



# PeopleSoft v9.2

## ELM - Enterprise Learning Management

### Student Exercises

#### Contact Information:

SpearMC Consulting, Inc.  
1-866-SPEARMC  
info@SpearMC.com  
www.SpearMC.com

## Exercise 1 EDIT AND USE AN EXISTING LEARNING ENVIRONMENT

This exercise enables the learning administrators to edit one existing learning environment and see how the setting changes will impact the system. There are x number of learning environments in ELM 9.2 DEMO system. Each student works on a separate learning environment with a super admin login ID/Password.

1. Login to the ELM Training environment using the assigned login ID and password. Everyone will have a cloned ID from **PS** which is the super user id. Write down your name attached to this user id. For example, PS super user id is for a person called **Luis Martinez**. Your ID will be some other name.
2. Click the button on the right, locate and click button **Classic Home**. You are brought to the traditional cascade main menu.
3. Navigate to **Set Up ELM > Learning Environment**, click **Search** button, the existing learning environments are displayed. The one called **Core Learning Activities** is the default LE. Do not edit it.
4. Select one learning environment according to class instructions, click either **Long Name** or **Short Name** or **Description** to open it.
5. In **Basic Data** tab, enter extra characters to try out the length of **Long Name** and **Short Name** fields. They should be 30 and 10, respectively. You can't enter a string longer than that. When creating your own learning environment, take it into consideration. Be sure to remove the extra characters before going to next step.
6. In **Administrators** section, locate one person name, write it down. Click the **Minus** button on the right and remove this person as the administrator of this learning environment. This person can no longer search and find courses/classes/programs in this learning environment, even if still having access to the **Maintain Courses/Classes/Programs** pages.
7. Click a **Plus** button beside any names still in the page. In the new added blank row, click the **prompt** to open a new window called **Look Up Learner ID**. Enter the first name and last name of the person you wrote down, and click **Look Up** button.
8. If the person is returned in the lookup, click any field, the lookup window disappears and the person name is shown in the new row. Click **Save** button to save the result. This person now can search and find the courses/classes/programs in this learning environment.
9. Go to **Security** tab. It displays the categories and courses associated with this learning environment. You can't add or delete anything here. The lists are display-only.

10. In order to see why the courses are associated with this learning environment, write down one of the course names, click the **New Window** link on top right.
11. Navigate to **Enterprise Learning > Set Learning Environment**, from the drop-down, select the learning environment you are working on. Click **Save** button. *Note* – With the clone login ID you signed in with, although you are an administrator managing multiple learning environments, each time you can only work in one single learning environment.
12. Navigate to **Enterprise Learning > Catalog > Maintain Courses**, enter the course name in field **Course Long Name**, click **Search** button, the **Course Details tab > Basic Data subtab** is opened.
13. Click the **Security** link, review the list of learning environments. The one you are working on is in the list. If removing the learning environment from the list, after running a rebuild index process, in the **Learning Environment > Security** tab, this course name will disappear. If adding a new learning environment to the list, after running the same process, this course will show up in the **Security** tab of that new learning environment.
14. Now close the window. Go back to the original window that shows **Security** tab of the learning environment. Click the next tab – **Defaults**, review the fields in **General Defaults** section, enter your time zone, language code, session start and end times, check the 2 boxes.
15. Review the fields in **Enrollment Defaults** section. Most of those values and checkboxes are default, can be overwritten in Delivery Method and Class levels.
16. One of the exceptions is **Default Requestor** checkbox. Check it, and click **Save** button.
17. Click **New Window** Link on top right. In the new window, navigate to **Enterprise Learning > Learner Tasks > Enroll Learners**, you will see below page.
18. Now go back to **Learning Environment > Defaults** tab, uncheck the box, and click **Save** button. Open a new window from the top right link, navigate to the same page **Enterprise Learning > Learner Tasks > Enroll Learners**, you will see a different page.
19. The difference is, when the box is checked, the administrator no longer needs to enter the requestor's name

since the administrator, you, will be considered as the requestor for the enrollment. But this is not always true, though. If in a learning environment, the actual requestor often needs to delegate the enrollment task to another person, this box needs to be unchecked so the administrator has the opportunity to enter the real requestor's name.

**< EXERCISE COMPLETE - STOP HERE >**

## Exercise 2 USE AN EXISTING LEARNER GROUP

This exercise enables an administrator to review an existing learner group that contains him/herself, locate the courses and classes associated with this learner group, then perform a search and enroll as a learner.

**Note** – Although you sign in as an administrator, you are a learner too. This exercise guides you to perform a learner related activity.

1. Login to the ELM Training environment using the assigned login ID and password. Everyone will have a cloned ID from **PS** which is the super user id. Write down your name attached to this user id. For example, PS super user id is for a person called **Luis Martinez**. Your ID will be some other name.
2. Click the button on the right, locate and click button **Classic Home**. You are brought to the traditional cascade main menu.
3. Navigate to **Enterprise Learning > Learner Groups > Maintain Learner Groups**, enter ‘**employees**’ in the **Learner Group Name** field, click **Search** button, the learner groups containing this word will return.
4. Click the name for the learner group – ‘**Employees**’, you are brought to the **Learner** tab. Review the fields there.
5. Click **Group** tab, the criteria for the learner group are listed.
6. Scroll down to the **Group Members** section, enter the name you wrote down for yourself with ‘**First\_Name Last\_Name**’ format, click **Go** button.
7. If the name is returned, it means you are a member of this learner group. We can continue with the exercise. If the name is not returned, raise your hand so I can find a learner group with you in it.
8. Now click **Course** tab so the courses associated with this learner group are displayed. You should be able to search and find those courses if they, and their classes, are in ‘**Active**’ status. Pick a course and write down the course name.

9. Navigate to **Enterprise Learning > Catalog > Maintain Courses**, enter this course name in **Course Long Name** field. Open and check the status of the course. Continue navigating through delivery method and reach class page. Both course and class shall be in ‘**Active**’ status, otherwise, search for another course. If the search doesn’t return this course, it has something to do with the current working learning environment value. Please raise hand and talk to me.
  
10. Once course/class status are confirmed to be active, navigate to **Self Service > Learning > Find Learning**, enter course name in the search field, click the **Search** icon. The course and its active classes are expected to be displayed. You, as a learner, can continue with the learner activities like enrolling a class.

**< EXERCISE COMPLETE - STOP HERE >**

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## Exercise 3 REVIEW THE EXISTING LEARNING ENVIRONMENTS

[Enter Description]

1. [Enter Step 1]  
[Insert Screen]
2. [Enter Step 2]  
[Insert Screen]
3. [Enter Step 3]
4. [Insert Screen]

**< EXERCISE COMPLETE - STOP HERE >**

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## Exercise 4 REVIEW THE EXISTING LEARNING ENVIRONMENTS

[Enter Description]

5. [Enter Step 1]  
[Insert Screen]
6. [Enter Step 2]  
[Insert Screen]
7. [Enter Step 3]
8. [Insert Screen]

**< EXERCISE COMPLETE - STOP HERE >**

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## Exercise 5 REVIEW THE EXISTING LEARNING ENVIRONMENTS

[Enter Description]

9. [Enter Step 1]

[Insert Screen]

10. [Enter Step 2]

[Insert Screen]

11. [Enter Step 3]

12. [Insert Screen]

**< EXERCISE COMPLETE - STOP HERE >**

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## Exercise 6 REVIEW THE EXISTING LEARNING ENVIRONMENTS

[Enter Description]

13. [Enter Step 1]

[Insert Screen]

14. [Enter Step 2]

[Insert Screen]

15. [Enter Step 3]

16. [Insert Screen]

**< EXERCISE COMPLETE - STOP HERE >**

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