

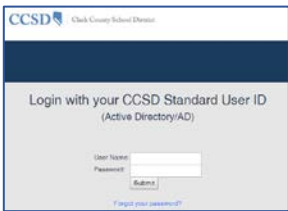
Before You Begin ...

ELMS may be accessed using either the Google Chrome or Mozilla Firefox browsers. It is recommended that you enable pop-ups before using ELMS. (See complete **ELMS User Guide** for detailed instructions.) Visit <https://training.ccsd.net> for all documentation and videos on using ELMS.

Getting Started

Type **learn.ccsd.net** into your web browser address bar.

ELMS permits access by both internal (CCSD employees) and external (contractors, etc.) individuals. Choose the correct button to log in.



CCSD employees must use their Active Directory (AD) credentials to log into ELMS.

If you need assistance with your AD login information, go to myaccount.ccsd.net or call the Help Desk at (702) 799-3300.

Home Dashboard



- A. **CCSD Logo**: Click to return to the dashboard
- B. **Learning Dashboard**: Quick access to the *Learning* widgets
- C. **Add CU Activity** and **Add CU Status**: for *Licensed* employees
- D. **Assigned Training**: Quick access to assigned and recommended activities
- E. **Training Schedule**: Access *Training Schedule* activity structures
- F. **Self**: Personal employment information plus more
- G. **Library**: Browse for learning activities by topic area
- H. **Enterprise Search**: Search for Learning (activities by keywords, course codes, name, etc.) or Navigation
- I. **Timeline**: Provides access to assigned activities or registrations
- J. **Help**: Provides access to SumTotal Community help



Click the CCSD Logo to return to your dashboard from anywhere in the ELMS

Searching for Activities

Before using the Search feature, it is important to understand the terms “activities” and “audiences”.

Activities refers to any kind of a learning event, such as instructor-led (ILT) courses or classes, online courses, e-learning modules, etc.

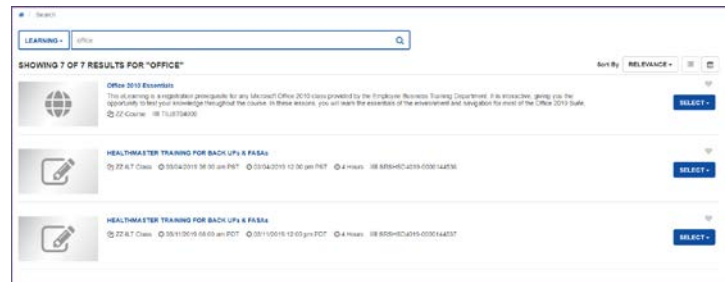
Professional learning can be targeted to groups of people through the use of *Audiences*. A particular audience may be assigned activities in ELMS; however, people who are not part of a particular audience will not see those activities when performing a search. (This is an important concept to understand when searching for activities in ELMS.)

Enterprise Search

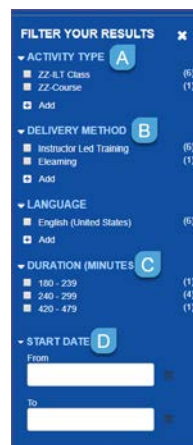
1. Click the *Enterprise Search* icon
2. Enter search criteria (keywords, course code, name, or wildcard (*))
3. Click the *search* icon



The display results show the activity name, partial description, activity type, and activity code:



Filter Your Results



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

Once the filter has been applied, click **APPLY** or **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 a 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 will display.)
3. To narrow your topic results, 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** e-learning activities.

Instructor-Led Training (ILT)

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

1. To **Register** for an activity, click **Select**
2. Click **Register**



Information such as activity description, seat availability, and class details will appear. To continue registering for this activity:

3. Click the radio button to select the activity. (If there are no conflicts or issues, the system will indicate **Registration Allowed**.)
4. Click **Submit**
5. Click **Done**



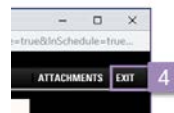
E-Learning Modules

Online learning activities (which are not instructor-led) are called e-learning modules. Unlike an ILT activity, you do not have to "register" for an e-learning module.

1. Click **Select**
2. Click **Start** to launch the module
3. Click **Next** after reading the activity details

The e-learning module will begin to play. When completed, or if you must stop temporarily:

4. Click **Exit** in the player window
5. Close the window when instructed to do so
6. Click **OK**



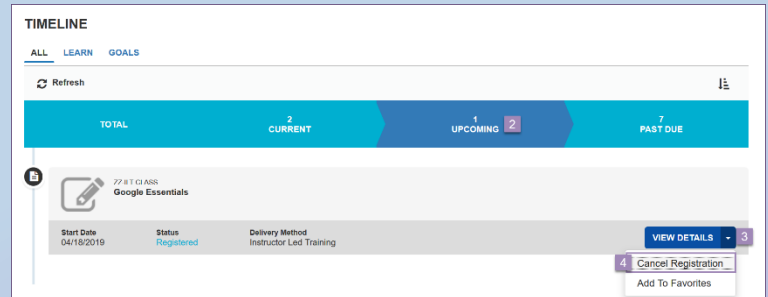
LEARNING ACTIVITY PROGRESS DETAIL			
OFFICE 2010 ENVIRONMENT MODULE			
<small>Description of Training This is training in a registration scenario for any Microsoft Office 2010 class produced by the Employee Business Training Department. It is interactive, giving you the opportunity to test your knowledge throughout the course. In these lessons, you will learn the specifics of the environment and navigation for most of the Office 2010 suite: (Word, Excel, PowerPoint, Publisher, and Access), all of which are very similar. (Features and Access might be exceptions to some of the concepts that will be discussed in this lesson. However, the most of the applications are very consistent in their look and feel.)</small>			
GENERAL			
Content type:	SOCRM 1.2	First launch date:	FRI, 01 MAR 2019 9:44:00 PM PST
Total score:	N/A	Elapsed time:	Minutes: 0, Seconds: 16
Percent complete:	0%		
Name	Topic Status	Score %	Time in Topic
Office 2010 Environment Module	Incomplete	---	Minutes: 2, Seconds: 16
OK 6			

Cancel a Registration

If you have registered for a learning activity and 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**



The **Cancellation Confirmation** window displays. Verify that the correct class has been selected; if not, click **Back**

5. Click **Confirm Cancellation**.

Return to Unfinished E-Learning Modules

1. Select the **Timeline**
2. Click **Current** to access any in-progress modules
3. Click **Start**. (You will be prompted to resume the activity or start over.)
4. Click **Yes** to resume

Training Schedule

ELMS contains training activity data from January 1, 2007, to the present. To access your training information, click **Training Schedule** from the Home Dashboard.



Training schedule activities, such as current/upcoming, completed, waitlisted, canceled, etc., can be viewed from here.

The Training Schedule may be printed. For more detailed information about Training Records, please refer to the **ELMS User Guide** found at <https://training.ccsd.net>.