How to Launch a Recorded Classroom or Recorded Webinar Session

There are three requirements to complete a recorded classroom course for credit:

1. View the entire recorded session.
2. Complete the End of Course Assessment.
3. Complete an End of Course Survey.

How to View the Recorded Session

2. From the top menu bar, click on the magnifying glass to search for a course.
3. Enter the course **Code** for the recorded classroom or recorded webinar in the drop-down field and press **Enter**.

   - *You can search by the six digit prefix of the Activity Code (Ex. 260535-11383).*
   
   - *You can search by the course name, but it is best to use a unique word from the course name to narrow the options (ex. When searching for **Compass 9.2 T&E (Heavy Users) Classroom Recording**, use “T&E” as your search option).*

   *The Find Learning page displays with the search results.*

4. Click **Launch**. This action will enroll you in the course and launch the recording for this course.
Launching the End of Course Assessment

1. Return to your ELMS tab (Class Progress page) and click the Launch link next to End of Course Assessment.

*The assessment will open in a separate window.*
Launching the Survey

1. Return to your ELMS tab (Class Progress page) and click the Launch link next to End of Course Survey.

![Class Progress page]

The survey will open in a separate window.

HOW TO GET HELP

If you have any questions, problems, or comments related to Finance Systems training, please contact the Finance Support Center through the following method:
✓ You can open a ticket at: https://eufinancesupportcenter.force.com/login?so=00D36000000JQIl.

✓ If you need more information on opening a ticket, please reference the job aid HOW TO OPEN A TICKET.