Register for Compass Upgrade Training

Overview

A Learning Plan is a list of courses that an employee plans to take. **Compass Upgrade Learning Plans** were developed for all Compass users based on their historical usage in each module and were vetted by the Chief Business Officers for your division. Your Compass Upgrade Learning Plan includes all of your required training courses for the Compass Upgrade. Your manager can make modifications to your learning plan; however, you cannot delete, add or change priority of courses.

**Go-Live Compass Access:** You will have ‘read only’ access to the modules that you currently use. You must complete training prior to Go-Live for modules where you need immediate ‘transactional access’ in order to do your job.

**Requesting Changes to your Learning Plan**

Your learning plan was vetted by the Chief Business Officers in your division prior to being loaded to the ELMS. If you believe that your course requirements should be modified, please contact your manager. Courses are required to gain transactional access; however, some of the required courses listed may be for modules that you rarely use. Please note that you do not need to complete training for those modules prior to Go Live unless you need to complete transactions right away. Please discuss course priority with your manager.
You have been enrolled in a pre-requisite online course, *Institutional Data Management*. Please complete this course as soon as possible.

**Navigation – Accessing Your Compass Upgrade Learning Plan**

1. Using Internet Explorer, click [https://elmprod.emory.edu/](https://elmprod.emory.edu/) and sign into the Emory Learning Management System.

2. From the top menu bar select **Main Menu > Self Service > Learning > Learning Plans**

3. Click on **Learning Plans**.

You will see a list of your learning plans. *[Note: My Learning Plan is your personal non-Compass related learning plan.]*
4. Click on the **Compass Upgrade Learning Plan Details** link.

![Image](https://via.placeholder.com/150)

You will see a list of the Compass Upgrade required courses currently assigned to you. You can click on the course name to view details.

![Image](https://via.placeholder.com/150)

### Enrolling in a Compass Upgrade Course

1. Click **Enroll** for a course on your Compass Upgrade Learning Plan.

![Image](https://via.placeholder.com/150)
2. Select your preferred date and time. *If there is only one session listed, proceed to the next step to enroll in the course.*

3. Click **Submit Enrollment.** *(Note: Webinars will be recorded and you may view the recording to fulfill your requirement.)*
4. Click the **Return to Previous Page** links to return to the list of your courses.

**Course Type and Status**

**Type:** method of learning. Your assigned course type is largely based on your historical usage in a Compass module. If you are a heavy user, you most likely are assigned to a face-to-face classroom course.

- **Webcast:** live or recorded webinar. You must enroll in the session and if necessary, choose a specific date/time.
- **Online**: Self-paced eLearning  [*eLearning is not yet open for enrollment. You will receive a separate communication when the eLearning is available.*]

- **Catalog Item**: means you are able to select the course date/time of your choice (if applicable).

**Status**: stage of course completion.

- **Planned**: course added to student’s learning plan
- **Enrolled**: student enrolled in specific session
- **In-Progress**: student completed class requirements: back office is in the process of updating attendance.  **Or** student did not complete all components for the course.
- **Incomplete**: student enrolled, **but** did not attend class.
- **Complete**: student completed, passed assessment and completed end-of-course survey.

---

**Compass Upgrade Course Descriptions**

Check the [website](#) for course descriptions and additional information on training.