ELMS: How to Search, Register, and Cancel

This guide provides instructions to assist users with the following ELMS tasks:

- ✓ How to *search* for activities in ELMS
- ✓ How to *register* for activities in ELMS
- ✓ How to *cancel* an activity registration
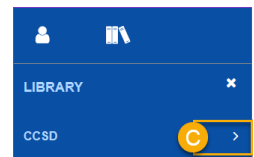
Search for Activities

All professional learning activities in ELMS are assigned an audience. The audience determines "who" can see and register for a particular learning activity. For example: if a learning activity is assigned the All Administrators audience, only CCSD employees with an administrative job code will be able to see and register for the activity. This is very important to remember when searching in ELMS.

There are two ways to perform a search for an activity in ELMS, the *Library* (A), and the *Enterprise Search* (B).


The *Library* allows user to search for a professional learning by category, such as: BendED, Canvas, English Language Learner, Professional Growth Plan Eligible, etc.:

1. Select the **LIBRARY** icon (A).
2. Expand the **CCSD CATEGORY** (C) to see the list of categories available.
3. Select the desired category to view related learning activities.

The *Enterprise Search* (B), allows users to search by criteria such as: learning activity code, name, keyword, partial description, etc.
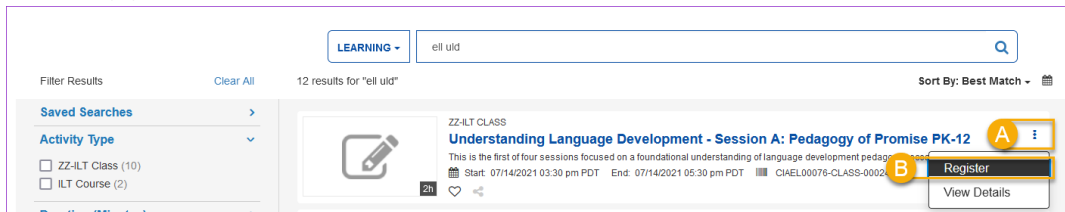
1. Select the **ENTERPRISE SEARCH** icon (B).
2. Enter search criteria (D).
3. Click **MAGNIFYING GLASS** (E).
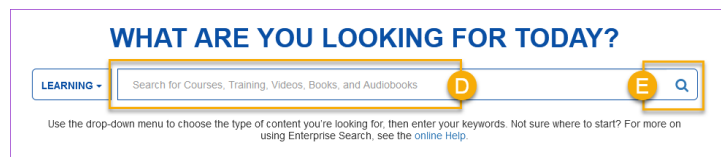

Register for Activities

There are two ways to register for a learning activity, *One Click*, and *Details*. To complete the registration using *One Click*:

1. Locate the desired learning activity in the search results.
2. Select **MORE ACTIONS** (A).
3. Select **REGISTER** (B).

If the learning activity requires participants to attend more than one time (sessions) complete the next step.
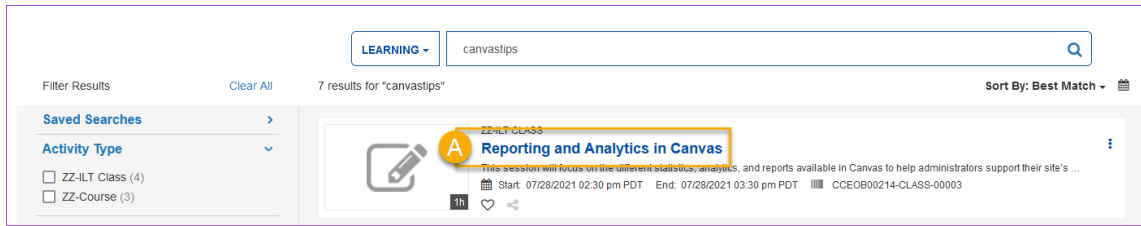
4. Review the *Activity Registration* list indicating each session date, and time; then select **REGISTER** (C).
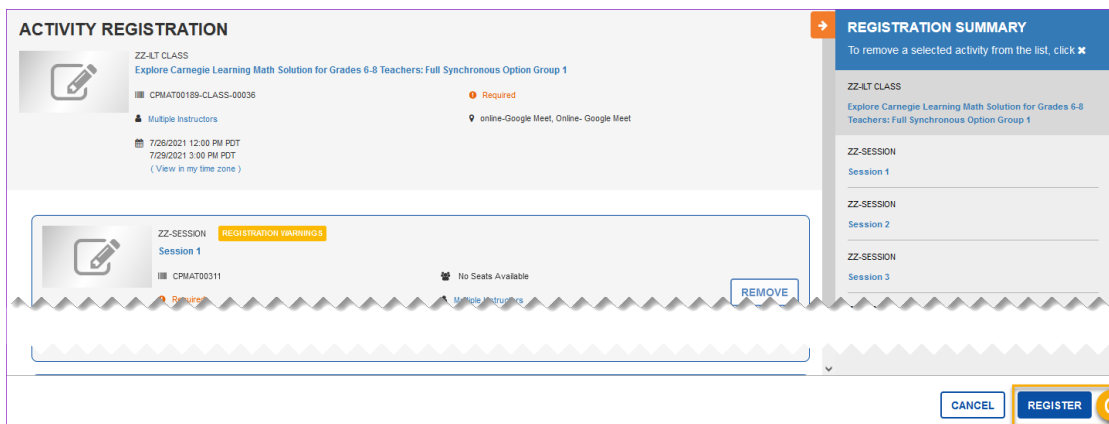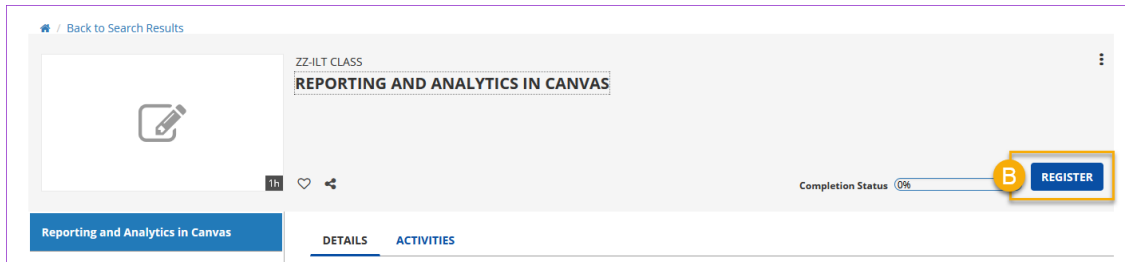
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To view additional details regarding the activity prior to registration, it may be desirable to use the *Details* registration method.

1. Locate the desired learning activity in the search results.
2. Select the learning activity NAME (A).

Review details of the activity.
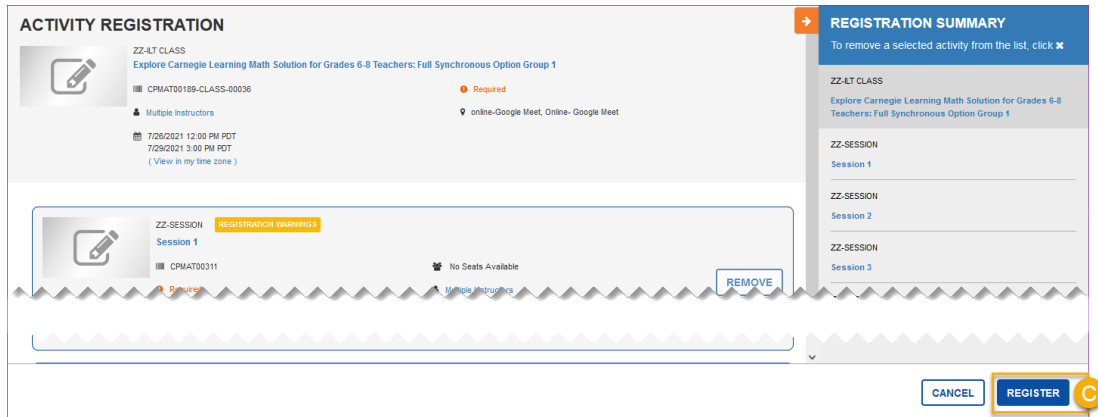
3. Select REGISTER (B).

The system displays a registration confirmation.

However, if the learning activity requires participants to attend more than one time (sessions) complete the next step.

4. Review the Activity Registration list indicating each session date and time; then select REGISTER (C).

The system displays a registration confirmation.

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Cancel Activity Registration

To cancel the registration for a learning activity:

1. Log in to ELMS and select TRAINING SCHEDULE (A) from the *home dashboard*.

Review the list of registered activities located on the *CURRENT/UPCOMING* tab (B).

2. Select the CHECKBOX to the left of the desired learning activity name (C).
3. Select CANCEL REGISTRATION (D).
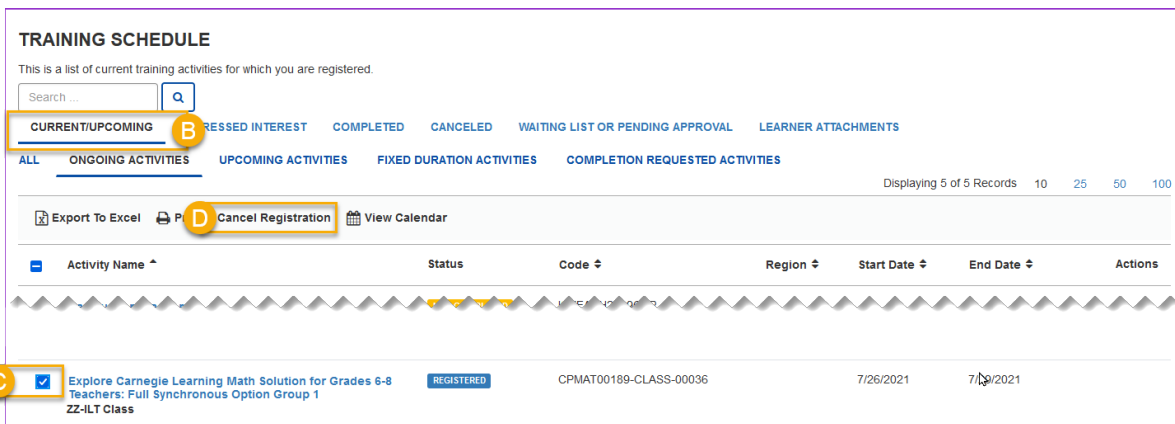
The Cancellation Confirmation window displays.

4. Select SELECT ALL (E).
5. Select CONFIRM CANCELLATION (F).