

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

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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 | Butleri | LS298DD | pabel | Learner |
| <input type="radio"/> | Paul | Butlerim | LS298DD | pabelm | Learner Manager |
| <input type="radio"/> | Charles | Walter | LS298DD | charleswalter1 | Learner |

View Active Users View Expired Users 10 records

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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 style="width: 100%;"></div></div> 100% | View >> |
| How to Manage Working Parents | Applied | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% | View >> |
| Jenny's test e-learning course | Competent | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% | View >> |

Offline Courses [Help](#)

| Title | Status | Progress | Action |
|--------------------------------|---------|---|-------------------------------|
| Hannibal | Applied | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% | View >> |
| Jenny's Course | Applied | <div style="width: 0%;"><div style="width: 0%;"></div></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 style="width: 100%;"></div></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

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**

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>> Dashboard 28 April 2010

Active Learning **Requested Learning** Completed Learning Personal Development Help ?

Requested Learning [Export](#)
You currently have no outstanding training requests.

[Course Request](#) [New Learning Activity Request](#) [Record Historical Learning](#)

Paul Butler Help ?
no profile image
Edit Profile

Organisation: PAB Enable Demonstration
Department: PAB Demos - Dept 1
Manager: N/A
Last Login: 28 Apr, 2010

Messages Help ?
You have (0) new messages in [your inbox](#)
[Announcements](#)
[Links \(1\)](#)
[Resources \(1\)](#)

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

The learner fills in the relevant information

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>> Dashboard >> [Record Historical Learning](#) 13 January 2011

Record Historical Learning Help

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...

Submit Cancel

Enter the relevant details

You can also upload a copy of a certificate or document

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

5) Select **Action** button

Action



Prior learning has been recoded here.

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

This is the learner view of an historical learning record