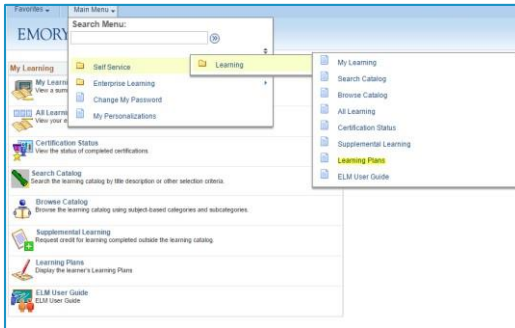




## How to Launch an eLearning Course

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.

Current Learning Plans | [Learning Plan History](#)

This page lists your learning plans. Select the Learning Plan History hyperlink to view completed learning plans. Select the Details link to view the learning assigned to the learning plan. Select the Create New Learning Plan link to create a new learning plan. If the learning plan was created by yourself, you can change the title, update the status, or delete it.

**Learning Plans** [?](#) Personalize | Find | View All | [L2](#) | [L3](#) | [L4](#) | First | 1-2 of 2 | Last

*Title	Status	Default	Date	Assigned By	Details	Delete
My Learning Plan	Active	<input checked="" type="checkbox"/>	04/19/2016		<a href="#">Details</a>	
Compass Upgrade Learning Plan	Active	<input type="checkbox"/>	04/19/2016	Ellen Pauter	<a href="#">Details</a>	<a href="#">Delete</a>

[+](#) Create New Learning Plan

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.]*

Learning Plan Details

Learner Name: Amy Jones  
Learning Plan: Compass Upgrade Learning Plan

This page displays the learning that is included in the learning plan. Select the Add New Learning to Plan link to search for new learning to add to the plan. Select the learning name to view the learner's progress. You can update the priority, required and target completion values for the learning.

**Learning Plan Details** [?](#) Personalize | Find | View All | [L2](#) | [L3](#) | [L4](#) | First | 1-6 of 9 | Last

Title	Type	Status	Priority	Required	Target Completion	Assigned By	Action	Delete
Compass 8.2 What's New in Compass Reporting (Heavy & Non-Heavy users?)	Catalog Item	Planned	Medium	<input checked="" type="checkbox"/>	<input type="text" value=""/>	Anita Payne	<a href="#">Enroll</a>	<a href="#">Delete</a>
COMING SOON DO NOT ENROLL: Compass 9.2 & Equine Enhancements (Non-Heavy)	Catalog Item	Planned	Medium	<input checked="" type="checkbox"/>	<input type="text" value=""/>	Anita Payne	<a href="#">Enroll</a>	<a href="#">Delete</a>
Compass 9.2 Understanding Workflow & Approving Financial Transactions	Catalog Item	Planned	Medium	<input checked="" type="checkbox"/>	<input type="text" value=""/>	Anita Payne	<a href="#">Enroll</a>	<a href="#">Delete</a>
COMING SOON DO NOT ENROLL: Compass 9.2 Web Client Enhancements- Non-Heavy	Online	Enrolled	Medium	<input checked="" type="checkbox"/>	<input type="text" value=""/>	Anita Payne	<a href="#">Drop</a>	<a href="#">Delete</a>
Compass 9.2 Grants Suite 101	Webcast	Enrolled	Medium	<input checked="" type="checkbox"/>	<input type="text" value=""/>	Anita Payne	<a href="#">Drop</a>	<a href="#">Delete</a>
Institutional Data Management	Online	Completed	Medium	<input checked="" type="checkbox"/>	<input type="text" value=""/>	Anita Payne		
Compass 9.2 Accounts Receivable: Grants Only	Catalog Item	Planned	Medium	<input checked="" type="checkbox"/>	<input type="text" value=""/>	Anita Payne	<a href="#">Enroll</a>	<a href="#">Delete</a>
Compass 9.2 ePay Enhancements- Non-Heavy Student	Webcast	Dropped	Medium	<input checked="" type="checkbox"/>	<input type="text" value=""/>	Anita Payne		
Compass 9.2 Asset Disposal Workflow	Online	Planned	Medium	<input type="checkbox"/>	<input type="text" value=""/>	Anita Payne	<a href="#">Enroll</a>	<a href="#">Delete</a>

[+](#) Add New Learning to Plan

[Return to Previous Page](#)

## 2. Click **Submit Enrollment**.

Enroll In Activity

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Review Information

Amy Jones, SupvTrgCmm, Office of Finance Systems & Da

Activity Name:	Compass 9.2 Asset Disposal Workflow	Type:	Online
Activity Code:	260427-11276	Contact:	Anita Paye
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	09/21/2016	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	09/21/2016
Available Seats:	--	Available Waitlist:	0

[Submit Enrollment](#) [Return to Previous Page](#)

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

You have successfully enrolled in Compass 9.2 Asset Disposal Workflow. This change in status will be updated on the All Learning page.

Activity Name:	Compass 9.2 Asset Disposal Workflow	Type:	Online
Activity Code:	260427-11276	Contact:	Anita Paye
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	558818
Start Date:	09/21/2016	End Date:	--
Last Enrollment Date:	--	Last Drop Date:	09/21/2016

[Launch](#) [Return to Previous Page](#)



4. Click **Launch** again.

<b>Component Name:</b>	Asset Disposal eLearning	<b>Type:</b>	Online
<b>Activity:</b>	Compass 9.2 Asset Disposal Workflow	<b>Duration:</b>	--

Table Of Contents			
Title	Status	Score	
Course Object title	Not Attempted		<a href="#">Launch</a>

[Click here to Refresh your Score](#)

[Print Certificate](#)

[Return To Activity Progress](#)

**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.