



LEARNING MANAGEMENT SYSTEM

ADMINISTRATOR ESSENTIALS (Basic User Guide)

CONTENTS

ACCESSING THE LEARNING MANAGEMENT SYSTEM (LMS).....	3
CREATING ORGANISATIONS	5
CREATING DEPARTMENTS OR SUB-DEPARTMENTS	6
CREATING NOTIFICATIONS	7
CREATING GRADING SYSTEMS	12
CREATING MODULES	14
UPLOADING CONTENT TO A MODULE	15
CREATING QUIZ QUESTIONS.....	17
CREATING E-LEARNING COURSES.....	24
CREATING NEW USERS.....	26
CREATING GROUPS.....	27
VIEWING INDIVIDUAL LEARNER RECORDS	32
AN INTRODUCTION TO REPORTS	35
APPENDIX 1 – FLOWCHART FOR LMS CONFIGURATION.....	42

ACCESSING THE LEARNING MANAGEMENT SYSTEM (LMS)

INFORMATION – Whether you are a learner, administrator, manager or any of the other user types, accessing the system is simply a matter of going to the login web page and entering your login details.

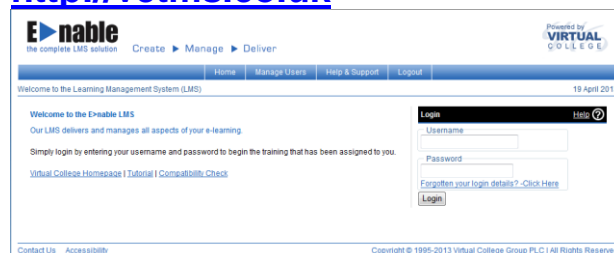
Some organisations have their own branded login pages, and when you are first given your login details you will also be advised of the relevant web address.

If in doubt, there is an option at the top of the Virtual College web page which will take users to the generic login page.

Virtual College Website www.virtual-college.co.uk



Generic Login Page <http://vctms.co.uk>

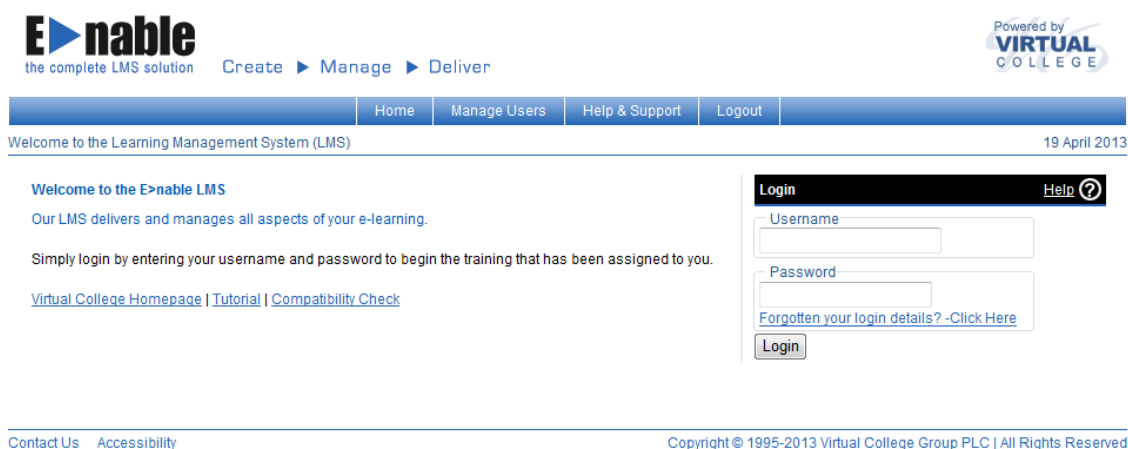


INSTRUCTIONS FOR ACCESSING THE LMS

1) Launch your Internet Browser and go to the Login Page

OPTION 1 - If your organisation has given you details of their own login page, then you should go to the page they have specified

OPTION 2 - Alternatively, you can go directly to <https://www.vctms.co.uk/>



- 2) Enter your username and password, then select **Login**

E-nable
the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

Welcome to the Learning Management System (LMS) 19 April 2013

Welcome to the E-nable LMS
Our LMS delivers and manages all aspects of your e-learning.
Simply login by entering your username and password to begin the training that has been assigned to you.
[Virtual College Homepage](#) | [Tutorial](#) | [Compatibility Check](#)

[Contact Us](#) [Accessibility](#) Copyright © 1999-2013 Virtual College Group PLC | All Rights Reserved

Login [Help ?](#)

[Forgotten your login details? -Click Here](#)

Enter your details in the relevant boxes

Your Dashboard will then appear and you will see the options available to you

Example Learner Dashboard Example Section Admin Dashboard

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>> Dashboard 12 February 2010

Active Learning [Expand](#)

Title	Type	% Complete	Action
Food Safety and Hygiene Level 2 (Catering)	E-learning	11	View

Charles Waller [Help ?](#)

Organization: PHB Enable Demonstration
Department: PHB Demos - Dept 1
Manager: Paul ButlerEOA
Last Login: 07 Feb, 2010

[Edit Profile](#)

Messages [Help](#)

[You have \(0\) new messages in your inbox](#)

[Announcements](#)
[Links](#)
[Resources](#)

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard 19 April 2013

Recently Viewed Items [Help ?](#)

Page: [View Module: Gemma Easthope](#)

Users

- [Users](#)
- [Groups](#)
- [Training Events](#)
- [Skills Matrix](#)
- [Endorse Skills Matrix](#)
- [Record SOP Session](#)
- [Personal Development](#)
- [Pending Certificates](#)
- [My Profile](#)

Courses & Modules

- [Courses](#)
- [My Courses](#)
- [Historical Courses](#)
- [Modules](#)
- [Products](#)
- [Providers](#)
- [Evaluations](#)
- [Grading Systems](#)
- [Course Explorer](#)

Marking

- [Short Answer Submissions](#)
- [Portfolio Submissions](#)
- [Portfolios](#)
- [Observations](#)
- [After Submission](#)

System

- [Organisations](#)
- [Publications](#)
- [Scheduled Messages](#)
- [Status Rules](#)
- [Section Details](#)
- [Competence Structures](#)
- [Web Stats](#)

CREATING ORGANISATIONS

This option is only available to Section Administrators

1) Navigate to the New Organisation form using the following procedure

Section Admin Procedure

Section Admin Dashboard>Organisations>New Organisation

2) Complete the form

3) Select
Submit



Create ► Manage ► Deliver



Home Manage Users Help & Support Logout
>> [Section Admin Dashboard](#) >> [Organisations](#) >> [Create Organisation](#) 19 April 2013

Create Organisation

Name *

PAB Training

Address 1

Address 2

Town

County

Postcode *

LS29 8DD

Country

Telephone

Email

Image

Browse...

Submit

Cancel

[Contact Us](#) [Accessibility](#)

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CREATING DEPARTMENTS OR SUB-DEPARTMENTS

1) Navigate to Departments using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Organisations> Select the relevant Organisation View Organisation>Manage Departments>
Organisation Admin Procedure	Organisation Admin Dashboard>Organisation>Departments
Organisation Admin Basic Procedure	Organisation Admin Basic Dashboard>Departments>

2) Highlight an organisation

3) Type the name of your new department in the Title Box

4) Select **Add**

5) Repeat the process, but instead, highlight the department just created to create a sub-department

The screenshot shows the E-nable LMS interface. At the top, there's a navigation bar with 'Home', 'Manage Users', 'Help & Support', 'User Manual', and 'Logout'. Below this is a breadcrumb trail: '>> Section Admin Dashboard >> Organisations >> Organisation: PAB Enable Demonstration >> Departments: PAB Enable Demonstration'. The date '15 February 2010' is shown on the right. The main heading is 'Manage Departments'. Below this, there's a 'Departments' section with a tree structure. The tree shows 'PAB Enable Demonstration' as the root, with children 'PAB Demos - Dept 1' and 'PAB Demos - Dept 2'. 'PAB Demos - Dept 1' has a child 'PAB Demos - Dept 1.1', and 'PAB Demos - Dept 2' has a child 'PAB Demos - Dept 2.1'. A green box highlights 'PAB Demos - Dept 2', and a green arrow points from it to a larger view of the tree structure below. At the bottom of the tree view, there are buttons: 'Add', 'Remove', 'Rename', and 'Move'. Below the buttons is a 'Title' input field. At the bottom of the page, there's a 'Contact Us' link and a copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

This is a larger view of the department tree structure. It shows the hierarchy from 'PAB Enable Demonstration' down to 'PAB Demos - Dept 2.1'. The tree structure is as follows: 'PAB Enable Demonstration' (root) has children 'PAB Demos - Dept 1' and 'PAB Demos - Dept 2'. 'PAB Demos - Dept 1' has a child 'PAB Demos - Dept 1.1', and 'PAB Demos - Dept 2' has a child 'PAB Demos - Dept 2.1'.

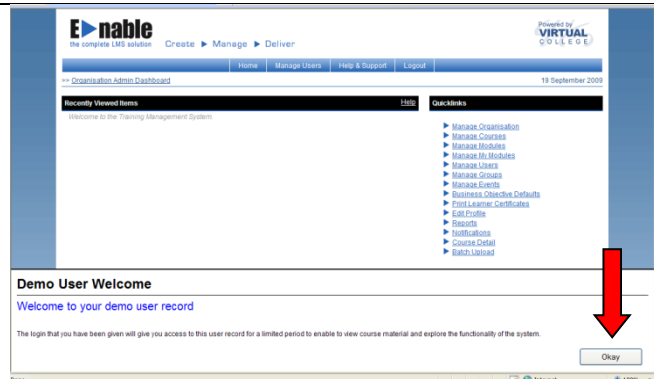
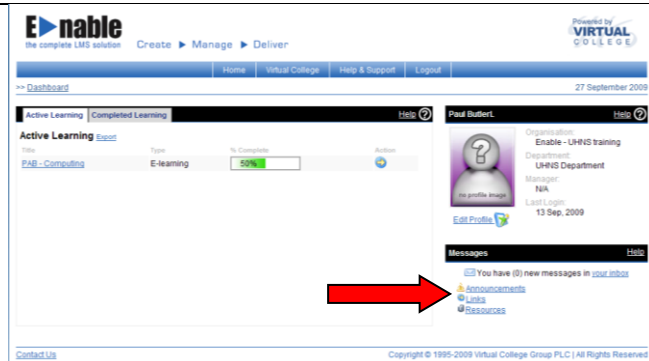
Please Note: This option is not available to Organisation Admin (Basic) User Types

CREATING NOTIFICATIONS

Notifications provide users with useful information and the following examples show where these appear on user records

Users can access Announcements, Links and Resources via links in the Messaging area of their dashboard

Alerts provide the user with information that will be read one time only. They appear at the bottom of the user record until the relevant button has been selected.



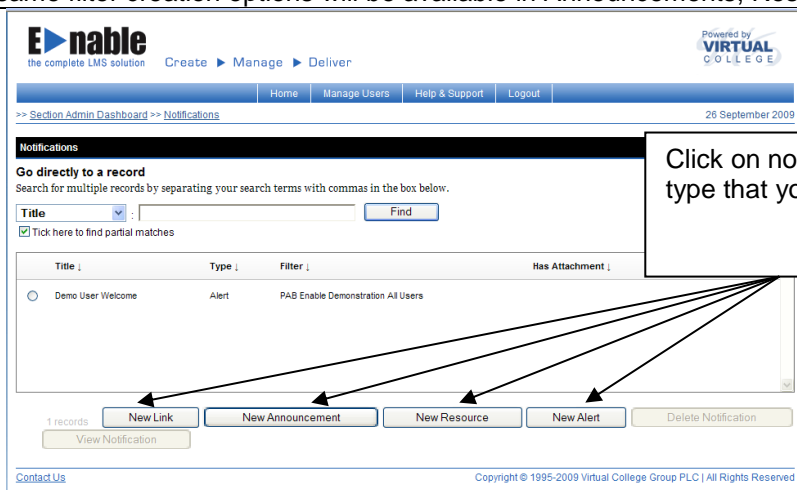
1) Navigate to Notifications using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Notifications
Organisation Admin Procedure	Organisation Admin Dashboard>Notifications

SETTING UP A NEW FILTER

Filters are used to limit the users that will have access to the notifications that you create. When setting up any of the Notification types you will have the option to create a new filter. In the following procedure, we have used the New Link example, but the same filter creation options will be available in Announcements, Resources and Alerts.

1) Select the notification type that you require
(eg **New Link**)



2) Select **New Filter**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Notifications >> Notification Details 26 September 2009

Notification Details

Recipient Filter: None / Unknown **New Filter** View Filter

Title:

URL:

Description:

Expires: Never

Attachment: Browse...

Save Cancel

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3) Use the drop downs to choose the criteria for your filter

4) Select **Save**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Notifications >> Notification Details >> Edit Filter 26 September 2009

Enter the User Filter Help

Find by organisation

Organisation: PAB Enable Demonstration

Department:

By group or manager

Manager:

Group:

Or by what they are studying

Course: PAB - Computing

Course Status:

Module:

Module Status:

Include Other Filters

☐ Include ONLY results from sub-filters (and none from this filter)

Title:

☐ PAB Enable Demonstration All Users

User Type: Learner

Filter Name: New Filter ☒ Auto Generate

Save Cancel

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The dropdown boxes allow you to restrict the notification to the users you specify. If you leave all the fields blank, then the notification will be available to all users. In this example the notification will be restricted to Learners studying a particular course within the specified Organisation.

SETTING UP A NEW LINK

1) Select **New Link**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Notifications 26 September 2009

Notifications

Go directly to a record
Search for multiple records by separating your search terms with commas in the box below.

Title : Find

☒ Tick here to find partial matches

Title	Type	Filter
<input type="radio"/> Demo User Welcome	Alert	PAB Enable Demonstration All Users

1 records

New Link New Announcement New Resource New Alert Delete Notification

View Notification

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2) Complete the form and select **Save**

This is an example of a completed form

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Notifications >> Notification Details 26 September 2009

Notification Details

Recipient Filter: PAB Enable Demonstration Learners on PAB - Computing New Filter View Filter

Title: Computer Components

URL: http://www.cclonline.com/

Description: This website is a supplier of computer components

Expires: 30 Sep 09

Attachment: Browse...

Save Cancel

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Your Notification now appears in the list of notifications and will be available to the users that you have selected in the relevant filter

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Notifications 26 September 2009

Notifications

Go directly to a record
Search for multiple records by separating your search terms with commas in the box below.

Title : Find

☒ Tick here to find partial matches

Title	Type	Filter	Has Attachment	Has Expired
<input type="radio"/> Demo User Welcome	Alert	PAB Enable Demonstration All Users		
<input checked="" type="radio"/> Computer Components	Link	PAB Enable Demonstration Learners on PAB - Computing		

2 records

New Link New Announcement New Resource New Alert Delete Notification

View Notification

SETTING UP A NEW ANNOUNCEMENT OR A NEW RESOURCE

Announcements and Resources are set in the same manner. Announcements are generally used as short term notices, whereas resources are more often used for such items as user guides.

- 1) Select **New Announcement** OR **New Resource**

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>> Section Admin Dashboard >> Notifications 26 September 2009

Notifications

Go directly to a record
Search for multiple records by separating your search terms with commas in the box below.

Title : Find

☒ Tick here to find partial matches

Title ↓	Type ↓	Filter ↓
<input type="radio"/> Demo User Welcome	Alert	PAB Enable Demonstration All Users
<input type="radio"/> Computer Components	Link	PAB Enable Demonstration Learners on PAB - Computing

2 records

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- 2) Complete the form
- 3) Select **Save**

Example of an announcement

>> Section Admin Dashboard >> Notifications >> Notification Details

Notification Details

Recipient Filter: PAB Enable Demonstration All Users

Title: Final reminder to submit your portfolio

Description: Just to remind all of my learners that the cut off date for portfolio submission is this Friday 2.10.09. Submissions after that date cannot be accepted.

Expires: 02 Oct 09

Attachment:

Example of a resource

>> Section Admin Dashboard >> Notifications >> Notification Details

Notification Details

Recipient Filter: PAB Enable Demonstration Learners on PAB - Computing

Title: Motherboard Handout

Description: This document explains the constructin and function of a computer motherboard. This information will be invaluable when assembling PCs

Expires: 02 Oct 09

Attachment: C:\Documents and Sett...

SETTING UP A NEW NOTIFICATION – NEW ALERT

- 1) Select **New Alert**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Notifications 26 September 2009

Notifications

Go directly to a record
Search for multiple records by separating your search terms with commas in the box below.

Title : Find

☒ Tick here to find partial matches

Title	Type	Filter	Has Expired
<input type="radio"/> Demo User Welcome	Alert	PAB Enable Demonstration All Users	
<input type="radio"/> Computer Components	Link	PAB Enable Demonstration Learners on PAB - Computing	

2 records

[View Notification](#) [New Link](#) [New Announcement](#) [New Resource](#) [New Alert](#) [Delete Notification](#)

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- 2) Complete the form
- 3) Select **Save**

E-nable
the complete LMS solution Create ▶ Manage ▶ Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Notifications >> Notification Details 26 September 2009

Notification Details

Recipient Filter: PAB Enable Demonstration Learners on PAB - Computing [New Filter](#) [View Filter](#)

Title: Welcome to

Description: [colour=blue][size=20>Welcome to your demo user record [/size][colour][n][n] The login that you have been given will give you access to this user record for a limited period to enable to view course material and explore the functionality of the system.

Action: Do Nothing

Expires: Never

[Save](#) [Preview](#) [Cancel](#)

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In this example a form of Bulletin Board Coding has been used to format the colour and size of the text

CREATING GRADING SYSTEMS

Please note: This option is only available at Section Admin Level and you need to set up the relevant Grading System before quizzes are entered onto the system.

1) Navigate to New Grading System using the following procedure

Section Admin Procedure

Section Admin Dashboard>Grading System>New Grading System>

2) Enter Name

3) Select **Save**

Enter the name for the Grading System
TIP: Include the pass mark for clarity

4) Select **New Band**

There are no items to display in this list

0 records

5) Enter the details for the band

6) Select **Save**

Starts At: 0
Ends At: 74
Comments: Sorry - you have not yet reached the pass mark of 75%, please revisit your training material before taking the test again
Colour: #CC0000

- 7) Continue adding new bands (steps 4 to 6) until all bands have been entered

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Grading Systems](#) >> [View Grading: ISB - 75% Pass Grading System](#) >> [Select Grading Band](#) 10 September 2009

Select a Grading Band

Low ↓	High ↓	Comment ↓
0	74	Sorry - you have not yet reached the pass mark of 75%, please revisit your training material before taking the test again

1 records [New Band](#) [Delete Band](#) [Edit Band](#)

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Grading Systems](#) >> [View Grading: ISB - 75% Pass Grading System](#) >> [Select Grading Band](#) 10 September 2009

Select a Grading Band

Low ↓	High ↓	Comment ↓
75	100	Well done - you have passed
0	74	Sorry - you have not yet reached the pass mark of 75%, please revisit your training material before taking the test again

2 records [Delete Band](#) [Edit Band](#)

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You can then use the breadcrumb trail to go to the relevant part of the system

Please Note: This option is not available to Organisation Admin (Basic) User Types

CREATING MODULES

1) Navigate to New Module using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Modules>New Module
Organisation Admin Procedure	Organisation Admin Dashboard>Modules>New Module

2) Complete the form

(Mandatory fields are shown with a *)

3) Select **Submit**

Section Admin View

E-nable
the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Modules >> Manage Module 15 February 2010

Manage Module

*Title

Description

Organisations

Available Organisations

- Enable - Camerons Training
- Enable - UHNS training
- e-Portfolios
- PAB Enable Demonstration

Selected Organisations

>> <<

*Module Manager

Provider

Official Module ID

Version

Image

Assign to New Organisations ☐ Yes

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Organisation Admin View

E-nable
the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Organisation Admin Dashboard >> Modules >> Manage Module 15 February 2010

Manage Module

*Title

Description

Provider

Official Module ID

Version

Image

Assign to New Organisations ☐ Yes

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Please Note: This option is not available to Organisation Admin (Basic) User Types

UPLOADING CONTENT TO A MODULE

Please note: Content cannot be uploaded until you have created the relevant module

- 1) Navigate to Upload Other Content using the relevant procedure for your level of access as shown below
- 2) Select **Upload Other Content**

Section Admin Procedure

Section Admin Dashboard>Modules>Select the relevant Module>View Module

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the complete LMS solution Create ▶ Manage ▶ Deliver

Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Modules](#) >> [View Module: PAB - Networking 408](#) 06 September 2009

Module: PAB - Networking 408 [Help ?](#)

Manager: enable sa
Provider: N/A
Version: N/A
Creation Date: 06/09/2009

Quicklinks

Content

- ▶ [Upload SCORM 1.2 Content](#)
- ▶ [Upload Other Content](#) ←
- ▶ [Manage Content](#)

Quiz

- ▶ [Quiz Questions](#)
- ▶ [Edit Quiz Settings](#)
- ▶ [Quiz Results Overview](#)

General Options

- ▶ [Edit Certificate](#)
- ▶ [Delete](#)
- ▶ [Edit Details](#)

Activities Summary [Help ?](#)
There are no activities assigned.

Course Usage [Help ?](#)
There are no associated courses.

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Organisation Admin Procedure

Organisation Admin Dashboard>Modules> Select the relevant Module>View Module

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Home Manage Users Help & Support Logout

>> [Organisation Admin Dashboard](#) >> [View Module: PAB - Networking 408](#) 06 September 2009

Module: PAB - Networking 408 [Help ?](#)

Manager: Paul ButlerEOA
Provider: N/A
Version: N/A
Creation Date: 06/09/2009

Quicklinks

- ▶ [Edit Info](#)
- ▶ [Edit Quiz Intro](#)
- ▶ [Upload SCORM 1.2 Content](#)
- ▶ [Upload Other Content](#) ←
- ▶ [Manage Quiz Questions](#)
- ▶ [Manage Activities](#)
- ▶ [Certificate](#)

Activities Summary [Help ?](#)
There are no activities assigned.

Course Usage [Help ?](#)
There are no associated courses.

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3) Select Type of Material



Use the drop down list to select the type of material

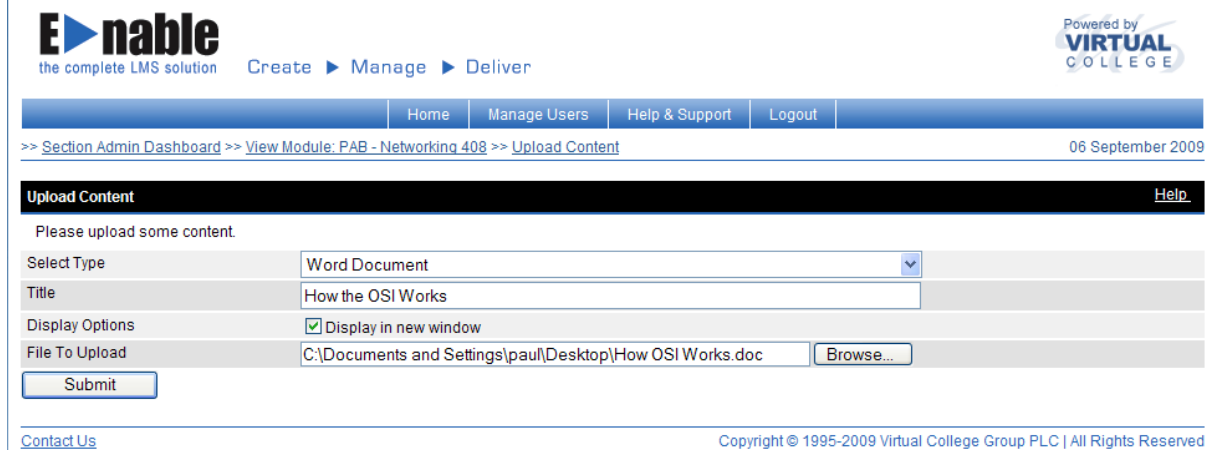
Select Type	-- Please Select --
Title	-- Please Select --
Display Options	Word Document Powerpoint Slide Stack PDF Document Flash Document SNAP Feedback Questionnaire External Website

4) Enter the title of the content

5) Tick the Display in new window

6) Browse for the relevant file

7) Select **Submit**



Please Note: This option is not available to Organisation Admin (Basic) User Types

CREATING QUIZ QUESTIONS

Please note: Questions cannot be created until you have created the relevant module. The relevant grading system for the quiz also needs to have been created before setting up quiz questions.

- 1) Navigate to Quiz Questions using the relevant procedure for your level of access as shown below
- 2) Select Quiz Questions

Section Admin Procedure

Section Admin Dashboard>Modules>Select the relevant Module>View Module

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Modules >> View Module: PAB - Networking 408 06 September 2009

Module: PAB - Networking 408 Help ?

Manager: enable sa
Provider: N/A
Version: N/A
Creation Date: 06/09/2009

Quicklinks

Content

- ▶ Upload SCORM 1.2 Content
- ▶ Upload Other Content
- ▶ Manage Content

Quiz

- ▶ Quiz Questions
- ▶ Edit Quiz Settings
- ▶ Quiz Results Overview

General Options

- ▶ Edit Certificate
- ▶ Delete
- ▶ Edit Details

Activities Summary Help ?
There are no activities assigned.

Course Usage Help ?
There are no associated courses.

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Organisation Admin Procedure

Organisation Admin Dashboard>Modules> Select the relevant Module>View Module

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Home Manage Users Help & Support Logout

>> Organisation Admin Dashboard >> Modules >> Manage Module >> View Module 01 May 2013

Module: Networking Help ?

Manager: Paul Butler
Provider: N/A
Version: N/A
Creation Date: 01/05/2013

Quicklinks

Content

- ▶ Add SCORM 1.2 Content
- ▶ Add Other Content
- ▶ Manage Content

Quiz

- ▶ Quiz Questions
- ▶ Quiz Settings
- ▶ Short Answer Questions
- ▶ Short Answer Quiz Settings

Portfolios

- ▶ Portfolio Criteria
- ▶ Criteria Hierarchy
- ▶ Portfolio Activities

General Options

- ▶ Edit Certificate
- ▶ Evaluations
- ▶ Delete
- ▶ Edit Details

- 3) Select the quiz options you require

- 4) Select **Apply Changes**

Before you start to set up your quiz questions, you need to ensure that the Quiz Options are set to your requirements. The options that should always be considered are:

A) Pass Mark – this is often determined by the subject specialist and/or module creator.

B) Grading System – The default is the Global Grading System (which relates to a pass mark of 50%) and the grading system determines what feedback the learner will receive at the end of the quiz (for example “Well done – you have passed” when they reach the pass mark). The creation of alternative grading systems must be done by the Section Administrator (or Virtual College) in advance. It is vital that the grading system chosen agrees with the pass mark.

C) No of Questions – this is the number of questions that the learner will be presented with in each quiz.

D) Randomise – ticking this box means that the learner sees questions pulled at random from the total bank of questions.

- 5) Select the question type

- 6) Select **Add New Question**

- 7) Complete the question details

The following pages provide you with examples of frequently used question types for you to try.

MULTIPLE CHOICE ASSESSMENT – SINGLE ANSWER

[Home](#) [Manage Users](#) [Help & Support](#) [Logout](#)

>> [Section Admin Dashboard](#) >> [Modules](#) >> [View Module: PAB - Networking 408](#) >> [Question Select](#) >> [New Question](#)

06 September 2009

Instructions

- First enter the question in the area provided and optionally upload an image to accompany the question.
- For each possible answer to the question (up to a maximum of 5) enter the answer's text, score value and optionally an image.
- Finally ensure each answer has a score value and appropriate feedback and submit the form.

Question

Multiple Choice Assessment - Single Answer

Type

Text

Type your question here

Image

[Change/Add image](#)

Answer 1

[Add another answer](#)

Text

Type your first answer here

Value

0

Enter the score (0 for incorrect answer)

Image

[Change/Add image](#)

Add more answers as required (to a maximum of 5)

Feedback

Enter any feedback for the learner here

[Add another answer](#)

Select **Submit** when you have finished entering your question details

MULTIPLE CHOICE ASSESSMENT – MULTI ANSWER PARTIAL CORRECT SCORED

[Home](#) | [Manage Users](#) | [Help & Support](#) | [Logout](#)

>> [Section Admin Dashboard](#) >> [Modules](#) >> [View Module: PAB - Networking 408](#) >> [Question Select](#) >> [New Question](#) 06 September 2009

Instructions

- First enter the question in the area provided and optionally upload an image to accompany the question.
- For each possible answer to the question (up to a maximum of 5) enter the answer's text, score value and optionally an image.
- Finally ensure each answer has a score value and appropriate feedback and submit the form.

Question

Type
Text

Type your question here

Image [Change/Add image](#)

Answer 1

[Add another answer](#)

Text

Type your first answer here

Value
0

Enter the score (0 for incorrect answer)

Image [Change/Add image](#)

Feedback

Enter any feedback for the learner here

Add more answers as required (to a maximum of 5)

[Add another answer](#)

Submit Cancel

Select **Submit** when you have finished entering your question details

HOT SPOT

First set up the question and upload your image

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Modules >> View Module: PAB - Practice Networking >> Question Select >> New Question 08 September 2009

Instructions

- Upload an image for the question, this will be the background image which the learner will click on.
- Draw a box onto the background image, clicks within this box will be recognized as correct answers.
- Finally ensure the answer has a value (the number of points which will be awarded if correct) and appropriate feedback

Question

Type: Hot Spot

Text:

Image: [Change/Add image](#)

Submit Cancel

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Type your question here

Click on Change/Add Image, and then upload your image

Then you are ready to complete setting up the question

>> Section Admin Dashboard >> Modules >> View Module: PAB - Practice Networking >> Question Select >> New Question 08 September 2009


Instructions

- Upload an image for the question, this will be the background image which the learner will click on.
- Draw a box onto the background image, clicks within this box will be recognized as correct answers.
- Finally ensure the answer has a value (the number of points which will be awarded if correct) and appropriate feedback and submit the form.

Question

Type: Hot Spot

Text: Which layer does the Internet Protocol operate at

Image:  [Change/Add image](#) [Remove image](#) [View full size image](#)

Alt Text:

Value:

Correct Feedback:

Incorrect Feedback:

Submit Cancel

Enter the score for the correct answer

Enter any feedback for the learner here

Use your mouse to highlight the area for the correct answer

Select **Submit** when you have finished entering your question details

DRAG AND DROP – FULL CORRECT SCORED

First set up the question and upload your image

>> [Section Admin Dashboard](#) >> [Modules](#) >> [View Module: PAB - Networking 408](#) >> [Question Select](#) >> [New Question](#)

18 November 2009

Instructions

- Upload an image for the question, this will be the background image onto which the learner drags the smaller images.
- For each item to be dragged, upload an additional image and use the panel at the bottom of the form to draw the areas each image should be dragged to.
- Drag each image into its target box, these are the locations which will be displayed when the learner clicks the "show correct answers" button after incorrectly answering a question.
- Finally ensure each answer has a value (the number of points which will be awarded for a correct answer) and appropriate feedback and submit the form.

Question

Type	Drag and Drop - full correct scored	
Text	<div><div></div><div></div></div> <div>Type your question here</div>	
Mandatory	<input type="checkbox"/> Question will always appear in quiz	
Image	Change/Add image <div>Click on Change/Add Image, and then upload your image</div>	

Answer 1

[Add another answer](#)

Value	<input type="text" value="0"/>
Image	Change/Add image
Feedback	<input type="text"/>

[Add another answer](#)

Please select at least 1 answer image

[Contact Us](#)

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Then you are ready to complete setting up the question

>> Section Admin Dashboard >> Modules >> View Module: PAR - Networking 408 >> Question Select >> Edit Question

18 November 2009

Instructions

- Upload an image for the question, this will be the background image onto which the learner drags the smaller images.
- For each item to be dragged, upload an additional image and use the panel at the bottom of the form to draw the areas each image should be dragged to.
- Drag each image into its target box, these are the locations which will be displayed when the learner clicks the "show correct answers" button after incorrectly answering a question.
- Finally ensure each answer has a value (the number of points which will be awarded for a correct answer) and appropriate feedback and submit the form.

Question

Drag and Drop - partial correct scored

Type: Text

Text: Put the layers of the OSI in the correct Order

Mandatory: ☐ Question will always appear in quiz

Image:

Change/Add image
Remove image
View full size image

Alt Text:

Value: 2

Image:

Change/Add image
Remove image
View full size image

Alt Text:

Value: 2

Image:

Change/Add image
Remove image
View full size image

Alt Text:

Value: 3

Image:

Change/Add image
Remove image
View full size image

Alt Text:

Feedback:

Answer 4

Add another answer Remove this answer

Value: 3

Image:

Change/Add image
Remove image
View full size image

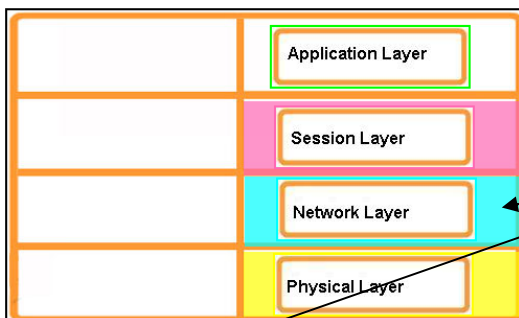
Alt Text:

Feedback:

Add another answer Remove this answer

Click on Change /Add Image, then upload your image for each answer

Enter the score for the correct answer



Select each image question individually and highlight correct box

Select **Submit** when you have finished entering your question details

Select Box (Target Area)

☒ Box1 ☐ Box2 ☐ Box3 ☐ Box4

Reset Draggable Images Reset Target Areas Reset All

Submit Cancel

Please Note: This option is not available to Organisation Admin (Basic) User Types

CREATING E-LEARNING COURSES

1) Navigate to New Course using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Courses>New E-Learning Course
Organisation Admin Procedure	Organisation Admin Dashboard>Courses>New E-Learning Course

2) Complete the form
(Mandatory fields are shown with a *)

Section Admin Form

The screenshot shows the 'Manage Course' form with the following fields and annotations:

- Title ***: An arrow points to this field with the annotation 'Enter title of the course'.
- Description**: A text area for course description.
- Modules**: A section with 'Available Modules' (containing 'PAB - Practice Networking') and 'Selected Modules' (empty). An arrow points to the 'Selected Modules' box with the annotation 'Select the module(s) for the course'.
- Module Sequence**: A section with a 'Module' list (empty) and a 'Sequence' list (empty).
- Organisations ***: A section with 'Available Organisations' (containing 'SB - Practice Organisation' and 'PAB - Practice Organisation') and 'Selected Organisations' (empty). An arrow points to the 'Selected Organisations' box with the annotation 'Choose which organisations should have access to the course'.
- Required Authorisation ***: A dropdown menu with 'Please Select...' and a blue arrow icon. An arrow points to this dropdown with the annotation 'Choose the level of authorisation'.
- Course Manager ***: A text field for the course manager. An arrow points to this field with the annotation 'Choose the Course Manager'.
- Provider**: A dropdown menu with 'Please Select...' and a blue arrow icon.
- Official Course Number**: A text field for the official course number.
- Duration (h:mm)**: Two text fields for hours and minutes.
- Evaluation**: A section with three dropdown menus for 'No Evaluation', '3 Month Evaluation', and '6 Month Evaluation'.
- Course Cost (\$)**: A text field for the course cost.
- Version**: A text field for the course version.
- Image**: A text field for the course image, with a 'Browse...' button next to it.
- Submit**: A button at the bottom of the form.

Enter title of the course

Select the module(s) for the course

Choose which organisations should have access to the course

If the course should be available to all new organisations, tick the box

Choose the level of authorisation
TIP: This relates to requested learning – so if you are not using this suggest you set this to the highest level)

Choose the Course Manager
TIP: This is usually the Section Administrator. The Course Manager that you select will have control of the course.

Organisation Admin Form

>> Organisation Admin Dashboard >> Courses >> Manage Course 10 September 2009

Manage Course Help

Mandatory fields are marked with a *

Title *

Description

Modules

Available Modules

Selected Modules

PAB - Practice Networking

>> <<

☐ Assign people studying this course to these modules?

Module Sequence

Module

Required Authorisation * -- Please Select --

Course Manager *

Provider -- Please Select --

Official Course Number

Duration (hh:mm) :

Evaluation -- No Evaluation --

3 Month Evaluation -- No Evaluation --

6 Month Evaluation -- No Evaluation --

Course Cost (£)

Version

Image Browse...

Submit

Enter title of the course

Select the module(s) for the course

Choose the level of authorisation
TIP: This relates to requested learning – so if you are not using this suggest you set this to the highest level

Choose the Course Manager
TIP: This is usually the Section Administrator. The Course Manager that you select will have control of the course.

3) Select
Submit

Section Admin will then see the following

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Home Manage Users Help & Support Logout 15 February 2010

>> Section Admin Dashboard >> Courses >> View Course: PAB - Computing

Course: PAB - Computing Help

Provider No Single Provider
Organisation
Manager enable sa
Type E-learning
Creation Date 11/09/2009

Quicklinks

Learners & Content

- ▶ Add Learners
- ▶ Add New Module
- ▶ Add Existing Module(s)

Advanced

- ▶ Business Objectives
- ▶ Phases
- ▶ Certificate

Actions

- ▶ Preview Course
- ▶ Preview Evaluation
- ▶ Delete Course
- ▶ Edit Details

Module Summary Help

Title	Provider	Activities	Action
PAB - Networking 408		2	View >>

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Organisation Admin will then see the following

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Home Manage Users Help & Support Logout 15 February 2010

>> Organisation Admin Dashboard >> Courses >> View Course: PAB - Computing

Course: PAB - Computing Help

Provider No Single Provider
Manager enable sa
Type E-learning
Creation Date 11/09/2009

Quicklinks

- ▶ Add Learners
- ▶ Preview Course
- ▶ Preview Evaluation

Module Summary Help

Title	Provider	Activities	Action
PAB - Networking 408		2	View >>

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CREATING NEW USERS

1) Navigate to Users using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Users
Organisation Admin Procedure	Organisation Admin Dashboard> Users
Organisation Admin Basic Procedure	Organisation Admin Basic Dashboard>Users

2) Select **Add New User**

3) Complete the form

(Mandatory fields are shown with a *)

4) Select **Submit**

CREATING GROUPS

1) Navigate to Groups using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Groups
Organisation Admin Procedure	Organisation Admin Dashboard>Groups
Organisation Admin Basic Procedure	Organisation Admin Basic Dashboard>Groups

2) Select **Add New Group**

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the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Groups 07 September 2009

Groups

Go directly to a record
Search for multiple records by separating your search terms with commas in the box below.

Name : Find

☒ Tick here to find partial matches

Name ↓	Type ↓	Organisation ↓
UHNS - 170909	Job Role	

1 records Add New Group Delete Group View Group

Click on Add New Group

3) Complete the form

4) Select **Submit**

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the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Groups >> Edit Group Details 07 September 2009

Edit Group Details

Title * Description * Type * Organisation Department

Job Role - All Departments -

Submit Cancel

Mandatory fields are shown with a *

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5) Select Courses

You are now ready to add course(s) to your group

6) Select Add Course

7) Highlight the relevant course(s) and select Add Selected

- 8) Use the breadcrumb trail to go back to View Group

The course will then have been added to your group

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the complete LMS solution Create ▶ Manage ▶ Deliver

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>> Section Admin Dashboard >> View Group: UHNS - 170909 >> Current Group Courses

11 September 2009

Current Group Courses

Go directly to a record
Search for multiple records by separating your search terms with commas in the box below.

Title : Find

☒ Tick here to find partial matches

Title ↓	Modules on Group ↓	Total Modules ↓
PAB - Computing	111	

1 records Add Course Remove Course View Course Record Edit Modules

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- 9) Select **Add Members**

This is the view of the Group you have created

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>> Section Admin Dashboard >> View Group: UHNS - 170909

11 September 2009

Group: UHNS - 170909

Type: Job Role
Organisation: All
Department: All
Members: 0
Courses: 1
Supervisors: 0

Quicklinks

- ▶ Add Members
- ▶ View Members
- ▶ Courses
- ▶ Supervisors
- ▶ Repair Group
- ▶ Send Password Reminder
- ▶ Edit Details

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10) Find the relevant learners

You now can start adding new members to this group

enable
the complete LMS solution Create Manage Deliver

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>> Section Admin Dashboard >> Groups >> View Group

September 2009

Add Group Member [Help](#)

☒ Send a message to new members
☐ Send a message to group supervisors

Go directly to a user
You can search for a list of users by separating their names with commas [more](#).

Surname : Find

☒ Partial Matches ☐ Sounds Like ☐ Exact Match

Or select a department or organisation
Organisation / Department

User Type

First Name	Surname	Postcode	User ID
There are no items to display in this list			

[Check All](#) [Uncheck](#)

0 records [Add / Remove by Filter](#) [Add Selected](#)

Annotations:

- Leave box ticked if you want the system to email new members
- You use the Go directly to user option to search OR You can use the Organisation / Department to bring up a list of learners

11) Highlight the relevant learners

12) Select **Add Selected**

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> View Group: UHNS - 170909 >> Add Group Member

11 September 2009

Add Group Member [Help](#)

☒ Send a message to new members
☐ Send a message to group supervisors

Go directly to a user
You can search for a list of users by separating their names with commas [more](#).

Surname : Find

☒ Partial Matches ☐ Sounds Like ☐ Exact Match

Or select a department or organisation
Organisation / Department

Everyone

User Type

	First Name	Surname	Postcode	User ID	User Role
<input type="checkbox"/>	Paul	ButlerEOA	LS298DD	PABEOA	Organisation Admin
<input checked="" type="checkbox"/>	Ian	Carruthers	LS298DD	170909IN	Learner
<input type="checkbox"/>	enable	sa	LS298DD	enablesa	Section Admin
<input checked="" type="checkbox"/>	Lindsay	Skelton	LS298DD	170909LS	Learner
<input checked="" type="checkbox"/>	Sally	Smith	LS298DD	170909SS	Learner

[Check All](#) [Uncheck](#)

7 records [Add / Remove by Filter](#) [Add Selected](#)

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- 13) Click **Send** when you are ready to send the message

If you have clicked the box to send a message to new members, then the following screen will appear

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> View Group: UHNS - 170909 >> Add Group Member >> Send Message 11 September 2009

Send Message

Preview: email-message
Preview and customise the message which will be sent to recipients.
Text in parenthesis ('(' and ')') are **case sensitive tokens** used by the message system and will be replaced by the appropriate values for each recipient.
In the preview these tokens are given the values **you would see** if you were a recipient. [See list of tokens](#). [Help with formatting](#).

E>able e-Learning Registration Details

Dear enable sa

We are pleased to confirm that you are now registered on the E>able Training Management System and can use your material for

PAB - Computing

Your training material can be accessed at www.vctms.co.uk using the following username and password

username - enableesa
password - 123qwe

Edit

If wish to you can edit the message by clicking the Edit button, making the relevant changes to the message and selecting **Done**

Recipients
Select people from the following list to receive the message. Any replies to this message will be sent to the email address set on your profile.

	First Name ↓	Surname ↓	User ID ↓	Email Address ↓
<input checked="" type="checkbox"/>	Ian	Carruthers	170909IN	sue.butler@virtual-college.co.uk
<input checked="" type="checkbox"/>	Lindsay	Skelton	170909LS	sue.butler@virtual-college.co.uk
<input checked="" type="checkbox"/>	Sally	Smith	170909SS	sue.butler@virtual-college.co.uk

[Check All](#) [Uncheck](#) 3 records

Send **Report** **Cancel** ☒ Generate Report

- 14) The **Report** button will now be available, select this if you wish to produce an Excel spreadsheet containing the relevant details

This report is optional

SentMessageReport[1] - Microsoft Excel

	A	B	C	D	E	F	G	H
1	First Name	Surname	User ID	Organisation	Email Address	Message Status		
2	Ian	Carruthers	170909IN	Enable - UHNS training	sue.butler@virtual-college.co.uk	Sent		
3	Lindsay	Skelton	170909LS	Enable - UHNS training	sue.butler@virtual-college.co.uk	Sent		
4	Sally	Smith	170909SS	Enable - UHNS training	sue.butler@virtual-college.co.uk	Sent		
5								
6								
7								

VIEWING INDIVIDUAL LEARNER RECORDS

1) Navigate to Users using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Users
Organisation Admin Procedure	Organisation Admin Dashboard>Users
Organisation Admin Basic Procedure	Organisation Admin Basic Dashboard>Users

2) Find the learner

Users

Go directly to a user
You can search for a list of users by separating their names with commas [more](#).

Surname : Find

☒ Partial Matches ☐ Sounds Like ☐ Exact Match

Or select a department or organisation
Organisation / Department

User Type

First Name | Surname | Postcode | User ID | User Type

You use the Go directly to user option to search
OR
You can use the Organisation / Department to bring up a list of learners

☒ View Active Users ☐ View Expired Users 0 records Add New User View User

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3) Highlight the learner

4) Select **View User**

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Users

Go directly to a user
You can search for a list of users by separating their names with commas [more](#).

Surname : Find

☒ Partial Matches ☐ Sounds Like ☐ Exact Match

Or select a department or organisation
Organisation / Department

User Type

First Name | Surname | Postcode | User ID | User Type

<input type="radio"/>	Paul	Butler	LS298DD	pabeoab	Organisation Admin Basic
<input type="radio"/>	Paul	Butler	LS298DD	pabeda	Department Admin
<input type="radio"/>	Paul	ButlerEOA	LS298DD	PABEOA	Organisation Admin
<input checked="" type="radio"/>	Paul	ButlerL	LS298DD	PABEL	Learner

☒ View Active Users ☐ View Expired Users 8 records Add New User View User

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- 5) To view details of a particular course , click the relevant **View** link

Here is an example of what a Section Administrator might see.

VIRTUAL COLLEGE **Pioneers in e-learning**
Driving e-adoption since 1995
email: info@virtual-college.co.uk | Tel: 01943 605976

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User: Helen Abel

User: Helen Abel Help ?

Organisation: VCeA
Department: VC NHS Trust
Manager: VCEA OAB
User Name: vceahelenabel
[View Contact Details](#)

Quicklinks

- Manage User Courses
- Manage User Modules
- Manage User Groups
- Personal Development
- View Course Notes
- Print Learner Certificates
- View Progress Report
- Send Password Reminder
- Delete User
- Edit Details

E-Learning Courses ?

Title	Status	Progress	Action
Conflict Resolution	Competent	100%	View >>
Infection Prevention and Co...	Applied	0%	View >>
ISB - Creating Auto Emails ...	Applied	0%	View >>
PAB - Networking	Applied	0%	View >>
PAB-Computers	Applied	0%	View >>
TIGER Essentials V3	Competent	100%	View >>

Login Summary Help

Date	Time	Duration
10-Sep-2009	12:09	9 minutes, 38 seconds
10-Sep-2009	11:05	22 minutes, 30 seconds
10-Sep-2009	09:30	1 minute, 35 seconds

Total Login Time: 9 hours, 12 minutes, 47 seconds

Course Requests Help

Title	Date	Status	Action
ISB TMS Training V2	19-Aug-2009	Awaiting Manager Approval	View >>

Automated Messages to User

Template	Date	Action
Member added to a group - Member	10/09/2009	View >>
Login reminder message	10/09/2009	View >>
Login reminder message	10/09/2009	View >>
Member added to a group - Member	22/04/2009	View >>
Member added to a group - Member	22/04/2009	View >>

Offline Courses ?

This learner has

You can click on View links to drill down for further information

You can also use Quicklinks to access the options available to you

- 6) Click on the **Show** links if you wish to see more details

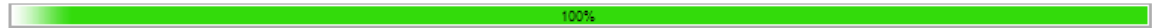
This example shows a course that has been completed by the learner

Course View: Conflict Resolution

[Help](#)

Course Description:

Overall Progress: 100%



Course Status

Status:

Active

Last Location:

[Conflict Resolution V2](#)

Total Time Spent:

26 mins

Total Time Allowed:

N/A

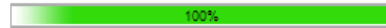
Deadline:

N/A

Preferences

Course Breakdown

[Conflict Resolution V2](#)



10 Activities [↑](#)

Title	Status	Date	Time Taken	Action
Welcome and Learning Objectives	Completed	22 April 2009	00:02:21	show[+]
Introduction to Conflict Resolution	Completed	22 April 2009	00:06:16	show[+]
Communication Model 1	Completed	22 April 2009	00:06:29	show[+]
Communication Model 2	Completed	22 April 2009	00:01:25	show[+]
Communication Model 3	Completed	02 September 2009	00:00:09	show[+]
Dealing with Conflict	Completed	02 September 2009	00:00:07	show[+]
Awareness & Impact Factors	Completed	02 September 2009	00:00:07	show[+]
Stress Behaviours and Summary	Completed	02 September 2009	00:00:05	show[+]
e-Learning questionnaire - Misc v1.1	Completed	N/A	N/A	show[+]
Online Test	Passed	07 September 2009	00:08:49	hide[-]

Attempts Remaining: 4 [Add Attempt](#)

Comments / Grade: Well done - you have passed.

Title	Time Taken	Date	Score	Status	Options
Attempt 1	00:08:49	07 September 2009	97 %	Passed	✕ ✓

AN INTRODUCTION TO REPORTS

Report Information

The E▶able system generates a lot of data to enable administrators/monitors/managers to obtain information useful to their organisation. Different organisations use the LMS system for a vast variety of purposes and there are many report options available. Once an administrator has decided what information they require for their specific purposes, they can save the relevant report parameters.

Detailed Reports give you the flexibility of being able to run the report on many different criteria and you can export the results to Excel or PDF format. Once you have decided which parameters suit your particular requirements for a report, you can save this so that you can run the report again without setting up the parameters again. There is also an option to run your recent reports.

You will also see that there is an option to choose **Excel Data Exports**. These are much more limited and have usually been created to meet a particular customer's specific requirement for a simple spreadsheet extract. Therefore, we do not recommend these for the majority of users.

THIS USER GUIDE USES THE 3 MOST FREQUENTLY USED REPORTS AS EXAMPLES TO FAMILIARISE USERS WITH THE REPORTING SYSTEM. ONCE USERS ARE FAMILIAR WITH THE BASIC PRINCIPLES OF RUNNING REPORT THEY CAN EXPLORE THE OTHER REPORT OPTIONS.

A) LOGIN ANALYSIS
B) MODULE PROGRESS
C) LEARNER PROGRESS SUMMARY

1) Navigate to Reports using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Reports
Section Monitor Procedure	
Organisation Admin Procedure	Organisation Admin Dashboard>Reports
Organisation Admin Basic Procedure	Organisation Admin Basic Dashboard>Reports
Organisation Monitor Procedure	Organisation Monitor Dashboard>Reports
Departmental Admin Procedure	Department Admin Dashboard>Reports
Department Course Manager Procedure	
Department Monitor Procedure	Department Monitor Dashboard>Reports
Learner Manager Procedure	Learner Manager Dashboard>Reports
Assessor Procedure	
Internal Verifier Procedure	
Course Manager Procedure	

**THE FOLLOWING ARE THE STEPS FOR EACH OF THE 3 MOST POPULAR REPORTS
(EXAMPLES OF EACH REPORT ARE SHOWN ON THE FOLLOWING PAGES)**

**2) Select
Detailed
Reports**

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the complete LMS solution Create ► Manage ► Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports 26 November 2010

Reports

Please choose from one of the following report types:

Detailed Reports

Detailed Reports offer richly formatted data extracts with extensive parameter options. Data for selected reports is available in a range of layouts, and any report can be exported to PDF or Excel.

[Detailed Reports >](#)

Excel Data Exports

Excel Export reports are simple, fast reports that extract data from the system and display it unformatted in an Excel spreadsheet. Generally a report will contain all data the current user has permission to see, which can then be filtered by column within the spreadsheet.

[Excel Exports >](#)

Quicklinks

► [My Recent Reports](#)
► [Saved Reports](#)

Click on Detailed Reports

- 3) Select the type of report you require
- 4) Select your parameters
- 5) Select the format you require
- 6) Select **Submit**

E-nable
the complete LMS solution Create ► Manage ► Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports >> Report Selection

Report Selection

Please select a report from the list:

- Course Completion Reminders
- Course Evaluation
- Course Evaluation (Multi choice Analy
- Learner Course List
- Learner Progress Summary
- Learner Results (Highest)
- Learner Results (Latest)
- Login - Analysis
- Logins - Not yet accessed
- Module Progress**
- Training Material (SCORM) Report
- User Report

Parameters

Organisation: -- Please Select Organisation -- ☐

Department: -- All -- ☐

Group: -- All -- ☐

Course: -- All -- ☐

Module: -- All -- ☒

People: -- All -- ☐

Please select a format for your report:

☒ Full Report

☐ Drill down

☐ Format for Excel

☐ Email People in Report

Submit Cancel

The parameter list will vary depending upon which report you have chosen. Make your selections from the drop down boxes and If there are tick boxes, use these to add these parameters to the report results

Choose the format you require
TIP Excel is usually best if there is a lot of data which can be seen more easily in tabular format and exported to Excel. Full reports may be more appropriate when you wish to view the information on screen.

Detailed Reports Examples

Login Analysis

Example Parameters

E-nable the complete LMS solution Create Manage Deliver

Home Manage Users Help & Support Logout 12 September 2009

>> Section Admin Dashboard >> Reports >> Report Selection

Report Selection

Please select a report from the list below:

- Course Completion Reminders
- Course Evaluation
- Course Evaluation (Multi choice Analysis)
- Learner Course List
- Learner Progress Summary
- Learner Results (Highest)
- Learner Results (Latest)
- Login - Analysis**
- Logins - Not yet accessed
- Module Progress
- Training Material (SCORM) Report
- User Report

Parameters:

Organisation: -- All --

Department: -- All --

Group: -- All --

People: -- All --

Start Date: (dd/mm/yyyy)

End Date: (dd/mm/yyyy)

Please select a format for your report:

☐ Full Report

☐ Drill down

☒ Format for Excel

☐ Email People in Report

Submit Cancel

Login Analysis - Fields included on Excel Extract

Organisation

User Name

User ID

User Type

Login Date/Time

Logged In hh:mm:ss

Example Report Results (Format for Excel)

E-nable the complete LMS solution Create Manage Deliver

Home Manage Users Help & Support Logout 12 September 2009

>> Section Admin Dashboard >> Reports >> Report Selection >> Login Analysis

1 of 2 100% Find | Next Select a format Export

Organisation	User Name	User ID	User Type	Login Date/Time	Logged In hh:mm:ss
PAB Enable Demonstration	Paul Butler	pabeda	Department Admin	08/09/2009 09:38:21	00:01:50

Example Report Results (Full Report)

E-nable the complete LMS solution Create Manage Deliver

Home Manage Users Help & Support Logout 12 September 2009

>> Section Admin Dashboard >> Reports >> Report Selection >> Login Analysis

1 of 1 100% Find | Next Select a format Export

Login Analysis

@ Parameters:

Organisation	User Name	User ID	User Type	Login Date/Time	Logged In hh:mm:ss
PAB Enable Demonstration	Paul Butler	pabeda	Department Admin	08/09/2009 09:38:21	00:01:50
Paul Butler logged in				1	time totalling: 0:01:50
Total for PAB Demos - Dept 1					0:01:50
Report Total (time logged in)					0:01:50

Page 1 of 1 9/12/2009 2:09:36 PM

Module Progress

Parameters

Report Selection

Please select a report from the list below:

Course Completion Reminders
Course Evaluation
Course Evaluation (Multi choice Analy
Learner Course List
Learner Progress Summary
Learner Results (Highest)
Learner Results (Latest)
Login - Analysis
Logins - Not yet accessed
Module Progress
Training Material (SCORM) Report
User Report

Parameters

Organisation: -- All --
Department: -- All --
Group: -- All --
Course: -- All --
Module: -- All --
People: -- All --

Please select a format for your report:

- ☐ Full Report
☐ Drill down
☒ Format for Excel
☐ Email People in Report

Submit

Cancel

Report Results

Module Progress - Fields included on Excel Extract

Always Appear	Optional Fields
Not Started	Organisation
Studying	Department
Not Yet Passed	Group
Passed	Course
Total	Module

Report Results (Example Format for Excel - with no boxes ticked)

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>> Section Admin Dashboard >> Reports >> Report Selection >> Module Progress Report 11 September 2009

100% Find | Next Select a format Export

Not Started	Studying	Not Yet Passed	Passed	Total
3	0	0	0	3

Report Results (Example Format for Excel - with all boxes ticked)

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>> Section Admin Dashboard >> Reports >> Report Selection >> Module Progress Report 12 September 2009

100% Find | Next Select a format Export

Organisation	Department	Group	Course
Enable - UHNS training	UHNS Department	UHNS - 170909	

You will need to see your scroll bar to view more fields

Learner Progress Summary

Example Parameters

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>> [Section Admin Dashboard](#) >> [Reports](#) >> [Report Selection](#) 12 September 2009

Report Selection

Please select a report from the list below:

- Course Completion Reminders
- Course Evaluation
- Course Evaluation (Multi choice Analy
- Learner Course List
- Learner Progress Summary**
- Learner Results (Highest)
- Learner Results (Latest)
- Login - Analysis
- Logins - Not yet accessed
- Module Progress
- Training Material (SCORM) Report
- User Report

Parameters

Organisation: -- All --

Department: -- All --

Group: -- All --

Course: -- All --

Module: -- All --

People: -- All --

Please select a format for your report:

☐ Full Report

☐ Drill down

☒ Format for Excel

☐ Email People in Report

Submit Cancel

Learner Progress Summary - Fields included on Excel Extract

Organisation	Course Name	Address1
Department	Date Course Completed	Address2
First Name	Date Certificate Printed	Town
Surname	Course Percentage Complete	County
userid	Module Name	Country
Employee No	Group Name	Job Title
Postcode	Module Status	
email	Result Date (Latest)	
Telephone	Percent Score (Latest)	
	Minutes taken (Latest)	
	Result Date (Best)	
	Percent Score (Best)	
	Minutes Taken (Best)	
	Quiz Attempts	

Report Results (Example Format for Excel)

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>> [Section Admin Dashboard](#) >> [Reports](#) >> [Report Selection](#) >> [Learner Progress Summary](#) 12 September 2009

1 of 1 100% Find | Next Select a format Export

Organisation	Department	First Name	Surname	userid	Employee No	Postcode	email
Enable - UHNS training	UHNS Department	Ian	Carruthers	170909IN		LS298DD	sue.butler@virtual-college.co.uk
Enable - UHNS training	UHNS Department	Lindsay	Skelton	170909LS		LS298DD	sue.butler@virtual-college.co.uk
Enable - UHNS training	UHNS Department	Sally	Smith	170909SS		LS298DD	sue.butler@virtual-college.co.uk

You will need to see your scroll bar to view more fields

- 1) From the Reports Menu select **My Recent Reports**

SAVING A REPORT

If the report that you have created is one that you would expect to run on a regular basis then you have the option to save the report.



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>> Section Admin Dashboard >> Reports

26 November 2010

Reports

Please choose from one of the following report types:

Detailed Reports

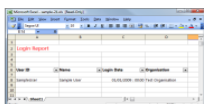
Detailed Reports offer richly formatted data extracts with extensive parameter options. Data for selected reports is available in a range of layouts, and any report can be exported to PDF or Excel.



[Detailed Reports >](#)

Excel Data Exports

Excel Export reports are simple, fast reports that extract data from the system and display it unformatted in an Excel spreadsheet. Generally a report will contain all data the current user has permission to see, which can then be filtered by column within the spreadsheet.



[Excel Exports >](#)

Quicklinks

- [My Recent Reports](#)
- [Saved Reports](#)

- 2) Highlight the report that you wish to save

- 3) Select **Save Report**



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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports >> My Recent Reports

12 September 2009

My Recent Reports

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Report

Find

☒ Tick here to find partial matches

Report	Output	Last Run
<input checked="" type="radio"/> Learner Progress Summary	Format for Excel	12/09/2009 15:40:54
<input type="radio"/> Login - Analysis	Full Report	12/09/2009 14:09:13
<input type="radio"/> Login - Analysis	Format for Excel	12/09/2009 14:08:13
<input type="radio"/> Login - Analysis	Format for Excel	12/09/2009 14:03:36

11 records

Save Report

Run Report

- 4) Enter a Name and a Description for the Report

- 5) Select **Save**



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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Reports >> My Recent Reports >> Edit Saved Report

12 September 2009

Saved Report

Edit Details

Name

ISB Monthly Learner Progress Report

Description

Learner Progress Report for All Organisations and All Courses

Save

Cancel

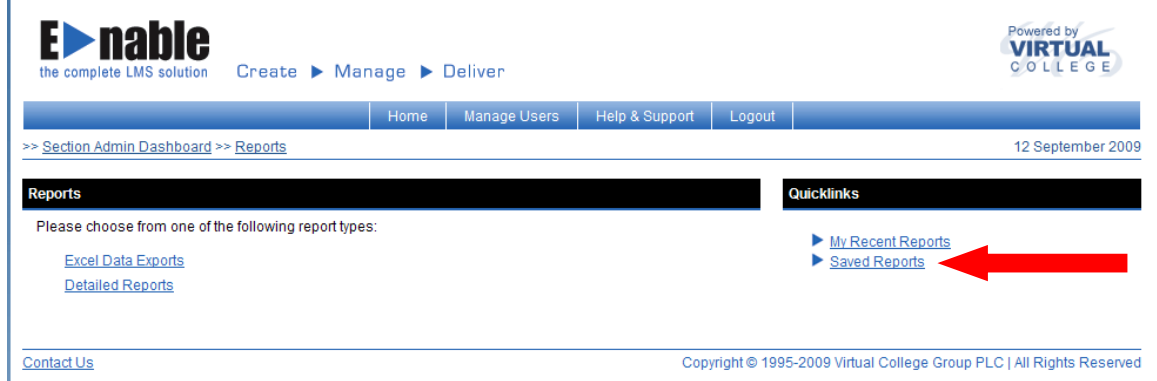
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- 1) Select **Saved Reports** from the Report Menu

RUNNING A SAVED REPORT

You can then obtain the latest data for your report by running it again at anytime (without having to set up the parameters again)



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>> [Section Admin Dashboard](#) >> [Reports](#) 12 September 2009

Reports

Please choose from one of the following report types:

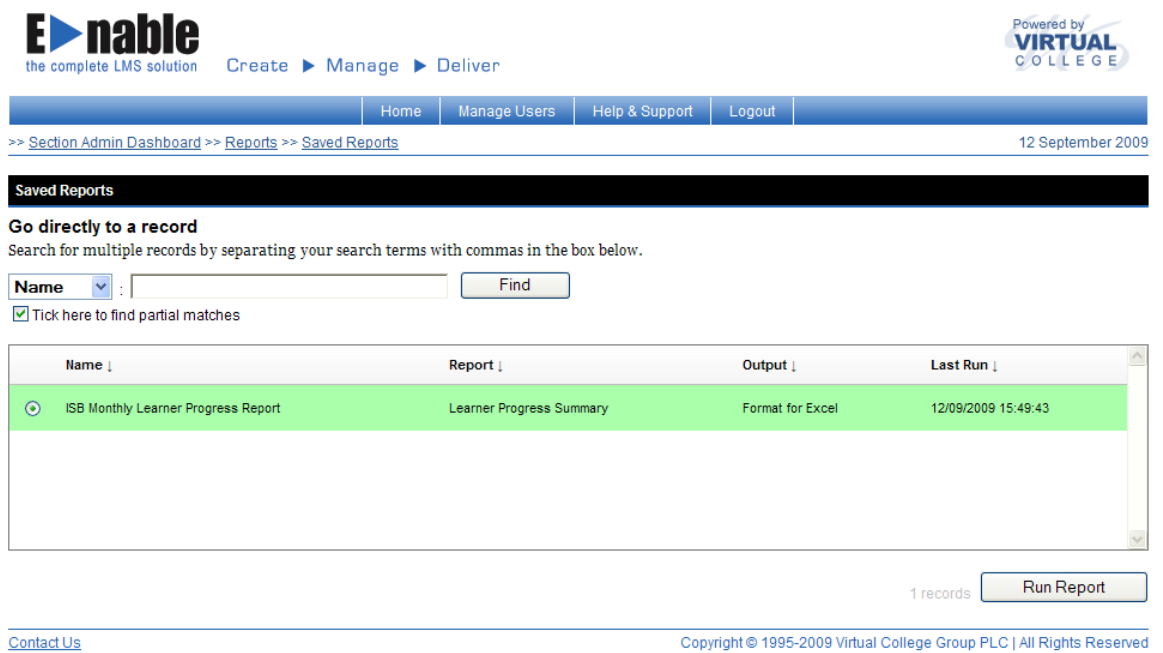
- [Excel Data Exports](#)
- [Detailed Reports](#)

Quicklinks

- ▶ [My Recent Reports](#)
- ▶ [Saved Reports](#)

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- 2) Highlight the required report
- 3) Select **Run Report**



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>> [Section Admin Dashboard](#) >> [Reports](#) >> [Saved Reports](#) 12 September 2009

Saved Reports

Go directly to a record
Search for multiple records by separating your search terms with commas in the box below.

Name ▼ :

☒ Tick here to find partial matches

Name ↓	Report ↓	Output ↓	Last Run ↓
ISB Monthly Learner Progress Report	Learner Progress Summary	Format for Excel	12/09/2009 15:49:43

1 records

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FLOWCHART FOR LMS CONFIGURATION**SYSTEM SET UP**

Create Organisations

Create Departments

Create Business /
Organisation
Objectives

Optional – but if using Requested Learning and want these to be mapped to Business Objectives – then these Objectives should be set up at this stage

COURSE SET UP (ONLY APPLICABLE IF CREATING OWN COURSES)Create Grading
Systems

Create a Module

Upload Content

Create Quiz Questions

Create a Course

(including attaching module,
assigning to orgs and setting
authorisation levels etc)

USER SET UP

Managers/Administrators
need to be set up manually

Determine Manager /
Learner Hierarchy

If using Requested Learning it is
important that the relevant managers
are already set up on the system
before the learner records are created

Set up Managers/
Administrators

Learners can be set up
manually or batch
uploaded. However, at this
stage courses cannot be
allocated as part of the
batch upload process

Set up Learners

(if not using batch uploading
into groups to allocate courses)

If using Requested Learning OR
manually adding learners to courses
or groups, learners should be set up
at this stage

IF USING GROUPS TO MANAGE LEARNERS

Create a group

Add Course to
GroupAdd Users to Group
(if allocating manually to
groups)

Learners can be set up
manually or batch uploaded.
After the relevant groups
have been created courses
can be allocated to learners
as part of the batch upload
process

Set up Learners

(if batch uploading learners and
allocating courses as part of this
process)

If you intend to batch upload learner
and allocate courses by adding to
groups as part of this process, then
the relevant group(s) need to have
been set up in advance