

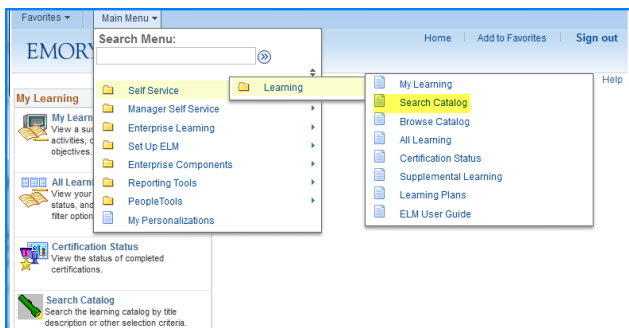
How to Launch a Recorded Classroom Session

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

1. Using Internet Explorer, click <https://elmprod.emory.edu/> and sign into the Emory Learning Management System.
2. From the top menu bar select **Main Menu > Self Service > Learning > Search Catalog**
3. Click on **Learning Plans**.



4. Enter the **Code** for the recorded classroom session and **Search**.

Compass 9.2 T&E (Heavy Users) • 260535

Compass 9.2 What's New in Accounts Payable • 260536

The image shows a screenshot of a web application's search interface. The main heading is "Search Catalog". Below it is a section titled "Advanced Search" which contains several input fields: "Type:" with a dropdown menu set to "All"; "Title:" with a text box; "Code:" with a text box highlighted in yellow; "Description:" with a text box; "Location:" with a text box and a magnifying glass icon; "Category:" with a text box and a magnifying glass icon; "Objective:" with a dropdown menu; and "Language:" with a dropdown menu set to "English". Below these fields is a "Start/End Dates" section with "From Date:" and "Through Date:" text boxes, each with a calendar icon. At the bottom of the form are two buttons: "Search" (highlighted in yellow) and "Reset".

5. Click **Enroll** for the Recorded Classroom Session.

[The example below is for TE (Heavy Users) Classroom Recording.]

Search Catalog

To change your search criteria select [Advanced Search](#)

[Basic Search](#) [Browse Catalog](#) [Request New Learning](#)


[Search Tips](#) [Preferences](#)

Search Results:

[Previous](#) [Next](#)

Results 1 - 1 of 1 for 260535

 Your Search was restricted to **Language : English**

 Your Search was restricted to **Type : All**

[Compass 9.2 TE \(Heavy Users\) Classroom Recording \(260535\)](#)

[Enroll](#)

Intended for users who create a larger volume of expense reports. Participants will learn what the major changes are to the expense interface.

6. Click **Enroll**.

Compass 9.2 T&E (Heavy Users) Classroom Recording

Description:

Intended for users who create a larger volume of expense reports. Participants will learn what the major changes are to the expense interface.

The table below shows the different delivery options and start dates for the Catalog Item. You can view the complete activity details by clicking the View Details link. You can enroll in the activity by clicking the Enroll button or bookmark the activity to view later in your Planned Learning page by clicking the Add to Plan button.

Please note that activities without a specified Start Date can be taken at any time.

Abstract:

This is a recorded classroom session of the TE Heavy users course.

Participants will learn how to: complete expense reports, add visa corporate card charges, manage charge card late fees, itemize a hotel bill, split receipts, and add attendees to and expense report.

Activity Options for Compass 9.2 T&E (Heavy Users) Classroom Recording

Activity Code	Type	Start Date	Start Time	End Time	Price		
260535-11383	Online	10/12/2016			0.00 USD	View Details	Enroll

7. Click **Submit Enrollment**.

Enroll In Activity

Review Information

Amy Jones, SupvTrgCmm, Office of Finance Systems & Da

Activity Name:	Compass 9.2 TE (Heavy Users) Classroom Recording	Type:	Online
Activity Code:	260535-11383	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	10/12/2016	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	10/12/2016
Available Seats:	--	Available:	0
		Waitlist:	

[Submit Enrollment](#) [Search Catalog](#) [Browse Catalog](#)

8. Click the **Launch** link at the bottom of the screen.

Enroll In Activity

Enrollment Confirmation

Amy Jones, SupvTrgCmm, Office of Finance Systems & Da

✓ You have successfully enrolled in Compass 9.2 T&E (Heavy Users) Classroom Recording. This change in status will be updated on the All Learning page.

Activity Name:	Compass 9.2 TE (Heavy Users) Classroom Recording	Type:	Online
Activity Code:	260535-11383	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	565706
Start Date:	10/12/2016	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	10/12/2016
Date:			

[Launch](#)



Launching the End of Course Assessment

1. Return to your ELMS tab and click the **My Learning** link at the bottom of the screen.

Enroll In Activity

Enrollment Confirmation

Amy Jones, SupvTrgCmm, Office of Finance Systems & Da

Activity Name:	Compass 9.2 TE (Heavy Users) Classroom Recording by Users	Type:	Online
Activity Code:	260536-11384	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment In-Progress Status:		Confirmation Number:	565715
Start Date:	10/12/2016	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	10/12/2016

[Search Catalog](#) [Browse Catalog](#) [My Learning](#) [Request New Learning](#)



2. Locate your Classroom Recording and Click on the Course Name. [The example below is for TE (Heavy Users) Classroom Recording.]

My Learning

You can view five of your most current activities and programs or select the View All Learning link to view all of your activities and programs. You can search for learning using a keyword search or access the advanced search or browse catalog by selecting the corresponding link. To view your scheduled activities, select the View Calendar link. Submit a learning request by selecting the Request New Learning link.

Search Learning Catalog

Select Search Category: [Activities](#) | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog: [Search Activities](#)

[Advanced Search](#) [Browse Catalog](#) [Request New Learning](#)

My Learning Activities Personalize [A] 1-5 of 5

Title	Type	Status	Date	Action	Launch
Finance 103	Curriculum	<input checked="" type="checkbox"/> In-Progress	11/30/2015		
Compass 9.2 TE (Heavy Users) Classroom Recording	Online	<input checked="" type="checkbox"/> In-Progress	10/13/2016	Drop	Launch
Compass 9.2 What's New in Accounts Payable (Heavy Users) Classroom Recording	Online	<input checked="" type="checkbox"/> In-Progress	10/13/2016	Drop	Launch
Compass 9.2 TE (Heavy Users)- Webinar	Webcast	<input checked="" type="checkbox"/> In-Progress	10/05/2016	Drop	
Purchasing Card Training for Cardholders	Online	<input checked="" type="checkbox"/> In-Progress	07/11/2013	Drop	

3. **Launch** the End of Course Assessment.

Activity Progress Summary

Progress: In-Progress

Passing Status: Pending [Comments](#)

Activity Syllabus

To receive credit for this activity you must complete all required tasks.

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



4. Launch again...

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Component Name: End of Course Assessment Type: Online
Activity: Compass 9.2 T&E (Heavy Users) Classroom Recording Duration: --

Table Of Contents			
Title	Status	Score	
Course Object title	Not Attempted		Launch

[Click here to Refresh your Score](#)

5. After you complete your assessment, Refresh Your Score

Table Of Contents

Amy Jones, SupvTrgCmm Office of Finance Systems & Da

Component Name: End of Course Assessment Type: Online
Activity: Compass 9.2 T&E (Heavy Users) Classroom Recording Duration: --

Table Of Contents			
Title	Status	Score	
Course Object title	Not Attempted		Launch

[Click here to Refresh your Score](#)

Launching the Survey

1. Return to Activity Progress



Table Of Contents

Amy Jones, SupvTrgCmm Office of Finance Systems & Da

Component Name: End of Course Assessment Type: Online
Activity: Compass 9.2 T&E (Heavy Users) Classroom Recording Duration: --

Table Of Contents			
Title	Status	Score	
Course Object title	Passed	100	Re-Launch

[Click here to Refresh your Score](#)

[Print Certificate](#)

[Return To Activity Progress](#)

2. Launch Survey...

Activity Progress Summary

Progress: In-Progress

Passing Status: Pending Comments:

Activity Syllabus

To receive credit for this activity you must complete all required tasks.

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

Final Note: It may take 24 hours for your course status to change from **In Progress** to **Complete**.