

LMS USER GUIDE

HISTORICAL LEARNING

INFORMATION – This functionality enables Learners to record previous training through the LMS.

HISTORICAL LEARNING – ADMINISTRATORS VIEW

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 user required and click **View User** button

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

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users 27 April 2010

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

• PAB Enable Demonstration

User Type

<input type="radio"/>	Paul	ButlerDCM	LS298DD	pabedcm	Department Course Manager
<input type="radio"/>	Paul	ButlerDM	LS298DD	pabedm	Department Monitor
<input type="radio"/>	Paul	ButlerEOA	LS298DD	PABEOA	Organisation Admin
<input checked="" type="radio"/>	Paul	ButlerL	LS298DD	pabel	Learner
<input type="radio"/>	Paul	ButlerLM	LS298DD	pabelm	Learner Manager
<input type="radio"/>	Charles	Walter	LS298DD	charleswalter1	Learner

☒ View Active Users ☐ View Expired Users 10 records Add New User **View User**


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3) Select **View**

In this example the Learner has completed a CISCO course at an FE College

>> [Section Admin Dashboard](#) >> [Users](#) >> [View User](#) 01 August 2014

User: Paul Acres1 [Help](#) ?



Organisation: PAB Enable Demonstration
 Department: PAB Demos - Dept 1
 Manager: paul Learner Manager
 User Name: paulacres1
[View Contact Details](#)

Quicklinks

Training

- [Courses](#)
- [Modules](#)
- [Groups](#)
- [Log Historical Learning](#)
- [Training Material \(SCORM\) Report](#)

Development

- [Course Notes](#)
- [Personal Development](#)
- [Job Roles](#)
- [Endorsements](#)
- [Progress Report](#)

Actions

- [Send Password Reminder](#)
- [Print Certificates](#)
- [Delete User](#)
- [Edit Details](#)

E-Learning Courses [Help](#)

Title	Status	Progress	Action
Fire Risk Assessment of Sim...	Competent	<div style="width: 100%;"></div> 100%	View >>
How to Manage Working Parents	Applied	<div style="width: 0%;"></div> 0%	View >>
Jenny's test e-learning course	Competent	<div style="width: 0%;"></div> 0%	View >>

Offline Courses [Help](#)

Title	Status	Progress	Action
Hannibal	Applied	<div style="width: 0%;"></div> 0%	View >>
Jenny's Course	Applied	<div style="width: 0%;"></div> 0%	View >>

Events [Help](#)

Title	Status	Date	Action
Fred	Pending	14-May-2014	View >>
Hannibal	Present	03-Jul-2014	View >>
Untitled Event	Present	18-Jul-2014	View >>

Historical Courses [Help](#)

Title	Status	Progress	Action
Cisco - Networking Course	Competent	<div style="width: 100%;"></div> 100%	View >>

Login Summary [Help](#)

Date	Time	Duration
21-Jul-2014	10:54	23 minutes, 59 seconds
18-Jul-2014	15:04	4 minutes, 17 seconds
18-Jul-2014	13:51	2 minutes, 14 seconds

Total Login Time: 55 minutes, 47 seconds

Course Requests [Help](#)

Title	Date	Status	Action
Cisco - Networking Course	18-Jul-2014	Request Approved	View >>

Automated Messages to User

Template	Date	Action
Member added to a group - Member	12-Jun-2014	View >>
Event Booked and Allocated Acknowledgement	14-May-2014	View >>
	31-Mar-2014	View >>

This is the Administrator view of a learners historical learning record

>> [Section Admin Dashboard](#) >> [Users](#) >> [View User](#) >> [Historical Learning Summary](#) 18 July 2014

Historical Learning Summary [Help](#)

Title: Cisco - Networking Course

Description: N/A

Course Type: Professional Qualification

Reason: jgtjgt

[Edit Details](#)

Date Completed: 18-Jul-2014

[Edit Details](#)

Expiry Date: 18-Jul-2014

[Edit Details](#)

Uploaded File: N/A

[Browse...](#)

[Update record](#)

Request History [Help](#)

Date	Change	User	Message
18-Jul-2014	Request Created -> Request Approved	enable sa	Historical Learning Logged by Administrator

Certificate or document can be uploaded here

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HISTORICAL LEARNING – LEARNER VIEW

1) Select the **Requested Learning** tab from the learner dashboard

2) Then Select **Record Historical Learning**

The screenshot shows the E-nable LMS dashboard. The 'Requested Learning' tab is selected and highlighted with a red box. Below the tabs, the 'Record Historical Learning' button is highlighted with a green box. The dashboard also shows a user profile for Paul Butler and a messages section.

3) Select the **Submit Request** when form has been completed.

The learner fills in the relevant information

The screenshot shows the 'Record Historical Learning' form. Annotations with arrows point to the following fields:

- Course/Learning Activity Title ***: Cisco - Networking Course
- Reason that you attended this course ***: Increase knowledge of computer networking
- Which key business objectives did this course meet?**:
 - ☐ Improve customer satisfaction levels
 - ☐ Deliver improvements in finance and business services to member organisations
 - ☒ Improve usage of IT systems across the group
 - ☐ Improve sales of online courses
- Type ***: Professional Qualification
- Date Attended**: 13 January 2008
- Expiry Date**: 13 January 2011
- ☐ Does not expire
- Cost (£)**: 600
- Associated Costs (£)**: 100
- File Upload**: Browse...

Annotations include:

- Enter the relevant details**: Points to the Course/Learning Activity Title, Reason that you attended this course, and the business objectives section.
- You can also upload a copy of a certificate or document**: Points to the File Upload field.

4) Select **Completed Learning** tab from learner dashboard

5) Select **Action** button

Action



Prior learning has been recoded here.

The screenshot shows the E-nable LMS interface. At the top, there's a navigation bar with 'Home', 'Virtual College', 'Help & Support', and 'Logout'. Below this is a 'Dashboard' section with tabs for 'Active Learning', 'Completed Learning', 'Requested Learning', and 'Personal Development'. The 'Completed Learning' tab is selected, showing a message: 'You currently have no completed learning activities.' Below this, a 'Historical Learning' table is displayed, containing one record for a 'CISCO' course, 'Professional Qualification', completed on '28-Apr-2010'. An arrow points from the 'Action' button in the instructions to the 'Action' button in the table row. To the right, there's a user profile for 'Paul Butler' and a 'Messages' section.

Course Title	Type	Date Completed	Action
CISCO	Professional Qualification	28-Apr-2010	

This is the learner view of an historical learning record

The screenshot shows the 'Historical Course Summary' page. It includes a 'Request History' table and an 'Uploaded File' section. A green box highlights the 'Certificate-Template-for-Ne_634305163962718902.jpg' file, with an arrow pointing to it from a text box that says 'Certificate can be viewed here'.

Historical Course Summary		Request History	
Title	Cisco - Networking Course	Date	Change
Description	N/A	13-Jan-2011	Request Created -> Request Approved
Course Type	Professional Qualification	User	Message
Reason	Increase knowledge of computer networking	Paul Butler	Historical Learning Request submitted
Date Completed	13-Jan-2008		
Expiry Date	18-Jan-2011		
Uploaded File	Certificate-Template-for-Ne_634305163962718902.jpg [View]		