



MINNESOTA STATE

## ELM Assigned Program Completion Guide (Minnesota State)

You have been assigned to complete one or more Employee Programs, which are groups of courses related to a particular job role or topic. In order to complete the program, you must complete all of the courses it contains.

### Step 1: Log in to the ELM System

- Log in to the [State of Minnesota Self Service site](#) using your eight digit State ID Number and password.
  - Please check with the HR Office if you do not yet have a State ID Number.
- Choose the **State of MN Self Service** link.
- Choose the **Enterprise Learning Mgmt (ELM)** link, and then the **Enterprise Learning Mgmt (ELM)** folder.

### Step 2: Choose the My Learning option under Quick Links.

- Use **My Learning** to complete training you are registered for.

**Learning Home**

**Quick Links**

- Find Learning** → Allows you to search for classes or programs and enroll yourself into training.
- My Learning** → **Go Here To:**
  - Complete training someone enrolled you in.
  - Re-Launch eLearning you've started or completed.
  - Review your record.
- Certifications
- Learning Plans
- Supplemental Learning

### Step 3: Access Curriculum or Certification

- From your **My Learning** page, choose the **Curriculum** or **Certification** link to access the assigned courses in the program. Go here each time you want to check your progress on the requirements of the program.

**My Learning**

\*View All learning - any status, type or date

Title	Type	Status	Date	Launch	Action
MnSCU-Test Program V2	Curriculum	In-Progress	08/15/2018		Drop
Code of Conduct Training for Minnesota State (MnSCU)	Web-Based Launch and Enroll	Enrolled	08/10/2018		Drop

## Step 4: Complete Required Courses in the Program

After clicking on the program link you will see your list of assigned courses.

- Choose the **Launch** button to initiate courses with the status of **Not Enrolled**.
- No Launch button will display for **Enrolled** or **In-progress** courses - see **Step 5: Launching Enrolled, In-progress, or Completed eLearning** to complete the courses from My Learning page.
- When you have **completed** a requirement, the course option will no longer display from the program link – see Step 5 of this guide if you wish to re-launch a completed course.

The screenshot displays a list of required courses for the 'Accident Investigation (MnSCU)' program. The courses are categorized by status: In-Progress, Enrolled, and Completed. The 'Hazard Communication: Your Key to GHS Chemical Safety (MnSCU)' course is highlighted in red, indicating it is the focus of the next steps. This course is currently 'Not Enrolled' and has a 'Launch' button available. Other courses shown include 'Bloodborne Pathogens: Always Protect Yourself (MnSCU)' which is 'Enrolled' and 'Emergency Preparedness (MnSCU)' which is 'Completed'.

Class Code	Type	Start Date	Price	Buttons
E260000SFT_clmibpap_vod_FY19	Web-Based Launch and Enroll	08/16/2018	--	Drop
E260000SFT_clmiykgc_vod_FY19	Web-Based Launch and Enroll	08/16/2018	--	Launch, Plan for Later

After clicking the Launch button, you will be brought to another page to complete the **Launch**.

- Click on the **Launch** link to start the course, which will open in a new tab.

The screenshot shows the course launch page for 'Hazard Communication: Your Key to GHS Chemical Safety (MnSCU)'. The course is web-based and has a duration of 24 minutes. Below the details is a 'Table Of Contents' table with a 'Launch' button highlighted in red.

Title	Status	Score	Buttons
Hazard Communication: Your Key to GHS Chemical Safety	Not Attempted		Launch

**Note:** Anytime you launch a course it will open in a new tab.

After completing the course, you can close that tab to return to ELM.

ELM will track your progress in a course if you leave and re-launch the course later.

- Repeat these steps to complete each course assigned to the program.

## Step 5: Launching Enrolled, In-progress, or Completed eLearning

- From the **My Learning** page, you can launch eLearning if a blue **Launch/Play Icon** is displayed.
- The icon will be missing if the course is closed (*no launch icon will display for an in-person training*).

The screenshot shows the 'My Learning' page with the following table:

Title	Type	Status	Date	Launch	Action
MnSCU-Test Program V2	Curriculum	In-Progress	08/15/2018		Drop
Code of Conduct Training for Minnesota State (MnSCU)	Web-Based Launch and Enroll	Enrolled	08/10/2018		Drop
ELM 8.56 Upgrade Overview for Administrators	Classroom	Enrolled	05/09/2018		Drop
ELM Administrators	Classroom	Enrolled	03/30/2015		
MSUAASF Campus Evaluation Committee eLearning - Unit 1 (MnSCU)	Self-Paced Learning Activities	Completed	07/27/2018		
Code of Conduct Training for Minnesota State (MnSCU)	Web-Based Launch and Enroll	Completed	06/07/2018		
Public Jobs, Private Data Training for Minnesota State (MnSCU)	Web-Based Launch and Enroll	Completed	05/31/2018		

**Note:** The **Date** column in the My Learning page is directly related to your **Status** in the training.

Examples: If you are completed, the date displayed is the completion date. If you are enrolled, the date displayed is the enrollment date. If you are in-progress, the date displayed is the last time you accessed that training

### Technical Troubleshooting

Your workstation and web browser must be set up correctly for the course to play and record completion.

- Turn off Pop-up Blocker (common problem in Chrome).
- Allow Flash to run if prompted.
- If you experience issues, logout and try logging into [Self Service](#) from a different browser.
  - Ex: Chrome, Firefox, Safari, Internet Explorer.
  - Work with your Helpdesk and review the state's [Technical Help Guide](#) if you continue to experience issues.

**Note:** Faculty who do **not** have an active teaching assignment between semesters will not be able to access ELM courses. New employees will not have access to ELM until 24-48 hours after receiving their state ID number.

New employees and faculty will be able to access the Self Service and ELM interface, but when they click on a learning activity, they will receive an *'Internal Learner Id is not valid'* or similar message.

Contact the [ELM.Helpdesk@MinnState.edu](mailto:ELM.Helpdesk@MinnState.edu) with questions.