

LMS USER GUIDE

LEARNER VIEW OF COMPETENCIES

1) From the Dashboard select the **Personal Development** tab

The screenshot shows the E-nable LMS interface. At the top, the logo 'E-nable the complete LMS solution' is on the left, and 'Powered by VIRTUAL COLLEGE' is on the right. Below the logo is a navigation bar with 'Create', 'Manage', and 'Deliver'. A secondary navigation bar contains 'Home', 'Virtual College', 'Help & Support', and 'Logout'. The main header area shows '>> Dashboard' on the left and the date '04 August 2014' on the right. Below this is a tabbed interface with 'Active Learning', 'Completed Learning', 'Requested Learning', and 'Personal Development'. The 'Personal Development' tab is highlighted with a red box and a red arrow pointing to it. To the right of the tabs is a user profile for 'Paul Acres1' with a photo, name, and details: 'Organisation: PAB Enable Demonstration', 'Department: PAB Demos - Dept 1', 'Manager: paul Learner Manager', and 'Last Login: 21 Jul, 2014'. Below the profile is a 'Messages' section showing 'You have (3) new messages in your inbox' with links for 'Announcements (1)', 'Links (2)', and 'Resources (1)'. The main content area under the 'Personal Development' tab shows 'Active Learning' with a table of courses:

Title	Type	% Complete	Action
Charlie	Portfolio Course	0%	View
How to Manage Working Parents	E-learning	0%	View
Hannibal	External Course	Evaluation	View
Jenny's Course	In House Training	Questionnaire	View
Jenny's test e-learning course	E-learning	Questionnaire	View

2) Click on the **My Job Role** link to view your job role(s)

This screenshot shows the 'Personal Development' page for user 'Charlie'. The 'Personal Development' tab is selected. Below the tabs, the page title is 'Personal Development : Charlie'. Under 'Active Targets', there is a table with one entry: 'bt' with a 'Review Date' of '18-Jul-2037' and 'Status' of 'Not Started'. Below the table are four buttons: 'Add New Target', 'Create New PDR', 'View PDR Documents', and 'View Previous PDR's'. The 'View Previous PDR's' button is highlighted with a red box and a red arrow pointing to it. The right sidebar shows the user profile for 'Paul Acres1' and the 'Messages' section. The footer contains 'Contact Us', 'Accessibility', and 'Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved'.

3) Then select which **Job Role** you require and click **View** (if you only have one job role it will automatically load)

This screenshot shows the 'Job Roles' page. The page title is 'Job Roles'. Below the title is a table with job roles and their corresponding 'View' links. The 'View' link for 'MACHINIST' is highlighted with a red box and a red arrow pointing to it. The table contains the following data:

Title	Action
MACHINIST	View
Shop Floor Employee Appraisal - 2010	View
JOY JEFFREY DRESSER MINER OPERATOR	View
Literacy and Numeracy	View
Connector Machinist CAM	View

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4) This view shows the competencies relating to this **Job Role**. As yet no assessments have been carried out

5) To begin your self-assessment select the **Self Assess** link

Quicklinks

- [Self Assess](#)
- [My Development Plan](#)
- [Endorsements](#)
- [View Assessments](#)

the complete LMS solution

[Create](#) ▶ [Manage](#) ▶ [Deliver](#)

Powered by

[Home](#)
[Virtual College](#)
[Help & Support](#)
[User Manual](#)
[Logout](#)

[Dashboard](#) >> [View Job Roles](#) >> [View Job Role](#)
29 December 2011

Job Role

Title
Shop Floor Employee Appraisal - 2010

Description
Shop Floor Employee Appraisal - 2010

Requirements
N/A

Comments
N/A

Custom Field
N/A

Quicklinks

- [Self Assess](#)
- [My Development Plan](#)
- [Endorsements](#)
- [View Assessments](#)

Performance against last year's objectives

Name	Competency	Endorsed	Action
Led or supported continuous improvement initiatives	1 2 3 4 5 6		View
Raised the standard of quality	1 2 3 4 5 6		View
Promoted team work in your area	1 2 3 4 5 6		View
Led or promoted safety improvements in your area	1 2 3 4 5 6		View

Performance rating

Name	Competency	Endorsed	Action
Quality	1 2 3 4		View
Continuous Improvement	1 2 3 4		View
Dependability	1 2 3 4		View
Flexibility	1 2 3 4		View
Communication	1 2 3 4		View
Safety Focused	1 2 3 4		View
Teamwork	1 2 3 4		View

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[Accessibility](#)
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The orange box indicates the required competency level

6) Each question follows this format

The screenshot shows the E-nable LMS interface. At the top, the E-nable logo is on the left, and 'Powered by VIRTUAL COLLEGE' is on the right. A navigation bar contains links: Home, Virtual College, Help & Support, and Logout. Below this, a breadcrumb trail reads: >> Dashboard >> View Job Roles >> View Job Role >> Self Assessment. The date '29 December 2011' is in the top right corner. The main heading is 'Performance against last year's objectives', with 'Question 1 of 11' on the right. The question text is 'On the following scale how would you rate your performance for this skill:'. The skill is 'Led or supported continuous improvement initiatives'. A list of radio buttons is shown: 'Not yet started', 'Will not meet', 'Off target', 'Mostly on target', 'On target', and 'Complete'. A callout box points to this list with the text 'You must select the level you rate yourself'. Below the radio buttons is a 'Comment:' text area. A callout box points to it with the text 'Enter your comments here. This may be mandatory in some sections'. At the bottom of the form are three buttons: 'Next', 'Back', and 'Save & Quit'. A callout box points to these buttons with the text 'Click Next to move to the next question, Back to go to the previous question and Save & Quit to complete the assessment at a later date'. The footer contains 'Contact Us', 'Accessibility', and 'Copyright © 1995-2011 Virtual College Group PLC | All Rights Reserved'.

7) The assessment will conclude with a **Final Comment** screen

8) You can carry out additional assessment by selecting the **Self Assessment** link on your job role main page

The screenshot shows the E-nable LMS interface for the final comment screen. The header and navigation bar are identical to the previous screen. The breadcrumb trail is the same. The main heading is 'You have now finished the self assessment. Your responses have been stored. Please enter a final comment and click 'Finish' to mark this assessment as complete.' Below this is a 'Final Comment:' text area. A callout box points to it with the text 'Enter your final comments here. Any comments entered here can be viewed by selecting the view Assessments quicklinks'. At the bottom of the form is a 'Finish' button. The footer is identical to the previous screen.

8) You can select the assessment you wish to view from the drop down box and click **view**

9) Note: You can also view your assessment(s) by selecting the **View Assessment** quicklink from your job role screen

View Assessment

Please select an assessment to view:

29/12/2011 10:32:16

View

10) This screen gives you a visual representation of your answers

View Assessment: Paul Acres on 29/12/2011

Performance against last year's objectives

Skill	Assessment Response	Comment
Led or supported continuous improvement initiatives	1 2 3 4 5 6	
Raised the standard of quality	1 2 3 4 5 6	
Promoted team work in your area	1 2 3 4 5 6	
Led or promoted safety improvements in your area	1 2 3 4 5 6	

Performance rating

Skill	Assessment Response	Comment
Quality	1 2 3 4	
Continuous Improvement	1 2 3 4	
Dependability	1 2 3 4	
Flexibility	1 2 3 4	
Communication	1 2 3 4	
Safety Focused	1 2 3 4	
Teamwork	1 2 3 4	

Final Comment


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Excel Export

Hover over these icons to view any comments

You can export this page to excel.

10) In this example, your manager has also assessed your competencies and endorsed them



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Create ▶ Manage ▶ Deliver

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Home Virtual College Help & Support User Manual Logout

>> Dashboard >> View Job Roles >> View Job Role

Job Role

Title
Shop Floor Employee Appraisal - 2010

Description
Shop Floor Employee Appraisal - 2010

Requirements
N/A

Comments
N/A

Custom Field
N/A

Quicklinks

- Self Assess
- My Development Plan
- Endorsements
- View Assessments

Performance against last year's objectives

Show: All

Name	Competency	Endorsed	Action
Led or supported continuous improvement initiatives	1 2 3 4 5 6	✓	View
Raised the standard of quality	1 2 3 4 5 6	✓	View
Promoted team work in your area	1 2 3 4 5 6	✓	View
Led or promoted safety improvements in your area	1 2 3 4 5 6	✓	View

Performance rating

Show: All

Name	Competency	Endorsed	Action
Quality	1 2 3 4	✓	View
Continuous Improvement	1 2 3 4	✓	View
Dependability	1 2 3 4	✓	View
Flexibility	1 2 3 4	✓	View
Communication	1 2 3 4	✓	View
Safety Focused	1 2 3 4	✓	View
Teamwork	1 2 3 4	✓	View

Green - signifies achieved or exceeded required level
Grey - shows level achieved but below required level

11) You can view both **Active** and **Completed** targets which may arise as part of your competency development plan on your Personal Development tab

>> Dashboard

30 May 2010

Active Learning Completed Learning Requested Learning Personal Development Help ?

Personal Development : PDR [Export](#)

Active Targets

Target	Review Date	Status	Action
Communication	21-Sep-2010	Not Started	View >>

Completed Targets

Target	Review Date	Status	Action
To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.	30-Jun-2010	Achieved	View >>

[Add New Target](#) [View PDR Documents](#) [My Job Role](#)

[Contact Us](#)

Fred Walters Help ?

no profile image

Organisation: PAB - Practice Organisation
 Department: PAB - Dept 1
 Manager: Paul Butler7
 Last Login: 18 May, 2010

[Edit Profile](#)

Messages Help

You have (4) new messages in [your inbox](#)

[Announcements](#)
[Links \(1\)](#)
[Resources \(4\)](#)

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