



## How to Launch a Recorded Classroom or Recorded Webinar Session

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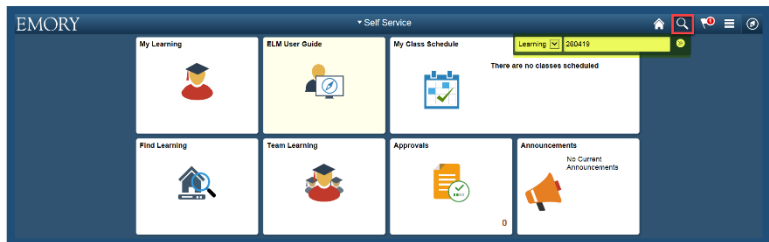
There are three requirements to complete a recorded classroom course for credit:

1. View the entire recorded session.
2. Complete the End of Course Assessment.
3. Complete an End of Course Survey.

## How to View the Recorded Session

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1. Using Internet Explorer, click <https://elmprod9.emory.edu/> and sign into the Emory Learning Management System.
2. From the top menu bar, click on the magnifying glass to search for a course.



3. Enter the course **Code** for the recorded classroom or recorded webinar in the drop-down field and press **Enter**.

- You can search by the six digit prefix of the Activity Code (Ex. **260535**-11383).
- You can search by the course name, but it is best to use a unique word from the course name to narrow the options (ex. When searching for **Compass 9.2 T&E (Heavy Users) Classroom Recording**, use **"T&E"** as your search option).

The **Find Learning** page displays with the search results.

4. Click **Launch**. This action will enroll you in the course and launch the recording for this course.

260535

Search Results View All First 1 - 1 of 1 Last

[+](#) Expand [-](#) Collapse

▼ Compass 9.2 T&E (Heavy Users) Classroom Recording (260535)

 [Plan for Later](#)

Intended for users who create a larger volume of expense reports. Participants will learn what the major changes are to the expense interface. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price
260535-11383	Online	2 Hrs	10/12/2016	None	

[Launch](#)

# Launching the End of Course Assessment

1. Return to your ELMS tab (**Class Progress** page) and click the **Launch** link next to End of Course Assessment.

Compass 9.2 T&E (Heavy Users) Classroom Recording

**Class Details** ?

Class Code 260535-11383	Class Name Compass 9.2 TE (Heavy Users) Classroom Recording
Type Online	Contact ..
Price Per Seat --	Drop Charge --
Enrollment Status In-Progress	Confirmation Number 632606
Start Date 10/12/2016	End Date --
Start Time	End Time
Last Enrollment Date --	Last Drop Date 10/12/2016
	Duration 2 Hrs

Progress Schedule Grades and Attendance Notes and Attachments Payment Details Approvals

**Class Progress**

Progress In-Progress	Grade Not Graded
Passing Status Pending	Comments

**Class Syllabus**  
To receive credit for this class you must complete all required tasks:

- 1 **Compass 9.2 TE (Heavy Users) Classroom Recording**  
Required Online  
Progress Completed  
Re-Launch
- 2 **End of Course Assessment**  
Required Online  
Progress Not Attempted  
Launch
- 3 **End of Course Survey**  
Required Online  
Progress Not Attempted  
Launch

Drop Recommend Learning

*The assessment will open in a separate window.*

# Launching the Survey

1. Return to your ELMS tab (**Class Progress** page) and click the **Launch** link next to End of Course Survey.

Compass 9.2 T&E (Heavy Users) Classroom Recording

**Class Details** ⓘ

Class Code 260535-11383	Class Name Compass 9.2 TE (Heavy Users) Classroom Recording
Type Online	Contact --
Price Per Seat --	Drop Charge --
Enrollment Status In-Progress	Confirmation Number 632606
Start Date 10/12/2016	End Date --
Start Time	End Time
Last Enrollment Date --	Last Drop Date 10/12/2016
Duration 2 Hrs	

Progress Schedule Grades and Attendance Notes and Attachments Payment Details Approvals

**Class Progress**

Progress	In-Progress	Grade	Not Graded
Passing Status	Pending	Comments	ⓘ

**Class Syllabus**  
To receive credit for this class you must complete all required tasks.

1	<a href="#">Compass 9.2 TE (Heavy Users) Classroom Recording</a>	Required Online	Re-Launch
		Progress Completed	
2	<a href="#">End of Course Assessment</a>	Required Online	Launch
		Progress Not Attempted	
3	<a href="#">End of Course Survey</a>	Required Online	Launch
		Progress Not Attempted	

Drop Recommend Learning

*The survey will open in a separate window.*

## HOW TO GET HELP

If you have any questions, problems, or comments related to Finance Systems training, please contact the Finance Support Center through the following method:

- ✓ You can open a ticket at:  
<https://eufinancesupportcenter.force.com/login?so=00D36000000JQI!>
- ✓ If you need more information on opening a ticket, please reference the job aid [HOW TO OPEN A TICKET](#).