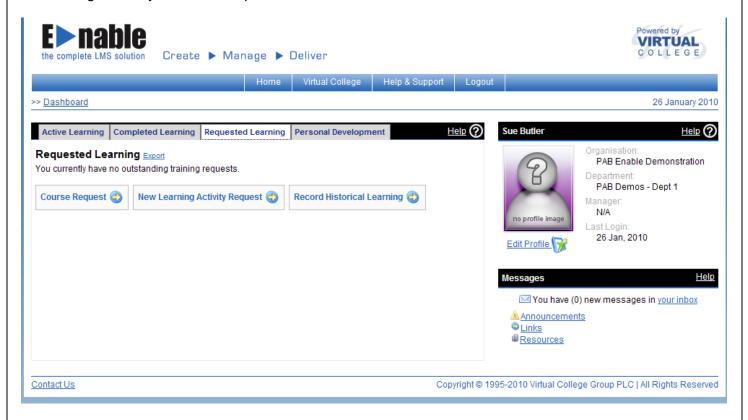
LMS USER GUIDE

REQUESTED LEARNING (LEARNER VIEW)

Requested Learning is an optional feature that is enabled when an organisation allows their learners to request their own training material rather than always allocating courses to them.

WHAT THE LEARNERS SEES - When Requested Learning is enabled in an LMS, the Requested Learning tab will be accessible from the learner dashboard. When the learner selects the Requested Learning tab, they will see the options available:



Course Request – this option enables the learner to request a course from the directory of courses which have already been set up by their administrator(s).

New Learning Activity Request – this option enables the learner to submit a request to undertake or attend a course which is not already set up in their organisation.

Record Historical Learning – this option enables users to register learning that they have undertaken in the past. (This is an optional feature - so this function will only be available if the organisation has specified that it should be switched on).

WHAT HAPPENS WHEN A REQUEST HAS BEEN MADE

What happens after a learner has submitted a request will depend on what their administrator(s) have specified regarding levels of authorisation. In some instances no manager/administrator approval may be necessary and a course will automatically appear on the learner's record as soon as they have made the request.

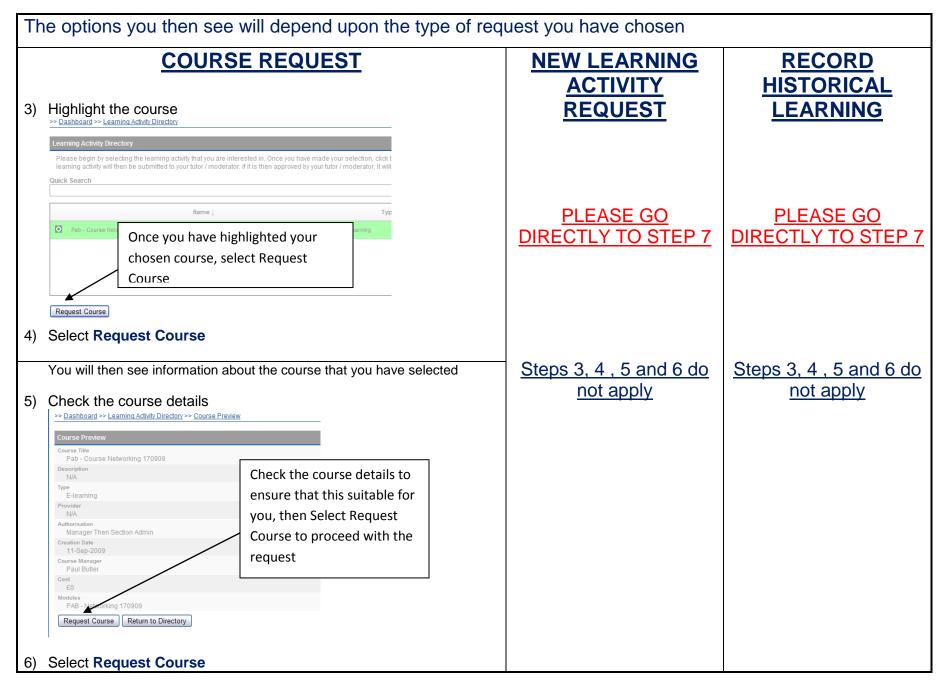
In other instances the learner's manager (and possibly also a senior administrator) will need to approve the course prior to it being made available to the learner. For example, if there are significant costs involved, the organisation will need to authorise this prior to the learner receiving permission to undertake the course.

However, whatever the level of approval, the learner is kept advised of the current state of any request by notices on their training record and messages/emails.

THE FOLLOWING PROVIDES INSTRUCTIONS RELATING TO THE 3 TYPES OF REQUESTED LEARNING

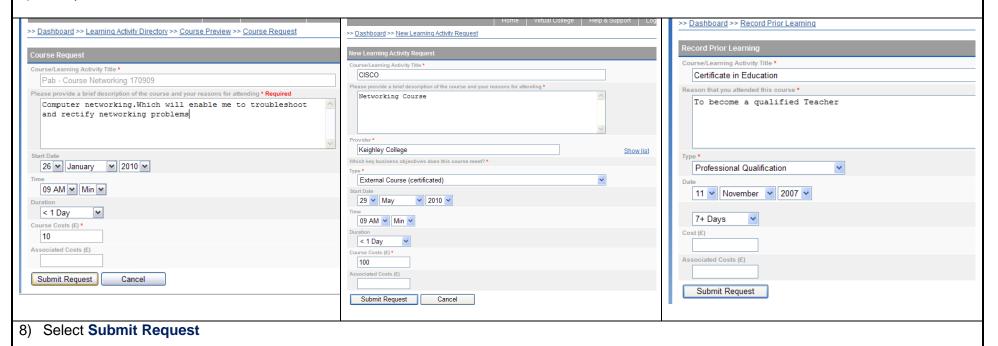
- 1) From the Dashboard Select the Requested Learning Tab
- 2) Click on the link to the type of request you require





You will then need to complete details regarding your request. The information required can vary depending upon your organisation's specifications and the course you have chosen. Here are examples of forms for each of the 3 types of Requested Learning.

7) Complete the form



9) Check the top of the screen to view the status of your request

You will then be returned to your Dashboard and will see a message at the top of the screen advising you of the current status of your request.



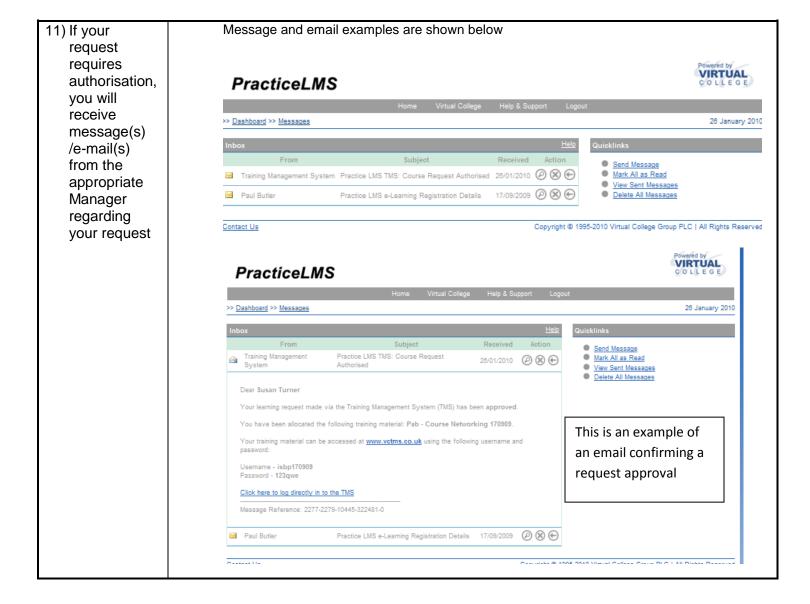
10) To check any outstanding requests, click on the Requested Learning tab

If the course requires approval, you can always check the current status of your request by selecting the Requested Learning tab. In the following example, there is a course awaiting Manager Approval. The following 2 examples show a Course Request and a New Learning Activity Request that are awaiting Manager Approval.

PLEASE NOTE:

If your request did not require any authorisation (as in this example of Recording Historical Learning), the details will automatically appear on the appropriate tab on your Dashboard.

Home Virtual College Help	& Support		Home Virtual College	Help & Support		Home	Virtual College
>> <u>Dashboard</u>		>> <u>Dashboard</u>			>> <u>Dashboard</u>		
Active Learning Completed Learning Requested Learning Personal Development		Active Learning Completed Learning Req	uested Learning Personal Developmen	nt Hel	Active Learning Completed Learn	ing Requested Learning	Personal Developmen
Requested Learning Export		Requested Learning Export			Completed Learning Export		
Learning Activity/ Event Request Date Status Pab - Course Netw 26-Jan-2010 Awaiting Manager Approval	Actic	Learning Activity/ Event Request Date	Status	Action	Course Title	Туре	Date Completed
Pab - Course Netw 26-Jan-2010 Awaiting Manager Approval	<u>View >></u>	CISCO 29-Jan-2010	Awaiting Manager Approval	View >>	PAB Computer Networking	E-learning	N/A
Course Request (2) New Learning Activity Request (2) Record Historical Learning	Course Request (2) New Learning Activity Request (2) Record Historical Learning (2)			Historical Learning			
		Course Request (2) New Learning Activi	<u>Record Historical Lea</u>	arning 🚭	Course Title	Туре	Date Comp
					Certificate in Education	Professional Qualification	11-Nov-2



12) Once the request has been approved you can access it in the usual way via your Active Learning tab

Once a request has been approved, the course details will appear on your Active Learning tab (or your Completed Learning Tab in the case of Historical Learning)

