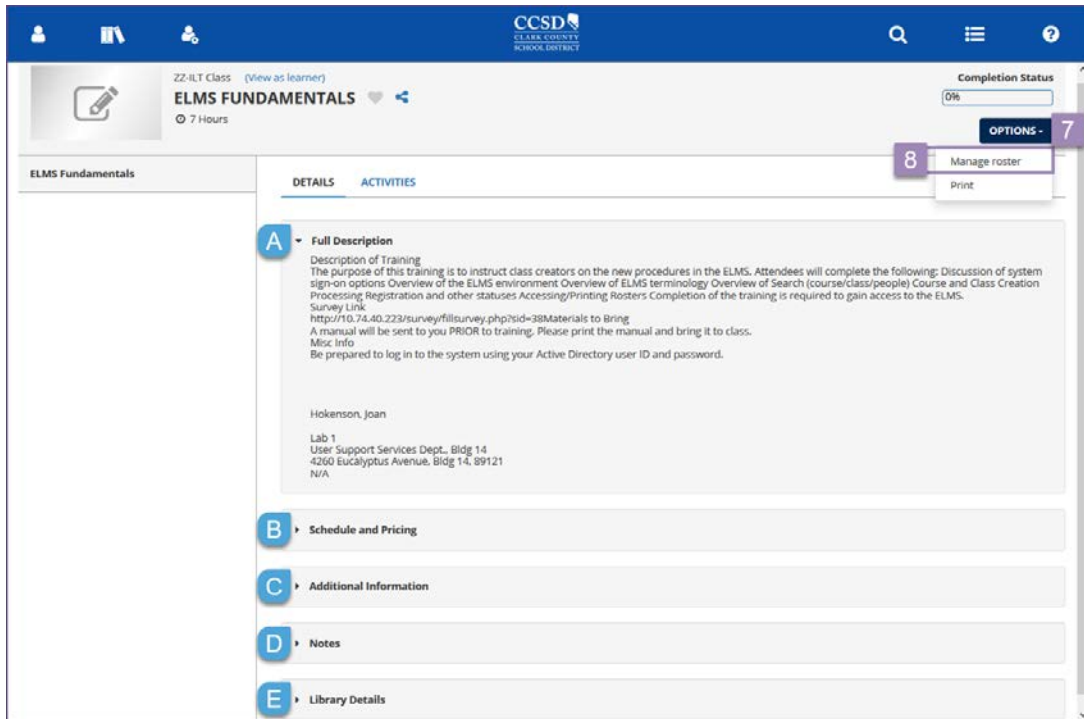
7. Click *Options*, or click the Register drop-down
8. Select *Manage roster*

The *Activity Roster* window displays.

To access the *Activity Sign-in Sheet*:

9. Click *Activity Sign-in Sheet* from the *Reports* (G) section of *Instructions* panel