

Instructor's Guide 2025

# 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:

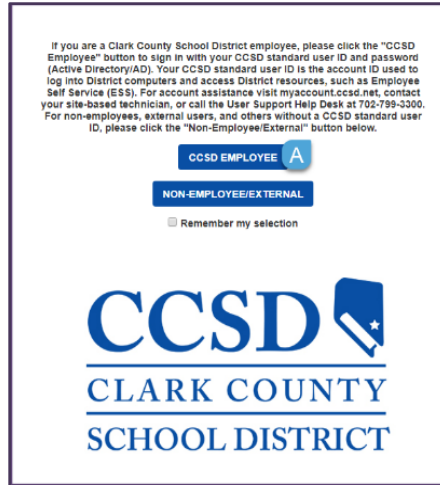
1. Launch the *Mozilla Firefox* browser
2. Select the Menu (three horizontal lines icon)
3. Click **Options**
4. Select **Privacy & Security**
5. Scroll down to the *Permissions* section
6. Click **Exceptions** from the *Block pop-up windows*
7. Enter <https://ccsd.sumtotal.host> in the **Address of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

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Login with your CCSD Standard User ID  
(Active Directory/AD)

User Name:  1  
Password:

2  
[Forgot your password?](#)

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*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 and/or Home:** If at any point you navigate away from the *Home Dashboard* and wish to return, click the logo.
- B. **Self:** Provides a menu to access certain personal employment information, as well as resources and information regarding your professional learning within CCSD.
- C. **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**).
- D. **Help:** Provides access to SumTotal Community help for the overall Learn product; it does NOT provide CCSD specific help topics.
- E. **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.
- F. **Library:** Browse for learning activities by topic area. You will only find activities for which you are eligible to register and complete.

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

- G. **Assigned Training:** Quick access to any assigned activities or curriculums, such as the *CCSD Compliance Training* eLearning modules.
- H. **Training Schedule:** Access employee training by Current/Upcoming, Expressed Interest, Completed, Canceled, Waiting List, etc.
- I. **Add Advancement Activity** and **Advancement Status:** Provide *Licensed* and Administrative employees quick access to advancement submissions and tracking.

## Instructor Schedule

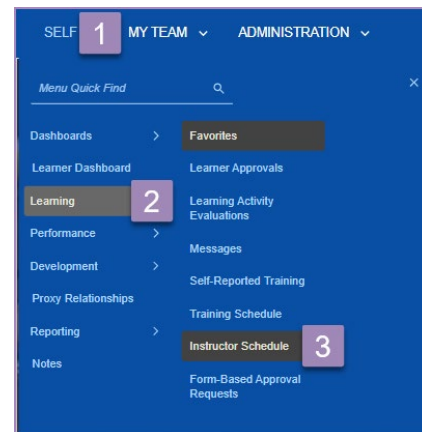
All ELMS users that have been assigned as an instructor resource to an activity will have an *Instructor Schedule*. This schedule details past, current, and future activities for which they have been assigned the instructor role. This schedule serves as the instructor's record of the activities they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

### Accessing the Instructor Schedule

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*:

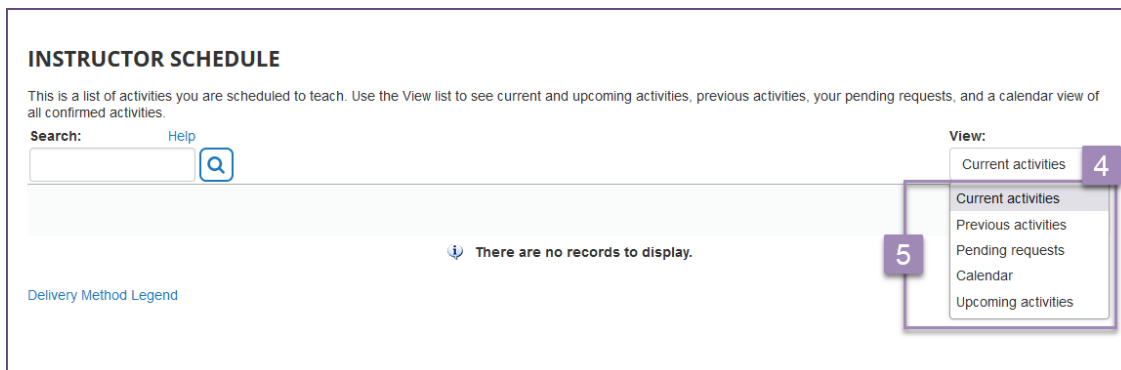
1. Click the **Self** icon
2. Expand **Learning**
3. Select **Instructor Schedule**



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





- 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**  
A SumTotal pop-up window appears
3. Select **Click here to download the file**
4. Select **Download**  
The PDF export will open in a new browser tab (Firefox) or download to your browser's default download location (Chrome).
5. Close the browser tab.
6. Click **OK**