E▶nable

LEARNING MANAGEMENT SYSTEM

ADMINISTRATOR ESSENTIALS
(Basic User Guide)

CONTENTS

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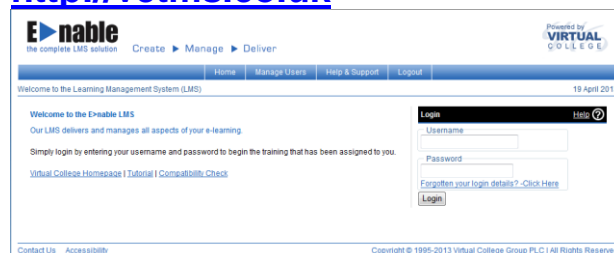
Some organisations have their own branded login pages, and when you are first given your login details you will also be advised of the relevant web address.

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.

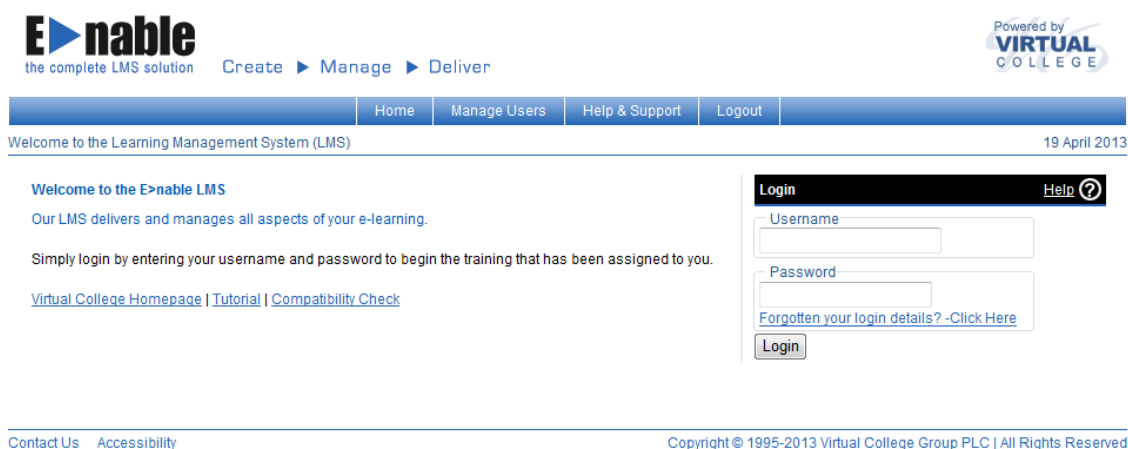| Virtual College Website www.virtual-college.co.uk	Generic Login Page http://vctms.co.uk

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**

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

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**	

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

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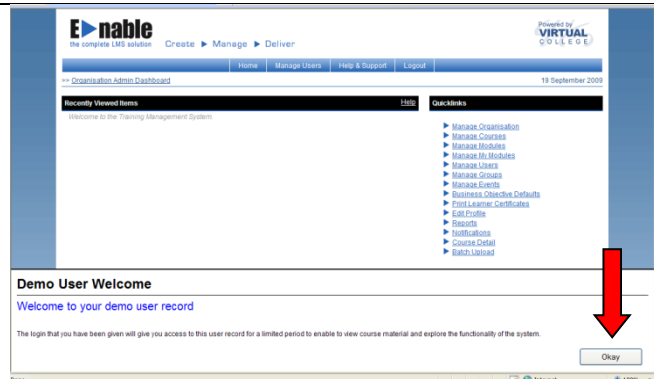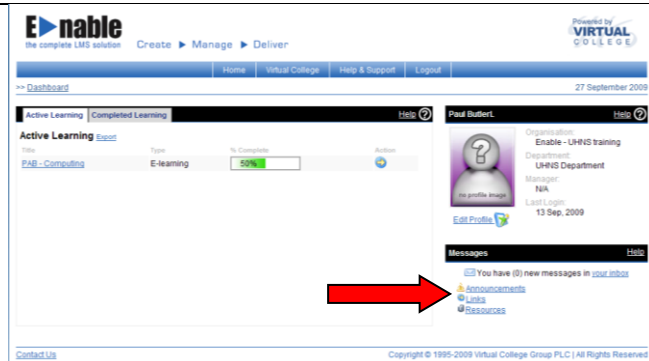
1)	Navigate to Notifications using the relevant procedure for your level of access as shown below

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**	Select New Filter
3)	Use the drop downs to choose the criteria for your filter 4) Select **Save**	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**	 Select New link
2)	Complete the form and select **Save**	This is an example of a completed form Your Notification now appears in the list of notifications and will be available to the users that you have selected in the relevant filter

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**	
2)	Complete the form 3) Select **Save**	Example of an announcement Example of a resource

1) Select **New Alert**	Select New Alert
2) Complete the form 3) Select **Save**	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 E▶nable — the complete LMS solution — Create ▶ Manage ▶ Deliver Home	Manage Users	Help & Supp... >> Section Admin Dashboard >> Grading Systems >> Edit Grading System — 10 September 2009 **Edit Grading System** Name [Save] [Cancel] Contact Us — Copyright © 1995-2009 Virtual College Group PLC | All Rights Reserved
4) Select **New Band**	E▶nable — the complete LMS solution — Create ▶ Manage ▶ Deliver — Powered by VIRTUAL COLLEGE 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 ↓ There are no items to display in this list 0 records [New Band] [Delete Band] [Edit Band] Contact Us — Copyright © 1995-2009 Virtual College Group PLC | All Rights Reserved
5) Enter the details for the band 6) Select **Save**	E▶nable — the complete LMS solution — Create ▶ Manage ▶ Deliver — Powered by VIRTUAL COLLEGE Home	Manage Users	Help & Support	Logout >> Section Admin Dashboard >> Grading Systems >> View Grading: ISB - 75% Pass Grading System >> Select Grading Band >> Edit Grading Band — 10 September 2009 **Edit Grading Band** 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 [Save] [Cancel] Contact Us — Copyright © 1995-2009 Virtual College Group PLC | All Rights Reserved

05 August 2014   12

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

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

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 Organisation Admin View

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

3)	Select Type of Material	Use the drop down list to select the type of material
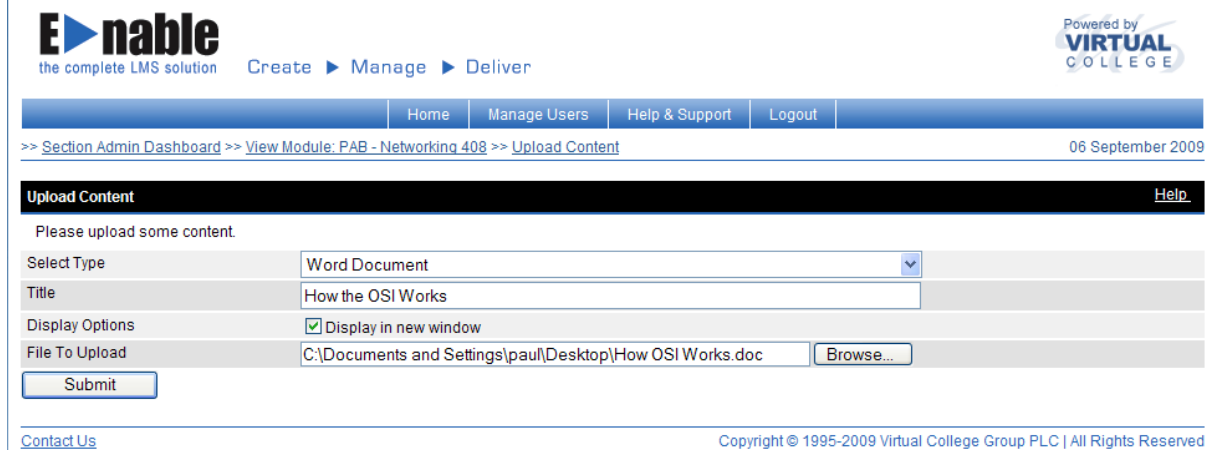
Select Type	-- Please Select --
Title	-- Please Select --
Display Options	Word Document
	Powerpoint Slide Stack
Contact Us	PDF Document
	Flash Document
	SNAP Feedback Questionnaire
	External Website

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Home   Manage Use...

>> Section Admin Dashboard >> View Module: PAB - Networking 408 >> Upload C...

Upload Content

Please upload some content.

Select Type	-- Please Select --
Title	
Display Options	☐ Display in new window

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4)	Enter the title of the content	
5)	Tick the Display in new window	
6)	Browse for the relevant file	
7)	Select **Submit**	

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C O L L E G E

Home   Manage Users   Help & Support   Logout

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

Upload Content   Help

Please upload some content.

Select Type	Word Document
Title	How the OSI Works
Display Options	☑ Display in new window
File To Upload	C:\Documents and Settings\paul\Desktop\How OSI Works.doc Browse...
Submit	

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

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 opions 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 dermines 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 mean 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

>> 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	Multiple Choice Assessment - Single Answer
Text	

| Image | Change/Add image |

Type your question here

Answer 1

Add another answer

Text	
Value	0
Image	Change/Add image

Type your first answer here

Enter the score (0 for incorrect answer)

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

| Feedback | |

Add another answer

Enter any feedback for the learner here

[Submit] [Cancel]

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

MULTIPLE CHOICE ASSESSMENT – MULTI ANSWER PARTIAL CORRECT SCORED

>> 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	Multiple Choice Assessment - Multi Answer Partial Correct Sco
Text	
Image	Change/Add image

Type your question here

Answer 1

Add another answer

Text	
Value	0
Image	Change/Add image
Feedback	

Add another answer

Type your first answer here

Enter the score (0 for incorrect answer)

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

Enter any feedback for the learner here

Submit   Cancel

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

HOT SPOT

First set up the question and upload your image

>> 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

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	Whish layer does the Internet Protocol operate at
Image	Change/Add image Remove image View full size image Alt Text
Value	
Correct Feedback	
Incorrect Feedback	

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

Submit   Cancel

First set up the question and upload your image

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	

Type your question here

Mandatory	☐ Question will always appear in quiz
Image	Change/Add image

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

Answer 1

Add another answer

Value	0
Image	Change/Add image
Feedback	

Add another answer

Please select at least 1 answer image

Submit   Cancel

Then you are ready to complete setting up the question

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 - partial correct scored
Text	Put the layers of the OSI in the correct Order

Mandatory	☐ Question will always appear in quiz
Image	Change/Add image \n Remove image \n View full size image \n Alt Text

2

Application Layer   Change/Add image
                        Remove image
                        View full size image
                        Alt Text

2

Session Layer   Change/Add image
                        Remove image
                        View full size image
                        Alt Text

| Value | 3 |
| Image | Network Layer   Change/Add image \n Remove image \n View full size image \n Alt Text |

| Feedback | |

Answer 4
Add another answer Remove this answer

| Value | 3 |
| Image | Physical Layer   Change/Add image \n Remove image \n View full size image \n 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

Application Layer

Session Layer

Network Layer

Physical Layer
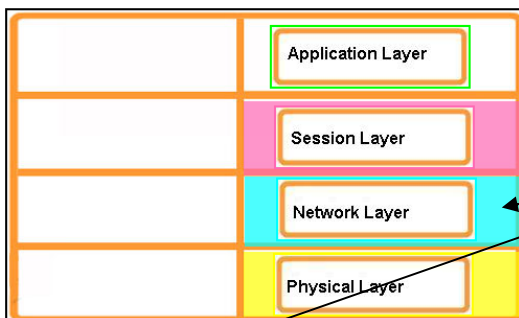
Select each image question individually and highlight correct box

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 |

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	

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 Manger that you select will have control of the course.

Organisation Admin Form

10 September 2009

Manage Course   Help

Mandatory fields are marked with a *

Title *

Enter title of the course

Description

Modules

Available Modules

PAB - Practice Networking

Selected Modules

☐ Assign people studying this course to these modules?

Select the module(s) for the course

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

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 Manger 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

>> Section Admin Dashboard >> Courses >> View Course: PAB - Computing   15 February 201

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 >>

Group Summary

Group Name
UHNS - 170909

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Organisation Admin will then see the following

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Home | Manage Users | Help & Support | Logout

>> Organisation Admin Dashboard >> Courses >> View Course: PAB - Computing   1 Febru

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**	Click on Add New User

3) Complete the form (Mandatory fields are shown with a *) 4) Select **Submit**	Use the dropdown box to select user type TIP: Most users are Learners, but setting up other types such as Administrators and Monitors is done in exactly the same way Use the dropdown box to select the correct department Complete the other mandatory fields (these are marked with an * and are self explanatory)

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**	Click on Add New Group
3) Complete the form 4) Select **Submit**	Mandatory fields are shown with a *

5)	Select **Courses**	You are now ready to add course(s) to your group **E▶nable** the complete LMS solution Create ▶ Manage ▶ Deliver Powered by **VIRTUAL COLLEGE** Home Manage Users Help & Support Logout >> Section Admin Dashboard >> Groups >> View Group: UHNS - 170909 11 September 2009 **Group: UHNS - 170909** Type: Job Role Organisation: Department: All Members: 0 Courses: 0 Supervisors: 0 **Quicklinks** ▶ Add Members ▶ View Members ▶ Courses Click on Courses ▶ Supervisors ▶ Repair Group ▶ Send Password Reminder ▶ Edit Details Contact Us Copyright © 1995-2009 Virtual College Group PLC | All Rights Reserved
6)	Select **Add Course**	Home Manage Users Help & Support Logout >> Section Admin Dashboard >> Groups >> 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 ↓ There are no items to display in this list 0 records Add Course Remove Course View Course Record Edit Modules
7)	Highlight the relevant course(s) and select **Add Selected**	Home Manage Users Help & Support Logout >> Section Admin Dashboard >> View Group: UHNS - 170909 >> Current Group Courses >> Add Course 11 September 2009 **Add Course** Help ☐ Send Message to Learners Take the tick out of the box to send message to Learners Customise & send an email informing users of the new cou (as there are no learners in the Group at this stage) **Go directly to a record** Search for multiple records by separating your search terms with commas in the box below. Course Name ▾ : [ ] Find ☑ Tick here to find partial matches Course Name ↓ ⊙ PAB - Computing 1 records Add Selected & Another Add & Customise Add Selected Contact Us Copyright © 1995-2009 Virtual College Group PLC | All Rights Reserved

8)	Use the breadcrumb trail to go back to View Group	The course will then have been added to your group Use the breadcrumb trail to go back to View Group
9)	Select **Add Members**	This is the view of the Group you have created Click on Add Members

10) Find the relevant learners	You now can start adding new members to this group **E ▶ nable** the complete LMS solution Create ▶ Manage ▶ Deliver Powered by **VIRTUAL COLLEGE** >> Section Admin Dashboard >> Groups >> View Group eptember 2009 **Add Group Member** Help ☑ **Send a message to new members** ☐ **Send a message to group supervisors** Leave box ticked if you want the system to email new members **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		 You use the Go directly to user option to search OR You can use the Organisation / Department to bring up a list of learners Check All Uncheck 0 records [Add / Remove by Filter] [Add Selected]
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 Type
---	---	---	---	---	---
☐	Paul	ButlerEOA	LS298DD	PABEOA	Organisation Admin
☑	Ian	Carruthers	LS298DD	170909IN	Learner
☐	enable	sa	LS298DD	enablesa	Section Admin
☑	Lindsay	Skelton	LS298DD	170909LS	Learner
☑	Sally	Smith	LS298DD	170909SS	Learner | Check All Uncheck 7 records [Add / Remove by Filter] [Add Selected] Contact Us Copyright © 1995-2009 Virtual College Group PLC	All Rights Reserved

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 	
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 	

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	You use the Go directly to user option to search OR You can use the Organisation / Department to bring up a list of learners
3) Highlight the learner 4) Select **View User**	

5)	To view details of a particular course , click the relevant **View** link	Here is an example of what a Section Administror might see.

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

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

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User: Helen Abel >> Course View: Conflict Resolution

13 September 2009

Course View: Conflict Resolution

Help

Course Description:

Overall Progress: 100%

100%
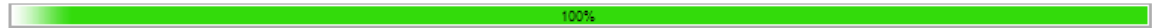
Course Status	Course Breakdown				

Status:
Active

Last Location:
Conflict Resolution V2

Total Time Spent:
26 mins

Total Time Allowed:
N/A

Deadline:
N/A

Preferences
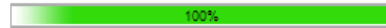
Conflict Resolution V2   100%   10 Activities

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▶nable 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	

2)	Select **Detailed 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**		

Select the report you require

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

Login Analysis - Fields included on Excel Extract

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)

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)

Login Analysis

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)

E▶nable the complete LMS solution   Create ▶ Manage ▶ Deliver   Powered by **VIRTUAL COLLEGE**

| Home | Manage Users | Help & Support | Logout |

>> Section Admin Dashboard >> Reports >> Report Selection >> Module Progress Report   11 September 200

◄◄ ◄ 1 of 1 ▶ ▶◄ 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)

E▶nable the complete LMS solution   Create ▶ Manage ▶ Deliver   Powered by **VIRTUAL COLLEGE**

| Home | Manage Users | Help & Support | Logout |

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

◄◄ ◄ 1 of 1 ▶ ▶◄ 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

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)

	Home	Manage Users	Help & Support	Logout	

>> Section Admin Dashboard >> Reports >> Report Selection >> Learner Progress Summary   12 September 2009

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.
2)	Highlight the report that you wish to save 3) Select **Save Report**	
4)	Enter a Name and a Description for the Report 5) Select **Save**	
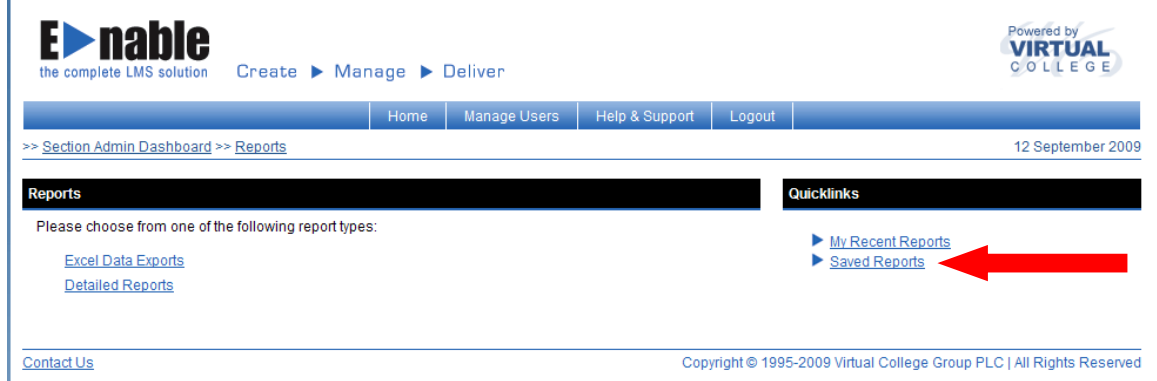
1) Select **Saved Reports** from the Report Menu	**RUNNING A SAVED REPORT** You can then obtain the latest data for you report by running it again at anytime (without having to set up the parameters again)
2) Highlight the required report 3) Select **Run Report**	
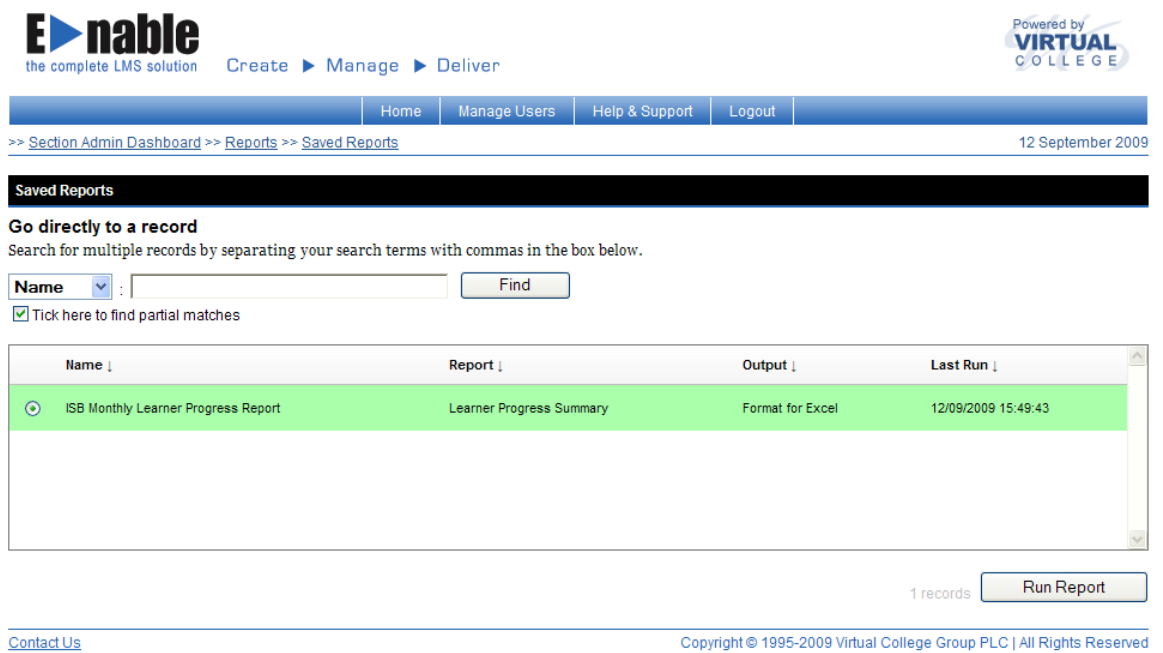
FLOWCHART FOR LMS CONFIGURATION

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 Group | Add 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

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