

Log-in

- From the LEARN page click on the *PeopleSoft* link.
- Enter your User ID and Password.
- Click on PeopleSoft.
- Click on Enterprise Learning 9.0

Searching For and Enrolling in Courses

ELM Self Service provides access to all personal learning information. ELM replaces the course registration functionality that currently resides in the PDMS system

SEARCHING FOR COURSES

To begin click the **Self Service** link. Click the **Learning** link.

There are two ways to look at the Catalog – Browse or Search.

Browse Catalog

The Browse Catalog feature allows you to view the entire Activity Catalog based on the categories and sub-categories in the Master Inservice Plan. This is a slow way to find a course, but useful if you are just “browsing.”

- Click the **Browse Catalog** link.
- To review what courses are listed under a particular category, click the **category link**. Displayed is a list of the courses that are categorized under a particular component. This lists every course ever offered, but not necessarily those that are currently offered. To navigate to additional items, click the **Next** link to continue the list.
- You will need to click on the link for the course to determine if there are any offerings of this particular course available for enrollment.

Search Catalog

Using the **Search Catalog** feature is the most efficient way to find available courses because it allows you look for specific courses.

- Click the **Search Catalog** link. Click the **All** link. Click the **Search All** button. The system returns the maximum of 300 items, even though there may be more courses available.
- To narrow the search, enter search criteria in the **Search the Catalog** field. You can search by a keyword, such as Reading, or you can type in the title of a course (or any part of a title).
- Enter the desired information into the **Search All** field. The search will be reduced to meet the criteria entered. Click the **Course** link.

ENROLLING IN A COURSE

Once you have accessed the course through either the Browse or Search feature, you can enroll in the course using the **Enroll** button.

Using the **Enroll** button will enroll you into the course or add you to the waiting list if one exists. If this course is no longer available for enrollment, or you wish to take this same course at a different time, you

can click the **Add to Plan** and this will add this course to your learning plan and notify you when a new offering of this course is available.

- Click the **Enroll** button.
- Click the **Submit Enrollment** button. A confirmation of your enrollment will appear on the screen.

Required Activity Completion for Receiving Inservice Points

There are several new features in ELM for employees to track their progress through activities. It is important for employees to review the components of an activity and ensure all items are complete for receiving inservice points or completion.

Begin by navigating to the **All Learning** page and selecting the course.

- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- Click the **Filter Name** list.
- Click the **Activity Registrations** list item.
- Click the **Go** button.

Review the list of activities and select the activity you wish to review for completion requirements.

The **Activity Progress** page provides information about the activity in which an employee is enrolled, the components that must be completed, and links to additional information and tracking details.

Pre-Course Survey (if applicable)

- Click the **Launch** link.
- A new window displays where you can search for the pre-course survey.
- Click the **Search** button.
- Review the list of activities and locate the Activity for which the survey is required.
- Click the **Pre-Course Survey** link.
- Confirm that the course title, your name, and the component name (survey name) appear correctly at the top of the page. **Please note:** The participant name is used on this page for component completion only. All survey/evaluations are anonymous, and CSDC is unable to review individual submission data.
- Read each question and respond accordingly by clicking in the appropriate box to the left of the answer. Only one (1) answer can be selected.
- Enter the desired information into the **Comment** field.
- The icon to the right of the **Comment** field provides a spellcheck feature. Use this feature to ensure your comments are spelled correctly.
- Click the **Save & Submit** button. **Note:** Learners may only complete the survey/evaluation one time. The **Save & Submit** button will become inactive after initial completion.

Enterprise Learning Management (ELM) Quick Reference

Course Sessions

- The **Schedule** page provides scheduled session information such as dates, times, and location. By clicking on the link under the Locations column participants can obtain the name and address of the training location.
- Click the **View Schedule and Locations** link.
- Click the link for the specific session under the **Location** column to display the location address and facility detail.

Grades and Attendance:

The **Progress** column will provide information about the status of each activity component and whether the participant is enrolled, in-progress, or completed. For components titled *Course Sessions* the Progress will be displayed as “not-attempted” until the sign-in sheets are submitted for processing.

The **Passing Status** and **Grade** are updated as components are completed. When both are showing “Pass” for all components, the Enrollment Status at the top of the page will change to **Complete**.

Notes and Attachments

The **Notes and Attachments** page will provide information concerning required activities, additional course details and descriptions, as well as attachments that may need to be reviewed before or during an activity.

Follow-up Activities

Many activities include a **Follow-up** component which might be submission of a learning log, reflection, or assignment.

- To review the requirements for the **Follow-up** component, click the **Follow-up** link.
- Review the **Description** for details about completing the required Follow-up component. Once the Follow-up submission has been reviewed the Completion Details will be updated.

Post-Course Evaluation (if applicable)

- Click the **Launch** link.
- A new window displays where you can search for the pre-course survey.
- Click the **Search** button.
- Review the list of activities and locate the Activity for which the survey is required.
- Click the **Post-Course Survey** link.
- Confirm that the course title, your name, and the component name (survey name) appear correctly at the top of the page. **Please note:** The participant name is used on this page for component completion only. All survey/evaluations are anonymous, and CSDC is unable to review individual submission data.
- Read each question and respond accordingly by clicking in the appropriate box to the left of the answer. Only one (1) answer can be selected.
- Enter the desired information into the **Comment** field.
- The icon to the right of the **Comment** field provides a spellcheck feature. Use this feature to ensure your comments are spelled correctly.
- Click the **Save & Submit** button. **Note:** Learners may only complete the survey/evaluation one time. The **Save & Submit** button will become inactive after initial completion.

Enrollment Status

When all learning components for an activity are completed, the Enrollment Status is changed to **Completed** and inservice points, if applicable, are awarded and can be viewed on the Inservice Record Report link.

Viewing All Learning Activities and Inservice History

The **All Learning** function displays all inservice activities and programs you are enrolled in, as well as all inservice activities and programs you have completed.

- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link.
- Click the **Filter Name** list.
- You can filter the **All Learning** results by the selections in this dropdown menu. Click the **Activity Registrations** list item. Click the **Go** button.
- For search results that produce multiple items, there are several ways to sort the data. You can click the **View All** link, or use the “page” arrows to scroll through the data. You can also click column headings (**Title, Type, Status**, etc.), or use the **Customize** link for additional sorting features.

Viewing Inservice Record Report

The purpose of this report is to provide an efficient means for employees of The School District of Lee County to review personal inservice records that can be used towards renewal of the Florida Professional Educator Certificate.

- Begin by navigating to the **Inservice Record Report**.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **Inservice Record Report** link.

For employees holding a Florida Professional Educator Certificate, the **Validity Period** field displays the validity period of their certificate. For employees not holding a teaching certificate, this field displays inservice for the past five (5) years from today’s date.

The **Total Inservice Points** field displays the inservice points eligible in the current validity period for renewal of a Florida Professional Educator Certificate. For employees not holding a teaching certificate, this field displays the total number of points earned within the past five (5) years from today’s date.

The **Total Banked Points** field displays the number of inservice points from eligible courses that are available for renewal toward the current or future validity periods. This number is not included in the Total Inservice Points and can be used, as needed, at the time of renewal.

Enterprise Learning Management (ELM) Quick Reference

The **SPALC Incentive Hours** field displays the number of hours eligible toward the SPALC Training Incentive stipend payment for support personnel.

For additional information regarding certificate renewal and the SPALC stipend, please reference the CSDC website

We now have the ability to provide a certificate of completion to employees for courses taken through the District. This function is available during the validity period of the current teaching certificate, or five (5) years from today for those without a teaching certificate.

- Use the **Print Certificate** icon to print a certificate for any activity completed through the District.
- Click the **Print Certificate** button.
- A new window opens and the certificate for this course is displayed as a PDF.
- Use the PDF toolbar to print a copy of the certificate, and then click the **Close** button.

Dropping a Course

- Begin by navigating to the **My Learning** page.
- Click the **Self Service** link.
- Click the **Learning** link.
- Click the **All Learning** link. The **All Learning** page displays all records available to the learner.
- Use the **Filter Name** field to narrow the **All Learning** results.
- Click the **Filter Name** list. Click the **All Learning** list item.
- Click the **Drop** button. When you drop a course, PeopleSoft provides an opportunity to confirm your intent to drop. Click the **Drop** button.
- When you drop a course, PeopleSoft returns a **Drop Confirmation** page.

Creating a Learning Request

In ELM employees can inquire about activities not currently available by submitting a *Learning Request*. This feature will add an activity to the employee's learning plan and as courses become available, notifications will be sent.

- Click the **Self Service** link. Click the **Learning** link. Click the **My Learning** link.
- Click the **Request New Learning** link.
- Select the **Existing** option to review the list of available activities. The **New** feature is a future option that will be available.
- Enter the desired information into the **Catalog Item** field.
- Click the **Search** button.
- Click the **Select** link.
- Click the **Submit Request** button.
- You can navigate back to the **My Learning** page to verify that the course was added to your requested activities.
 - Click the **My Learning** link.
 - Click the **All My Learning** link.
 - Filter the activities by "Requested Learning". Click the **Filter Name** list.
 - Click the **Requested Learning** list item. Click the **Go** button.

Learning Requests can be removed from the learning plan at any time.

Adding an Item to Your Personal Learning Plan

PeopleSoft allows employees to add items to their Personal Learning Plan. The Personal Learning Plan is a placeholder to put courses before making a decision to enroll or be put on a waiting list. Once the course is on the Personal Learning Plan, employees can use the Enroll button to enroll in the course at a later time.

- Click the **Self Service** link. Click the **Learning** link. Click the **Browse Catalog** link.
- Click the **Category** link.
- Click the **course title** link.
- Click the **Add Item To Plan** button.
- To review the items added to the Learning Plan and enroll if applicable.
 - Click the **All Learning** link.
 - Click the **Filter Name** list and select **Planned Activities** which returns only courses that have been added to the Learning Plan as planned. Click the **Go** button.
 - Currently displayed is a list of planned activities that you would like to attend in the future or when available. Use the **Enroll** button to determine if an activity is available for registration.
 - Click the **Enroll** button.
 - If an enrollment is processed, this planned activity will be removed from the Learning Plan. If no activity is available for registration, or the employee determines they do not wish to enroll at this time, you can return to any of the ELM menu links, and the planned activity will remain on the Learning Plan.