

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 visible as soon as the learner selects the Personal Development tab.

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>> Dashboard

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

Personal Development : Charlie [Export](#)

Active Targets

Target	Review Date	Status	Action
bt	18-Jul-2037	Not Started	View >>

[Add New Target](#) [Create New PDR](#) [View PDR Documents](#)

[View Previous PDR's](#) [Manage](#)

Paul Acres1 Help ?

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

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

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

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>> [Dashboard](#) >> [Create New PDR](#) 31 January 2010

Create New Personal Development Review

Please enter a title for this PDR:

Please select a document to upload for this PDR:
 [Browse...](#)

[Submit](#) [Cancel](#)

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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.

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>> [Dashboard](#) >> [View PDR Documents](#) 31 January 2010

View PDR Documents

[PDR Example.doc](#) [Delete](#)

[Back](#)

Upload File

Upload PDR Document

[Browse...](#)

[Upload](#)

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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**

The screenshot shows the E-nable dashboard. The 'Personal Development' tab is selected in the top navigation bar. Below the navigation bar, the 'Personal Development : Charlie Export' section is visible. Under 'Active Targets', there is a table with one entry: 'bt' with a review date of '18-Jul-2037' and status 'Not Started'. Below the table, there are buttons for 'Add New Target', 'Create New PDR', 'View PDR Documents', 'View Previous', and 'My Job Role'. A red arrow labeled '1' points to the 'Personal Development' tab, and another red arrow labeled '2' points to the 'Add New Target' button.

- 3) Complete the target details
- 4) Select **Submit**

Repeat steps 1 to 4 for all targets

The screenshot shows the 'Add New PDR Target' form. The 'Target Title' field contains 'Develop Lesson Plan Template'. The 'Target Description' field contains 'Create a lesson plan template in Microsoft Word which includes all of the relevant information required for LMS Administrator Training Lesson Plans'. The 'Milestone Measure' field contains 'Word Document to be approved by the Training Manager for use as the Standard Lesson Plan format'. The 'Review Date' is set to '2 February 2010'. At the bottom, there are 'Submit' and 'Cancel' buttons. A red circle labeled '3' highlights the 'Target Description' field, and a red arrow labeled '4' points to the 'Submit' button.

PDR Target Successfully Added.

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>> [Dashboard](#) 31 January 2010

Active Learning Completed Learning Requested Learning Personal Development [Help ?](#)

Active Learning [Export](#)

Title	Type	% Complete	Action
PAB - Computing	E-learning	<input type="text"/>	

Sue Butler [Help ?](#)


no profile image
[Edit Profile](#)

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

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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**

The screenshot displays the E-nable LMS interface. At the top, the E-nable logo is followed by the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A secondary navigation bar includes 'Home', 'Virtual College', 'Help & Support', and 'Logout'. The date '04 August 2014' is shown in the top right. Below this, a tabbed interface shows 'Active Learning', 'Completed Learning', 'Requested Learning', and 'Personal Development' (selected). A 'Help' icon is also present. The 'Personal Development' section is for 'Charlie' and includes an 'Export' link. Under 'Active Targets', a table lists a target 'bt' with a review date of '18-Jul-2037' and a status of 'Not Started', with a 'View >>' link. Below the table are buttons for 'Add New Target', 'Create New PDR', 'View PDR Documents', 'View Previous PDR's', and 'My Job Role'. On the right, a user profile for 'Paul Acres1' is shown, including a photo, 'Remove Image' and 'Edit Profile' links, and details: Organisation (PAB Enable Demonstration), Department (PAB Demos - Dept 1), Manager (paul Learner Manager), and Last Login (04 Aug, 2014). A 'Messages' section at the bottom right indicates 3 new messages in the inbox and lists 1 announcement, 2 links, and 1 resource.

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>> [Dashboard](#) 04 August 2014

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


Personal Development : Charlie [Export](#)

Active Targets

Target	Review Date	Status	Action
bt	18-Jul-2037	Not Started	View >>


[Add New Target](#) [Create New PDR](#) [View PDR Documents](#)
[View Previous PDR's](#) [My Job Role](#)




Paul Acres1 Help ?


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

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

Messages Help

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

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

- 3) Select the required option
- 4) Then complete the details on the relevant form and select **Submit**

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

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.

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>> [Dashboard](#) >> [View Target](#) 31 January 2010

Target Information [Help](#)
Title
Develop Lesson Plan Template
Review Date
02-Feb-2010
Status
Not Started
Description
Create a lesson plan template in Microsoft Word which includes all of the relevant information required for LMS Administrator Training Lesson Plans
Milestone Measure
Word Document to be approved by the Training Manager for use as the Standard Lesson Plan format
[Request Extension](#) [Request Review](#)
History [Help](#)
There are no comments for this target.
[Add Comment](#)

Completed Courses [Help](#)
There are no completed courses associated with this target.
Active Courses [Help](#)
There are no outstanding courses associated with this target.
Training Requests [Help](#)
There are no training requests associated with this target.

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

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