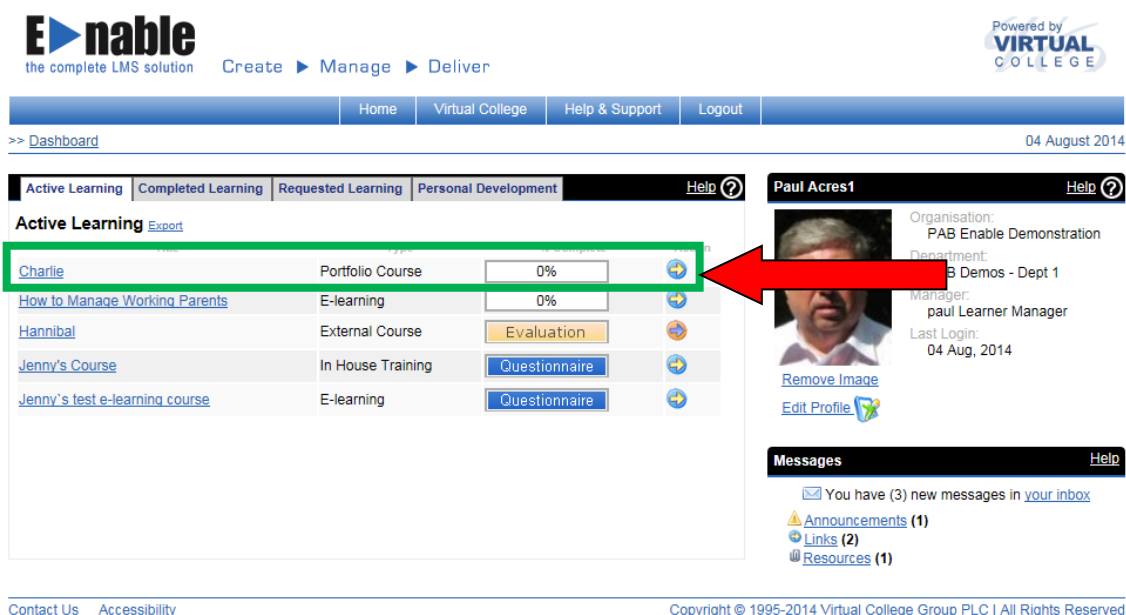


LMS USER GUIDE

LEARNER VIEW OF E-PORTFOLIOS

- 1) From the Dashboard select the **Portfolio Course** for the list of modules and projects in the course



enable
the complete LMS solution Create ▶ Manage ▶ Deliver

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>> Dashboard 04 August 2014

Active Learning Completed Learning Requested Learning Personal Development Help ?

Active Learning Export

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

Paul Acres1 Help ?

Organisation: PAB Enable Demonstration
Department: Demos - Dept 1
Manager: paul Learner Manager
Last Login: 04 Aug, 2014

[Remove Image](#)
[Edit Profile](#)

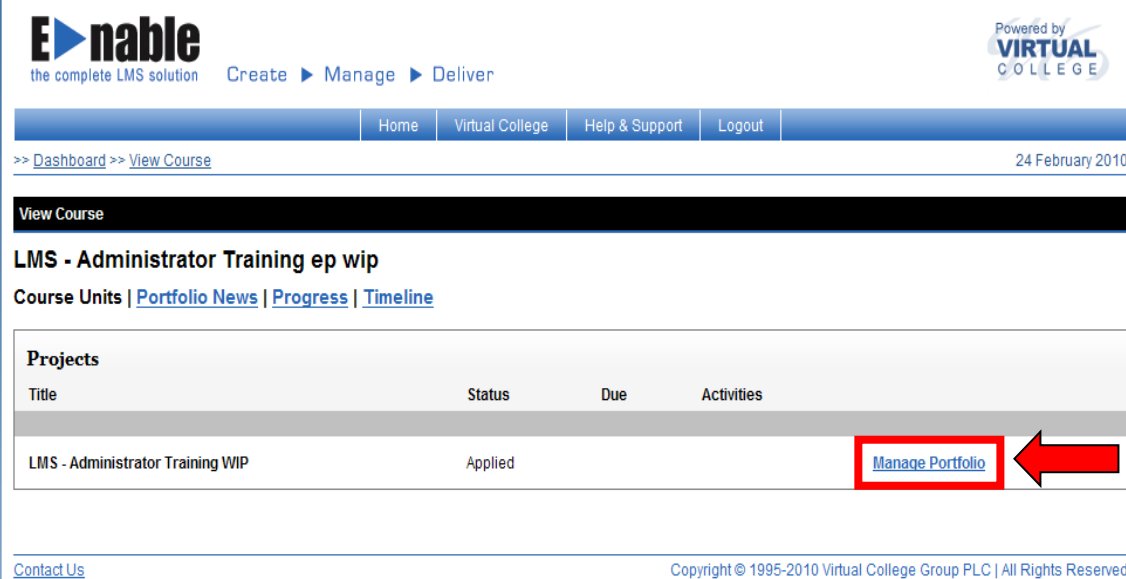
Messages Help ?

You have (3) new messages in [your inbox](#)

[Announcements](#) (1)
[Links](#) (2)
[Resources](#) (1)

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- 2) Click on the **Manage Portfolio** link to view the activities adjacent to the relevant module or project title



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>> Dashboard >> View Course 24 February 2010

View Course

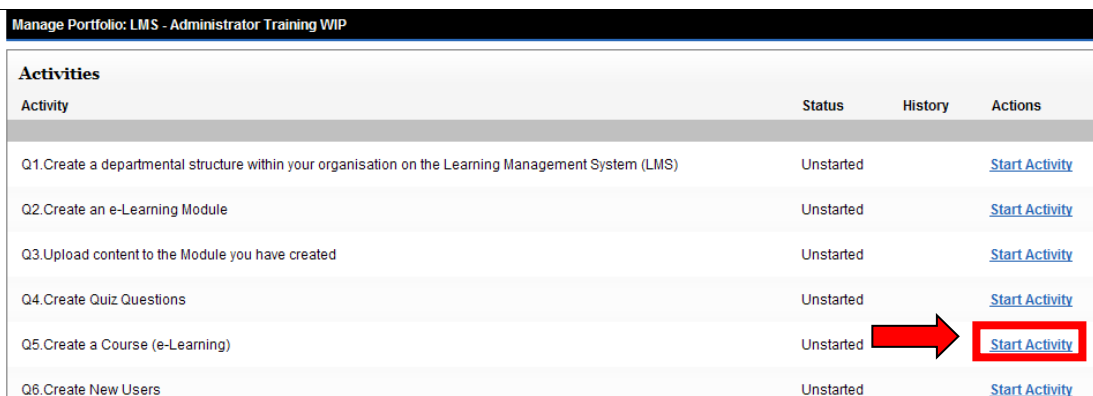
LMS - Administrator Training ep wip

Course Units | [Portfolio News](#) | [Progress](#) | [Timeline](#)

Projects			
Title	Status	Due	Activities
LMS - Administrator Training WIP	Applied		Manage Portfolio

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- 3) Then select which activity you require by clicking **Start Activity**



Manage Portfolio: LMS - Administrator Training WIP

Activities	Status	History	Actions
Activity			
Q1.Create a departmental structure within your organisation on the Learning Management System (LMS)	Unstarted		Start Activity
Q2.Create an e-Learning Module	Unstarted		Start Activity
Q3.Upload content to the Module you have created	Unstarted		Start Activity
Q4.Create Quiz Questions	Unstarted		Start Activity
Q5.Create a Course (e-Learning)	Unstarted		Start Activity
Q6.Create New Users	Unstarted		Start Activity

- 4) Enter the details of your Submission
- 5) Upload any files relating to your Submission
- 6) Select from the options available to **Save OR Submit**

NB. **Save Unsubmitted** allows you to save your work and add to it later

Save Public sends your work for a mentor to review.

Submit for Assessor Review sends your work to be marked by the Assessor

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. Navigation links include 'Create', 'Manage', and 'Deliver'. A breadcrumb trail reads '>> Dashboard >> View Course >> View Portfolio Activity'. The date '24 February 2010' is in the top right.

The main heading is 'Portfolio Activity Assessment: LMS - Administrator Training WIP'. Under 'Activity', the instruction is: 'Logon with the Practice LMS administrator login details that you have been given and create departmental structure.' Below this, a task 'Q1. Create a departmental structure within your organisation on the Learning Management System (LMS)' is listed with a link to 'Contact Assessor'.

The 'Your Submission' section contains a large text area for the submission text, annotated with 'Enter your submission text here'. Below this is a 'Description' field and a 'File location' field with a 'Browse...' button and an 'Upload' button. A box points to the 'Description' field with the text 'Enter a brief description of any Uploads'.

Below the fields is a table with columns 'Attachment Name' and 'File Description'. It contains the message 'There are no items to display in this list'. A box points to this area with the text 'Uploaded content will show here'. To the left of the table, a box says 'Options available to Learner' with arrows pointing to the submission buttons.

At the bottom, four buttons are highlighted with a red box: 'Save Unsubmitted', 'Save Public', 'Submit for Assessor Review', and 'Cancel'. A 'Delete' button is also present. The footer includes 'Contact Us' and 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

Example of a completed Submission Form

This screenshot shows the same E-nable LMS interface, but with a completed submission. The date is now '25 February 2010'. The breadcrumb trail is '>> Dashboard >> View Course >> Manage Portfolio >> View Portfolio Activity'.

The 'Your Submission' section now contains the text 'I have created a department structure'.

The 'Description' field is filled with 'Departmental Structure'. The 'File location' field is empty.

The table below now contains one entry, highlighted with a red box:

Type	Attachment Name	File Description
	Dept Structure	Departmental Structure View Attachment

Below the table is a 'Delete' button. At the bottom, the same four submission buttons are present: 'Save Unsubmitted', 'Save Public', 'Submit for Assessor Review', and 'Cancel'. The footer remains the same.

- 7) To view your progress
Select
Manage Portfolio
from the View Course page

To view your progress Select Manage Portfolio

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

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>> Dashboard >> View Course 25 February 2010

View Course

LMS - Administrator Training ep wip

Course Units | [Portfolio News](#) | [Progress](#) | [Timeline](#)

Title	Status	Due	Activities
LMS - Administrator Training WIP	Studying		Manage Portfolio

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- 8) Update activities that are in progress or start new activities by selecting the relevant action link

You will then see the Question you have answered has moved to the bottom of the page

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

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>> Dashboard >> View Course >> Manage Portfolio 25 February 2010

Manage Portfolio: LMS - Administrator Training WIP

Activity	Status	History	Actions
Q2. Create an e-Learning Module	Unstarted		Start Activity
Q3. Upload content to the Module you have created	Unstarted		Start Activity
Q4. Create Quiz Questions	Unstarted		Start Activity
Q5. Create a Course (e-Learning)	Unstarted		Start Activity
Q6. Create New Users	Unstarted		Start Activity
Q7. Create New Group (incl adding a course and learners)	Unstarted		Start Activity
Q8. Use the Learner View to launch material and complete online test	Unstarted		Start Activity
Q9. View Individual Learner Progress	Unstarted		Start Activity
Q10. Run 3 of the most popular Detailed Reports 1. Login Analysis 2. Module Progress 3. Learner Progress Summary	Unstarted		Start Activity
Q1. Create a departmental structure within your organisation on the Learning Management System (LMS)	Unsubmitted		Update Activity

[View Submission History](#)

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In this example Question 1 has been submitted for assessment and the percentage progress has been recorded

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>> Dashboard >> View Course >> Manage Portfolio

Manage Portfolio: LMS - Administrator Training WIP

Activities

Activity	Status	History	Actions
10%			
Q2.Create an e-Learning Module	Unstarted		Start Activity
Q3.Upload content to the Module you have created	Unstarted		Start Activity
Q4.Create Quiz Questions	Unstarted		Start Activity
Q5.Create a Course (e-Learning)	Unstarted		Start Activity
Q6.Create New Users	Unstarted		Start Activity
Q7. Create New Group(incl adding a course and learners)	Unstarted		Start Activity
Q8.Use the Learner View to launch material and complete online test	Unstarted		Start Activity
Q9.View individual Learner Progress	Unstarted		Start Activity
Q10. Run 3 of the most popular Detailed Reports 1. Login Analysis 2. Module Progress 3. Learner Progress Summary	Unstarted		Start Activity
Q1.Create a departmental structure within your organisation on the Learning Management System (LMS)	Awaiting Assessment	View History	Update Activity

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Amber signifies awaiting assessment

In this example Question 1 has been assessed and the percentage progress is highlighted in red

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the complete LMS solution Create ► Manage ► Deliver

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>> Dashboard >> View Course >> Manage Portfolio

26 February 2010

Manage Portfolio: LMS - Administrator Training WIP

Activities

Activity	Status	History	Actions
10%			
Q2.Create an e-Learning Module	Unstarted		Start Activity
Q3.Upload content to the Module you have created	Unstarted		Start Activity
Q4.Create Quiz Questions	Unstarted		Start Activity
Q5.Create a Course (e-Learning)	Unstarted		Start Activity
Q6.Create New Users	Unstarted		Start Activity
Q7. Create New Group(incl adding a course and learners)	Unstarted		Start Activity
Q8.Use the Learner View to launch material and complete online test	Unstarted		Start Activity
Q9.View individual Learner Progress	Unstarted		Start Activity
Q10. Run 3 of the most popular Detailed Reports 1. Login Analysis 2. Module Progress 3. Learner Progress Summary	Unstarted		Start Activity
Q1.Create a departmental structure within your organisation on the Learning Management System (LMS)	Assessed	View History	Update Activity

[View Submission History](#) |

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Red signifies assessed but not yet fully competent
NB Green signifies fully competent