LMS USER GUIDE

PERSONAL DEVELOPMENT (LEARNER VIEW)

INTRODUCTION – Personal Development is an optional feature which enables organisations to manage their staff/employee Personal Development via the LMS system. This functionality includes the ability to upload Personal Development Reviews (PDRs) and Targets to learner records and record progress (including relevant training) against the targets set. There are options for Learners as well as the relevant managers/administrators to upload (PDR) documents and create Targets and, therefore, the responsibility for undertaking these tasks needs to be agreed between the relevant parties when they start to use this functionality.

WHAT THE LEARNER SEES – When Personal Development is enabled in an LMS, there will be a Personal Development Tab on the learner Dashboard which the learner can use to access this functionality.

WHAT THE ADMINISTRATOR SEES – When Personal Development is enabled in an LMS the relevant managers/administrators will have additional functionality which will enable them to manage their learners' Personal Development through via the system.

UPLOADING A PERSONAL DEVELOPMENT REVIEW (PRD) DOCUMENT

Please note: The Personal Development Review document needs to have been created and saved prior to uploading to the system.

1) From the Dashboard, select **Personal Development** 2) To upload your own PDR, select **Create PDR**	In the following example, no Personal Development Reviews (PDRs) have yet been uploaded and the learner has the option of creating their own PDR. The learner's manager/administrator also has the ability to upload PDRs and targets and the learner is likely to find that this has already been done for them and, if this is the case these will already be visble as soon as the learner selects the Personal Development tab. 	

3) Type in title of your PDR 4) Use the **Browse** button to locate your PDR document 5) Select **Submit**	

Once a PDR has been uploaded, this can be viewed in **View PDR Documents.** This can be accessed from the Dashboard by selecting the Personal Development and then clicking on the View PDR Documents link.

UPLOADING TARGETS TO THE PDR

Please note: The Personal Development Review document needs to have been uploaded before targets can be created.

1) From Dashboard select **Personal Development** Tab 2) Select **Add New Target**	
3) Complete the target details 4) Select **Submit** Repeat steps 1 to 4 for all targets	

PDR Target Successfully Added.

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| Active Learning | Completed Learning | Requested Learning | Personal Development | Help ⑦ |

Active Learning Export

Title	Type	% Complete	Action
PAB - Computing	E-learning		➡

Sue Butler   Help ⑦

no profile image

Organisation:
PAB Enable Demonstration
Department:
PAB Demos - Dept 1
Manager:
N/A
Last Login:
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VIEWING AND PROGRESSING TARGETS

All information relating to the PDRs and targets (including a record of progress) will be accessible from the Personal Development tab.

1) From the dashboard select the **Personal Development** tab 2) Select **View**	

3)	Select the required option	From the following screen the learner can choose to
		Request Extension – if the learner feels that they will be unable to meet the target date they can click on this link to ask their manager/administrator for additional time to complete
4)	Then complete the details on the relevant form and select **Submit**	**Request Review** – if the learner has completed a target in advance of the Review Date, they can click on this link to ask their manager/administrator to review their target sooner
		Add Comment – if the learner wishes to make a comment that will appear on their record against the target they can use this link. When they use this link they also have the option to notify their manager of the comment they have made.

All information relating to the progress made towards the target will be accessible from the View Target screen