

USER GUIDE 2019

# ELMS

# (Enterprise Learning Management System)



Technology & Information Systems Services User Support Services | Employee Business Training

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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 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.

CCSD Clark County School District

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



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



Login with your CCSD Standard User ID

(Active Directory/AD)

User Name



*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: 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.

ING 7 OF 7	RESULTS FOR "OFFICE"	Sort By	RELEVANCE -	• =	
	Office 2010 Essentials This elearning is a registration prerequisite for any Microsoft Office 2010 class provided 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 essentials of the environment and navigation for most of the Office 2010 Suite, @] Z2-Course IIII TIUST04000			SELEC	c
	HEALTHMASTER TRAINING FOR BACK UPs & FASAs <u>Ø</u> ZZ-ILT Class <u>Ø</u> 03:04/2019 08:00 am PST <u>Ø</u> 03:04/2019 12:00 pm PST <u>Ø</u> 4 Hours             IIII SRSHSD4019-0000144535			SELEC	c
	HEALTHMASTER TRAINING FOR BACK UPs & FASAs                Ø] ZZ-ILT Class             Ø 03/11/2019 08:00 am PDT             Ø 03/11/2019 12:00 pm PDT             Ø 4 Hours             IIII SRSHSD4019-0000144537			SELEC	c

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.

🖀 / Library / Math	3 FILTER		SHARE TOPIC
LEARNING -	3 Q		
MATH (6)		Sort By	NAME (A-Z) -
	BA Read by Grade Three Learning Strategists This offering is a required training for RBG3 learning strategists. 全 ZZ-LLT Class ◎ 03/12/2019 08:00 am PDT ◎ 03/12/2019 04:00 pm PDT ◎ 1 Day IIIII CPLIT00003-CLASS-000001		SELECT -
	Class from Rick Test Course 20 Rick TestCourse 20		Ŷ
	κατκ rest.course 20 Φ ZZ-ILT Class Ο 03/15/2019 11:00 am PDT Ο 03/15/2019 12:00 pm PDT Ο 1 Hour IIII rtc23413243214-0000000001		SELECT -
	JEH ELMS Advanced Reporting		۷
	Advanced Reporting basics in the ELMS.We will present topics such as Domains. Ad Hoc Reports, and field selection. New stuff per Wes. 2Z-ILT Class 0 03/25/2019 08:00 am PDT 0 03/25/2019 11:00 am PDT 0 3 Hours IIII TIEBT00048JEH-CLASS-000001		SELECT -

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.

Google Essentials	OFFERINGS
6.	Filter: B Seat Availability Location
	Q Search AVAILABLE - ALL -
ILT Course	m ↔ m Date range
3 Hours	Start 🛍 End 🛍
escription of Training is training will introduce essential mospts in Google such as: Gmail: reating/sending email messages Draft essages Adding attachments and/or files m Drive Replying to messages ownloading/saving/printing attachments eview settings Email font style, size and ior Creating email signature Vacation essenger Enabling Undo send message box appearance Important messages ontacts Searching Directory Adding ontacts Creating contact groups alendar Creating events Adding Guests Jaling attachments from Drive Calendar	3 Coogle Essentials 4/18/2019 4:00 PM PDT - 6:00 PM PDT Edward Greer Edward Greer Edward Center #13

- 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:

 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

• Congratulations! You ha	ave completed the re	sistration process. Please look at the	details below for more information about your registration status.	and activity progress.
	ILT Course GOOGLE E Ø Required by P	SSENTIALS REGISTERED 🖤	4	Completion Status 0% OPTIONS ~
Google Essentials		DETAILS ACTIVITIES		
1. Google Essentials		Ge and	-ILT Class Dogle Essentials REGISTERED V Comparison of the second secon	OPTIONS
				5 DON

To View Details for one of these activities:

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

Description of TrainingThis training will introduce essential concepts in Google such as:Gmail: Creating/sending	
email messages Draft messages Adding attachments and/or files from Drive Replying to messages	
C2         ZZ-ILT Class         O 04/18/2019 04:00 pm PDT         O 04/18/2019 06:00 pm PDT         O 2 Hours           IIII TIUST09250-CLASS-000001         IIII TIUST09250-CLASS-000001         IIIII TIUST09250-CLASS-000001         IIIIII TIUST09250-CLASS-000001	Register

From View Details, the following information is displayed:

	Class (View as learner) DGLE ESSENTIALS 💚 <	A Completion Status 0% REGISTER -
Google Essentials	DETAILS ACTIVITIES	
	B Full Description	
	C > Schedule and Pricing	
	Additional Information	
	E Notes	
	E > Library Details	

A. Completion Status indicates if a current registration exists or any prior completion status

Also available are the following collapsible menu options:

- B. Full Description: Provides activity description details.
- C. *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

LL LEARN GOA	LS		
C Refresh			15
TOTAL		2 CURRENT	7 PAST DUE
God God	T CLASS ogle Essentials		
Start Date 04/18/2019	Status Registered	Delivery Method Instructor Led Training	VIEW DETAILS
			4 Cancel Registratio Add To Favorites

5. Click Confirm Cancellation from the Cancellation Confirmation window

CANCELLATION CONFIRMATION	
Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page.	
Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.	
Total cancellation cost of the activities 0 below: Total value of refunds: 0	
Select All	
ILT Course       REGISTERED         Google Essentials	TIUST09250
ZZ-ILT Class     EXEMPTERED       Coogle Essentials     Thursday, April 18, 2019 4:00:00 PM PDT - 6:00:00 PM PDT	TIUST09250-CLASS-000001
	BACK CONFIRM CANCELLATION 5

# **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

×	Pathlore User Acceptance Testing	OFFERINGS					
AC	Acceptance leading	Filter:	Seat Availability	Location	∰ ↔ ∰ Date range		
Z		Q Search	AVAILABLE - 1	ALL -	Start	End	<b>#</b>
	🗐 ILT Course						
s s	② 3 Hours		Available				
= Z	Description of Training	2	Waitlist Only	e no reco	ords to display.		
B A ·	The purpose of this training is to prepare User Acceptance testers for running test		All				
DEL	scripts in the sandbox environment of the SumTotal LEARN system. Attendees will						

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* 

F × → AC	Pathlore User Acceptance Testing		Warni	ing: Your registration	on for all activi	ities is delayed because yo	u are pending	approval or on the	e waiting li	st for at least one of	the activiti	es.
Z	Ē		OFFE	ERINGS								
	🗐 ILT Course		Filter:			Seat Availability	Location	∰ ↔ ∰ Date ra	ange			
S Z	④ 3 Hours		Q	Search		WAITLIST ONLY -	ALL -	Start	Ê	End	<b>#</b>	
■ A → DEL ■ In ■ El ■ A → LOC	Description of Training The purpose of this training is to prepare User Acceptance testers for running test scripts in the sandbox environment of the SumTotal LEARN system. Attendees will receive an overview of the following. System single sign-on Environment Domains Audiences Course/Class Creation Registrations Reports Manager's Dashboard and other features. Survey Link http://10.74.40.223/survey/fillsurvey.php? sid=38	3	•		Insufficient	athlore User Acceptance t capacity. click here to view 1:00 PM PDT - Train 2DT 1, US Supp Servi	v detail ing Lab <b>Q</b> er ort	<b>IG TO WAITING LIST</b>				SUBMIT
	Misc Info	-										

## 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.

LEARNING -	tiust04000	Q		
HOWING 1	OF 1 RESULTS FOR "TIUST04000"	Sort By	RELEVANCE +	= #
	Office 2010 Environment Module			
7-	Description of TrainingThis eLearning is a Microsoft Office 2010 class provided by the	egistration prerequit Employee Business	ite for any Training	SELECT -
٦	2 ZZ-Course IIII TIUST04000	-	Start	
		2	View D	otails

#### 3. Click Next

🗅 SumTotal - Google Chrome	-		×
https://ccsd.stage.sumtotal.host/learning/app/experience/ACP_Start.aspr?ViewMode=18tViewSubMode=08tPackageId=[3E3FC846-6ECB-4DCE-880A-68DF	06858872)&Atb	emptPK:	6,
OFFICE 2010 ENVIRONMENT MODULE			1
LEARNING ACTIVITY DETAILS			
Description:			. 1
Description of Training This Learning is a registration precousiste for any Microsoft Office 2010 class provided by the Employee Business Training Department. It is interactive, gluing your knowledge throughout the course. In these lessons, you will learn the essentials of the environment and navigation for most of the Office 2010 Suite, (Work Publisher, and Access), all of which are very smillar. Publisher and Access might be exceptions to some of the concepts that will be discussed in this lesson, ho applications are very considered in their look and feel.	d. Excel, Powerl	Point,	est
You will learn the following concepts:			- 1
- Window properties and commonly used options			1
NA			1
3 NEXT CANCEL			1

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

SumTotal Content Player-Office 2010 Environment Module - Google Chrome  https://cond.stace.sumtotal.bost/learning/acc/marging.com/acc/acc/acc/acc/acc/acc/acc/acc/acc/ac	ourse.aspx?PackageViewId=DC66757F-FA36-40E9-9F0C-A3202397D13B&StudyMode=tr	-		×	
<ul> <li>https://csd.stage.sumtora.nost/learning/app/experience/course/wcr_cc</li> </ul>	за зеларил аскадечнеми = р соот эт + моо часэтэт ос чоз огоэт о тороскоозумоон = и	ueconscriet	Juleati	ue_	
Office 2010 Environment Module		ATTACHM	ENTS	EXIT	4
	TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION USER SUPPORT SERVICES: EMPLOYEE BUSINESS TRAINING				
>	ENFLOTEE BUSINESS TRAINING				
	CCSD CLAR COUNTY SCHOOL DETRECT				
-					

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.

Name			
2275/0	Topic Status	Score %	Time in Topic
Percent complete: 0%			
Total score: N/A	Elapsed time: Minutes: 2, Second	r: 16	
Content type: SCORM 1.2	First launch date: Friday, March 1, 20	19 3:44:05 PM PST	
GENERAL			
Description of Training This eLearning is a registration prerequisite for any Micr the opportunity to test your knowledge throughout the cr 2010 Suite, (Word, Excel, PowerPoint, Publisher, and A will be discussed in this lesson, however, the rest of the	surse. In these lessons, you will learn the essent ccess), all of which are very similar. Publisher ar	ials of the environment an d Access might be except	nd navigation for most of the Off
OFFICE 2010 ENVIRONMENT MODULE			

To return to any unfinished online modules:

1. Select the *Timeline* 

6. Click OK

CCSD CLARK COUNTY SCHOOL DISTRICT	Q	≣ 10
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- 2. Click *Current* to access any in-progress online modules
- 3. Click Start

× LEA	тіме	LINE					
OFF	ALL	LEARN	GOALS				
Desc This	₽ R	lefresh					15
Desc This the o 2010 will b			TOTAL		current 2	7 PAST DUE	
- Win - Ribi - Qui - Usii - Cor - Usii - Ribi	0	77	ZZ-COURSE Office 2010 Environment	Module			
Once and a		Status In Progress				STA	rt - 3
Mate	0		ZZ-COURSE				

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

4. Click Yes to resume

Resume pro	esentation	×
Would you you left off?	ike to resume your presentation where	9

# 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
- Cancellations
- Completions

In Progress

- Expressed Interest
- 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 <u>blue underline</u>.

This is a lis Search . CURRE	INT/UPCOMING EXPRESSED	NTEREST COMPLET		TING LIST OR PENDING APPROVAL	B	6	
ALL (	ONGOING ACTIVITIES UPCO	MING ACTIVITIES FI	XED DURATION ACTIVITIES		Displaying 0 of 0 Records	10 25 50	0 100
Exp	port To Excel 🔒 Print Cance	l Registration  🋗 View	v Calendar D				
	Activity Name 🔺	Status Co	de   Region	Start Date ≑	End Date ≑	Actions	E
			<b>O</b> There are no rea	cords to display.			

- A. *Search*: Enter criteria to search for a particular activity within the results displayed. If there are no results displayed, the search will render nothing.
- B. 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
Activity Name	х	х	х	х	х	Х	х	Х
Status	х		х	х	х	х	х	х
Code	х	х	х	х	х	х	х	Х
Region	Х		х	х	х	х	х	х
Expressed Interest (date)		х						
Comments		х						
Туре		х						
Start Date	х		х	х	х	х	х	х
End Date	х				х	х	х	х
Canceled Date				х				
Completed Date			х					

	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			х					
Grade			х					
Passed			х					
Profiling Report			х					
Actions	х		х			х	Х	Х

#### 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