

LMS USER GUIDE

FRAMEWORKS ALLOCATION

Section Admin Procedure

Section Admin Dashboard > Frameworks Allocation

Organisation Admin Procedure

Organisation Admin Dashboard > Frameworks Allocation

ALLOCATING A FRAMEWORK

1)
Select **Groups**
unders Users from
the Dashboard

The screenshot displays the LMS dashboard interface. At the top, there is a blue header with the text "Online training solutions" and contact information "01943 605976 · info@virtual-college.co.uk". The Virtual College logo is in the top right corner. Below the header is a navigation bar with links for "Home", "Manage Users", "Help & Support", and "Logout". The main content area shows a breadcrumb trail ">> Section Admin Dashboard" and the date "14 August 2015". A "Recently Viewed Items" section contains a "Help" link and a welcome message. A "Quicklinks" sidebar on the right lists various system features, with the "Users" link highlighted by a red box. Other categories include "Courses & Modules", "Marking", "System", and "Frameworks".

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>> [Section Admin Dashboard](#) 14 August 2015

Recently Viewed Items [Help](#)

Welcome to the Training Management System.

Quicklinks

- Users**
 - [Users](#)
 - [Groups](#)
 - [Training Events](#)
 - [Personal Development](#)
 - [Pending Certificates](#)
 - [My Profile](#)
- Courses & Modules**
 - [Courses](#)
 - [Historical Courses](#)
 - [Modules](#)
 - [Projects](#)
 - [Providers](#)
 - [Evaluations](#)
 - [Grading Systems](#)
 - [Course Explorer](#)
- Marking**
 - [Short Answer Submissions](#)
 - [Portfolio Submissions](#)
 - [Portfolios](#)
 - [Observations](#)
- System**
 - [Organisations](#)
 - [Notifications](#)
 - [Scheduled Messages](#)
 - [Status Rules](#)
 - [Section Details](#)
 - [Competency Structures](#)
 - [Job Skills](#)
 - [Job Roles](#)
 - [Endorsements](#)
 - [Business Objectives](#)
 - [Message Templates](#)
 - [Reminder Emails](#)
 - [Reports](#)
 - [Batch Upload](#)
- Frameworks**
 - [Units](#)
 - [Qualifications](#)
 - [Frameworks](#)
 - [Deliveries](#)

2) Select **Add New Group**

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>> Section Admin Dashboard >> Groups 17 August 2015

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 ↓ |
|---|----------|---------------------------|
| Framework Allocation | Job Role | |
| People Manager's Toolkit 2 | Job Role | |
| People Manager's Toolkit Smith's Coffee House | Job Role | |
| Smith's Coffee House E-Portfolio | Job Role | DEMO Smith's Coffee House |

6 records **Add New Group** Delete Group View Group

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Complete the form

Select **Submit**

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>> Section Admin Dashboard >> Groups >> Edit Group Details 17 August 2015

Edit Group Details

Title * Demo

Description * Created by LJ on 17/08

Type * Job Role

Messaging Assessor & Mentor Messaging

Organisation

Department - All Departments -

Submit Cancel

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3) Select **Deliveries**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Groups >> Edit Group Details >> View Group 17 August 2015

Group: Demo

Type: Job Role

Organisation:

Department: All

Members: 0

Active Members: 0

Expired Members: 0

Courses: 0

Supervisors: 0

Quicklinks

Members & Courses

- Add Members
- Remove Admins
- View Members
- Courses
- Deliveries
- Supervisors

Actions

- Repair Group
- View Criteria Matrix
- Send Password Reminder
- Edit Details

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4) Select **Add Delivery**

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Groups](#) >> [Edit Group Details](#) >> [View Group](#) >> [View Current Group Deliveries](#) 17 August 2015

Current Group Deliveries

| Qualification ↓ | Delivery ↓ |
|--|------------|
| There are no items to display in this list | |

0 records **Add Delivery** Remove Delivery

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5) Select the **Qualification** and **Add Delivery**

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>> [Section Admin Dashboard](#) >> [Groups](#) >> [Edit Group Details](#) >> [View Group](#) >> [View Current Group Deliveries](#) >> [Add Delivery to Group](#) 17 August 2015

Select a Delivery

Go directly to a record

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

Qualification ↓ : **Find**

Tick here to find partial matches

| Qualification ↓ | Delivery ↓ |
|---|-----------------|
| <input checked="" type="radio"/> The People Manager's Toolkit Essential Level | Direct Delivery |
| <input type="radio"/> The People Manager's Toolkit Advanced Level | Direct Delivery |
| <input type="radio"/> The People Manager's Toolkit Best Practice Level | Direct Delivery |

Options

Add learners to the delivery courses
 Don't add learners, just link the delivery to the course

Cancel **Add Delivery**

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6) Return to **View Group** using the breadcrumb trail

Select **Add Members**

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>> Section Admin Dashboard >> Groups >> Edit Group Details >> View Group 17 August 2015

Group: Demo

Type: Job Role
 Organisation:
 Department: All
 Members: 0
 Active Members: 0
 Expired Members: 0
 Courses: 20
 Supervisors: 0

Quicklinks

Members & Courses

- Add Members
- Remove Admins
- View Members
- Courses
- Deliveries
- Supervisors

Actions

- Repair Group
- View Criteria Matrix
- Send Password Reminder
- Edit Details

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7) Find the relevant learners and select who you wish to send a message too, by ticking the box (new members and / or group supervisors). Highlight learners and select **Add Selected**

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>> Section Admin Dashboard >> Groups >> Edit Group Details >> View Group >> Add Group Member 17 August 2015

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

Select an Organisation
 DEMO Smith's Coffee House

Select a Department
 Everyone

User Type

| First Name ↓ | Surname ↓ | Postcode ↓ | User ID ↓ | User Type ↓ |
|---|-----------|------------|----------------|--------------------|
| <input checked="" type="checkbox"/> Laura | Jones | LS298DD | Laura.Jones | Learner |
| <input type="checkbox"/> Nick | Jones | LS298DD | Nick.Jones | Learner |
| <input type="checkbox"/> Elizabeth | King | LS298DD | Elizabeth.King | Learner |
| <input type="checkbox"/> Jennie | Magee | LS298DD | JennieMageeLM | Learner Manager |
| <input type="checkbox"/> Jane | Smith | LS298DD | JaneSmithDM | Department Monitor |

[Check All](#) [Uncheck](#)
 View Active Users View Expired Users

9 records Add / Remove by Filter **Add Selected**

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8) When the Learner logs in they will be able to select the framework from their Active Learning tab

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>> [Dashboard](#) 17 August 2015

Active Learning [Completed Learning](#) [Requested Learning](#) [Personal Development](#) [Help](#)

Active Learning [Export](#)

| Title | Type | % Complete | Action |
|---|------------|------------|--------|
| REFRESHER - Level 2 Food Safety & Hygiene | E-learning | 0% | |
| Smith's Coffee House Disciplinary Procedure | E-learning | 0% | |
| Smith's Coffee House People Manager's Toolkit | Framework | 0% | |

Laura Jones [Help](#)

Organisation: DEMO Smith's Coffee House
Department: DEMO Smith's Coffee House
Department
Manager: Jennie Magee
Last Login: 06 Aug, 2015

[Edit Profile](#)

Messages [Help](#)

You have (1) new messages in [your inbox](#)

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

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9) On doing so the Learner will be able to select their chosen modules

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>> [Dashboard](#) >> [Framework Builder](#) 17 August 2015

Framework Builder

Level 1 - The People Manager's Toolkit - Essential Level

The People Manager's Toolkit Essential Level Choose 5

- How to Delegate Effectively
- How to Develop a Culture of Openness and Trust
- How to Develop an Effective Induction
- How to Manage Capability
- How to Manage Coaching
- How to Manage Conflict
- How to Manage Discipline and Grievances
- How to Manage Effective Meetings
- How to Manage Equality and Diversity
- How to Manage Learning and Development
- How to Manage Performance Reviews
- How to Manage Recruitment and Selection
- How to Manage Redundancy
- How to Manage Retirement
- How to Manage Sickness and Absence
- How to Manage Through Change
- How to Manage Volunteers
- How to Manage Working Parents
- How to Recognise and Reward Your Team

Framework Rules

Welcome to the framework builder.

Builder Log

Level 1 - The People Manager's Toolkit - Essential Level still needs 5 credits

The People Manager's Toolkit Essential Level needs 5 credits