How to Launch an eLearning Course

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 > 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.

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.

5. Click **Enroll** for an eLearning course on your Compass Upgrade Learning Plan. [*The example below is for Asset Disposal Workflow eLearning.*]
2. Click **Submit Enrollment**.

![Submit Enrollment button](image)

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

![Launch button](image)
4. Click **Launch** again.

**Note:** The eLearning Course will launch in a separate window. If you are launching in Internet Explorer, press F11 to maximize the screen. It may take a few moments for the course to start.

The course has control buttons that will help you progress through the lessons.
**Status**: stage of course completion for an eLearning Course.

- **Planned**: course added to student’s learning plan
- **Enrolled**: student submitted enrollment for the eLearning course.
- **In-Progress**: student completed class requirements: back office is in the process of updating OR student did not complete all components for the course.
- **Not-Completed**: Student did not successfully pass the end of course assessment in three attempts.
- **Complete**: student completed the course, passed assessment and completed end-of-course survey.