

ELMS Frequently Asked Questions

Q: Where in ELMS can I find my training records?

A: The **Training Schedule** is the location within ELMS that learners can review their training records. In Pathlore, the location was Records of Participation which included completed classes, classes instructed, and classes in progress. ELMS keeps those different completion status types separated. Training records, including completed, canceled, upcoming, waitlisted, and in progress, can be found under your Training Schedule by clicking on the type of record you are looking for.

Q: My training transcript in ELMS does not show all my completed training?

A: The ELMS training transcript's default view is for the current year. If you want to see all of your completed training in ELMS, select "All Records" from the drop down.

Q: My transcript in ELMS is not the same as my record of participation in Pathlore.

A: ELMS displays information differently than Pathlore. The Training Transcript in ELMS only shows completed classes, whereas the Pathlore Record of Participation included in-progress and incomplete classes as well. To view all training activity records, navigate to the **Training Schedule** area of ELMS, which shows completed, upcoming, canceled, and other activity statuses.

Q: How can I check that all my records were moved from Pathlore?

A: Pathlore will be available to view and compare records with ELMS. If anything is missing, please submit a Quick-IT support ticket.

Q: I was an instructor for some professional development classes, where can I find my instructor records?

A: You can find your instructor records under **Instructor Schedule** by clicking the "View" dropdown menu and selecting "Previous Activities."

Q: Can I print my ELMS transcript to give to the Nevada Department of Education (NDE) for license renewal?

A: Currently, the Nevada Department of Education (NDE) will only accept professional development recorded in ELMS if the training was a Professional Development Education (PDE) credit-bearing class. The PDE department will provide an official transcript to the NDE upon request. Submit a request for a PDE transcript at bit.ly/PDETranscriptRequest. All other PDE related questions should be directed to the Professional Development Education department at 702-799-1921 or pde@nv.ccsd.net.

Q: I am missing training records that occurred prior to January 1, 2007. What do I do?

A: ELMS only contains training activity data (registrations, cancellations, completions, and no show statuses) from January 1, 2007 to present. To view training activity data prior to January 1, 2007, visit pathlore.ccsd.net and access your Record of Participation.