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).

WHAT ARE YOU LOOKING FOR TODAY? LEARNING Bearch for Courses, Training, Videos, Books, and Audiobooks Use the drop-down menu to choose the type of content you're looking for, then enter your keywords. Not sure where to start? For more on using Enterprise Search, see the online Heip.

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).

ACTIVITY RE	GISTRATION		÷	REGISTRATION SUMMARY
	ZZ-LT CLASS Explore Carnegie Learning Math Solution for Grades 6-8 Teachers: Full Synchronous Option Group 1			To remove a selected activity from the list, click ×
	IIII CPMAT00189-CLASS-00036	Required		ZZ-LT CLASS Explore Carnegie Learning Math Solution for Grades 6-8
	 Multiple Instructors 7/26/2021 12:00 PM PDT 7/29/2021 3:00 PM PDT (View in my time zone) 	♥ online-Google Meet, Online-Google Meet		Teachers: Full Synchronous Option Group 1 ZZ-SESSION Session 1
	ZZ-SESSION REGISTRATION WARM	no3		ZZ-SESSION Session 2
	III CPMAT00311	Vino Sesta Avalable		ZZ-SESSION Session 3
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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).

ZZ-ILT CLASS	
REPORTING AND ANALYTICS IN CANVAS	
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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).

ACTIVITY R	EGISTRATION		÷	REGISTRATION SUMMARY
	ZZ-ILT CLASS Explore Carnegie Learning Math Solution for Gr	ades 6-8 Teachers: Full Synchronous Option Group 1		To remove a selected activity from the list, click x
	IIII CPMAT00189-CLASS-00036	Required		ZZ-LT CLASS Explore Carnegie Learning Math Solution for Grades 6-8
	Multiple Instructors	online-Google Meet, Online- Google Meet		Teachers: Full Synchronous Option Group 1
	7/28/2021 12:00 PM PDT 7/29/2021 3:00 PM PDT (View in my time zone)			ZZ-SESSION Session 1
				ZZ-SESSION
	ZZ-SESSION REGISTRATION VARMINGS Session 1			Session 2
Ľ	CPMAT00311	Wo Seats Available		ZZ-SESSION Session 3
	A Renuied	Utilitie Instructive Re	MOVE	
				CANCEL

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).

TRAINING SCHEDULE						
This is a list of current training activities for which yo	ou are registered.					
Search Q						
	EST COMPLETED CANCELED	WAITING LIST OR PENDING APPROVA	AL LEARNER ATT	ACHMENTS		
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Export To Excel 🔒 P D Cancel Regi						
	istration 🛗 View Calendar Status	Code 🕈	Region 🗘	Start Date ≑	End Date ≑	Ad
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Activity Name *	Status tion for Grades 6-8 REGISTERED		-	Start Date \$	End Date ≎	A

The Cancellation Confirmation window displays.

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

	ANCELLATION CONFIRMATION ase review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements.
	e 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. ou cancel from all the activities, you will only pay the applicable fees.
	ial cancellation cost of the activities 0 ow: Total value of refunds: 0
E	Select All
	ZZ-ILT Class CPMAT00189-CLASS-00036 Explore Carnegie Learning Math Solution for Grades 6-8 Teachers: Full Synchronous Option Group 1 O Monday, July 26, 2021 12:00:00 PM PDT - Thursday, July 29, 2021 3:00:00 PM PDT C
	ZZ-Session REGISTRED CPMAT00311 Session 1 Mand w, July 25: 2021 12:00:00 PM PDT> 3:00:00 PM PDT CPMAT00311
	Wednesday, July 28, 2021 12:00:00 PM PDT - 3:00:00 PM PDT ZZ-Session Kostinute CPMAT00314 Session 4 O Thursday, July 29, 2021 12:00:00 PM PDT - 3:00:00 PM PDT