

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:

The screenshot displays the E-nable LMS interface. At the top, the E-nable logo is on the left, and 'Powered by VIRTUAL COLLEGE' is on the right. Below the logo is the tagline 'the complete LMS solution' and the navigation links 'Create ► Manage ► Deliver'. A blue navigation bar contains links for 'Home', 'Virtual College', 'Help & Support', and 'Logout'. Below this bar, the breadcrumb trail shows '>> Dashboard' and the date '26 January 2010'. The main content area has a tabbed interface with 'Active Learning', 'Completed Learning', 'Requested Learning' (selected), and 'Personal Development'. The 'Requested Learning' tab shows the title 'Requested Learning' with a link to 'Export', followed by the text 'You currently have no outstanding training requests.' Below this text are three buttons: 'Course Request', 'New Learning Activity Request', and 'Record Historical Learning', each with a right-pointing arrow icon. To the right of the main content is a user profile section for 'Sue Butler' with a 'Help' link. The profile includes a placeholder for a profile image, the text 'no profile image', and an 'Edit Profile' link. To the right of the image are the following details: 'Organisation: PAB Enable Demonstration', 'Department: PAB Demos - Dept 1', 'Manager: N/A', and 'Last Login: 26 Jan, 2010'. Below the profile is a 'Messages' section with a 'Help' link, showing 'You have (0) new messages in your inbox' and links to 'Announcements', 'Links', and 'Resources'. At the bottom of the page, there is a 'Contact Us' link on the left and a copyright notice 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved' on the right.

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

The screenshot shows the E-nable LMS interface. At the top, the logo 'E-nable' is displayed with the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A top navigation bar includes 'Home', 'Virtual College', 'Help & Support', and 'Logout'. The main dashboard area has a tabbed interface with 'Active Learning', 'Completed Learning', 'Requested Learning' (selected), and 'Personal Development'. Below the 'Requested Learning' tab, there is a message: 'You currently have no outstanding training requests.' and three buttons: 'Course Request', 'New Learning Activity Request', and 'Record Historical Learning'. Arrows from these three buttons point to a text box that says 'Then select link for your chosen request'. On the right side of the dashboard, there is a user profile section for 'Sue Butler' with details like 'Organisation: PAB Enable Demonstration', 'Department: PAB Demos - Dept 1', and 'Last Login: 26 Jan, 2010'. Below this is a 'Messages' section showing 'You have (0) new messages in your inbox' and links for 'Announcements', 'Links', and 'Resources'. The footer contains a 'Contact Us' link and copyright information: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

The options you then see will depend upon the type of request you have chosen

COURSE REQUEST

3) Highlight the course


[>> Dashboard](#) >> [Learning Activity Directory](#)

Learning Activity Directory

Please begin by selecting the learning activity that you are interested in. Once you have made your selection, click the learning activity will then be submitted to your tutor / moderator. If it is then approved by your tutor / moderator, it will

Quick Search

Name | Type

| | |
|---|----------|
|  Pab - Course Netw | Learning |
|---|----------|

Once you have highlighted your chosen course, select Request Course

[Request Course](#)

4) Select **Request Course**

You will then see information about the course that you have selected

5) Check the course details

[>> Dashboard](#) >> [Learning Activity Directory](#) >> [Course Preview](#)

Course Preview

Course Title
Pab - Course Networking 170909

Description
N/A

Type
E-learning

Provider
N/A

Authorisation
Manager Then Section Admin

Creation Date
11-Sep-2009

Course Manager
Paul Butler

Cost
£0

Modules
PAB - Networking 170909

Check the course details to ensure that this suitable for you, then Select Request Course to proceed with the request

[Request Course](#) [Return to Directory](#)

6) Select **Request Course**

NEW LEARNING ACTIVITY REQUEST

PLEASE GO
DIRECTLY TO STEP 7

Steps 3, 4 , 5 and 6 do
not apply

RECORD HISTORICAL LEARNING

PLEASE GO
DIRECTLY TO STEP 7

Steps 3, 4 , 5 and 6 do
not apply

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

| | Home | Virtual College | Help & Support | Log |
|---|---|--|----------------|-----|
| <p>>> Dashboard >> Learning Activity Directory >> Course Preview >> Course Request</p> <p>Course Request</p> <p>Course/Learning Activity Title *</p> <p>Pab - Course Networking 170909</p> <p>Please provide a brief description of the course and your reasons for attending * Required</p> <p>Computer networking.Which will enable me to troubleshoot and rectify networking problems</p> <p>Start Date</p> <p>26 January 2010</p> <p>Time</p> <p>09 AM Min</p> <p>Duration</p> <p>< 1 Day</p> <p>Course Costs (£) *</p> <p>10</p> <p>Associated Costs (£)</p> <p></p> <p>Submit Request Cancel</p> | <p>>> Dashboard >> New Learning Activity Request</p> <p>New Learning Activity Request</p> <p>Course/Learning Activity Title *</p> <p>CISCO</p> <p>Please provide a brief description of the course and your reasons for attending *</p> <p>Networking Course</p> <p>Provider *</p> <p>Keighley College Show list</p> <p>Which key business objectives does this course meet? *</p> <p>Type *</p> <p>External Course (certificated)</p> <p>Start Date</p> <p>29 May 2010</p> <p>Time</p> <p>09 AM Min</p> <p>Duration</p> <p>< 1 Day</p> <p>Course Costs (£) *</p> <p>100</p> <p>Associated Costs (£)</p> <p></p> <p>Submit Request Cancel</p> | <p>>> Dashboard >> Record Prior Learning</p> <p>Record Prior Learning</p> <p>Course/Learning Activity Title *</p> <p>Certificate in Education</p> <p>Reason that you attended this course *</p> <p>To become a qualified Teacher</p> <p>Type *</p> <p>Professional Qualification</p> <p>Date</p> <p>11 November 2007</p> <p>7+ Days</p> <p>Cost (£)</p> <p></p> <p>Associated Costs (£)</p> <p></p> <p>Submit Request</p> | | |

8) Select **Submit Request**

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.

Your request has been submitted and is now awaiting authorisation.

PracticeLMS

Home Virtual College Help & Support

>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Active Learning [Export](#)

| Title | Type | % Complete |
|---|------------|----------------------------|
| ISB - Creating a Module | E-learning | <div><div></div></div> 60% |
| PAB - Practice Network 408 | E-learning | <div><div></div></div> 50% |
| PAB - Practice PC Maintenance | E-learning | <div><div></div></div> 50% |

Your request has been submitted and is awaiting validation.

PracticeLMS

Home Virtual College Help & Support

>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Active Learning [Export](#)

| Title | Type | % Complete |
|--|------------|----------------------------|
| ISB - Creating a Module | E-learning | <div><div></div></div> 60% |
| PAB - Practice Network 408 | E-learning | <div><div></div></div> 50% |
| PAB - Practice PC Maintenance | E-learning | <div><div></div></div> 50% |
| Pab - Course Networking 170909 | E-learning | <div><div></div></div> |

Your prior learning has been logged.

PracticeLMS

Home Virtual College Help & Support

>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Active Learning [Export](#)

| Title | Type | % Complete |
|--|------------|----------------------------|
| ISB - Creating a Module | E-learning | <div><div></div></div> 60% |
| PAB - Practice Network 408 | E-learning | <div><div></div></div> 50% |
| PAB - Practice PC Maintenance | E-learning | <div><div></div></div> 50% |
| Pab - Course Networking 170909 | E-learning | <div><div></div></div> |

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

>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Requested Learning [Export](#)

| Learning Activity/ Event | Request Date | Status | Action |
|--------------------------|--------------|---------------------------|-------------------------------|
| Pab - Course Netw... | 26-Jan-2010 | Awaiting Manager Approval | View >> |

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

Home Virtual College Help & Support

>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Requested Learning [Export](#)

| Learning Activity/ Event | Request Date | Status | Action |
|--------------------------|--------------|---------------------------|-------------------------------|
| CISCO | 29-Jan-2010 | Awaiting Manager Approval | View >> |

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

Home Virtual College Help & Support

>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Completed Learning [Export](#)

| Course Title | Type | Date Completed | Action |
|---|------------|----------------|-------------------------------|
| PAB Computer Networking | E-learning | N/A | View >> |

Historical Learning

| Course Title | Type | Date Completed | Action |
|--|----------------------------|----------------|-------------------------------|
| Certificate in Education | Professional Qualification | 11-Nov-2007 | View >> |

11) If your request requires authorisation, you will receive message(s) /e-mail(s) from the appropriate Manager regarding your request

Message and email examples are shown below

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Home Virtual College Help & Support Logout

>> [Dashboard](#) >> [Messages](#) 28 January 2010

| Inbox | | | | Help |
|-------|----------------------------|--|------------|--------|
| | From | Subject | Received | Action |
| | Training Management System | Practice LMS TMS: Course Request Authorised | 28/01/2010 | |
| | Paul Butler | Practice LMS e-Learning Registration Details | 17/09/2009 | |

[Contact Us](#)

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Quicklinks

- [Send Message](#)
- [Mark All as Read](#)
- [View Sent Messages](#)
- [Delete All Messages](#)

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Home Virtual College Help & Support Logout

>> [Dashboard](#) >> [Messages](#) 28 January 2010

| Inbox | | | | Help |
|-------|----------------------------|---|------------|--------|
| | From | Subject | Received | Action |
| | Training Management System | Practice LMS TMS: Course Request Authorised | 28/01/2010 | |

Dear Susan Turner

Your learning request made via the Training Management System (TMS) has been approved.

You have been allocated the following training material: Pab - Course Networking 170909.

Your training material can be accessed at www.vctms.co.uk using the following username and password:

Username - isbp170909
Password - 123qwe

[Click here to log directly in to the TMS](#)

Message Reference: 2277-2279-10445-322481-0

[Contact Us](#)

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Quicklinks

- [Send Message](#)
- [Mark All as Read](#)
- [View Sent Messages](#)
- [Delete All Messages](#)

This is an example of an email confirming a request approval

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)

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Home Virtual College Help & Support Logout


>> [Dashboard](#) 26 January 2010

Active Learning Completed Learning Requested Learning Personal Development Help ?

Active Learning [Expand](#)

| Title | Type | % Complete | Action |
|--|------------|------------|--------|
| ISB - Creating a Module | E-learning | 60% | |
| PAB - Practice Network 408 | E-learning | 50% | |
| PAB - Practice PC Maintenance | E-learning | 50% | |
| Pab - Course Networking 170909 | E-learning | | |

Susan Turner Help ?



Organisation:
PAB - Practice Organisation
Department:
PAB - Dept 1
Manager:
Sue Butler SA
Last Login:
26 Jan, 2010

[Edit Profile](#)

Messages Help

You have (0) new messages in [your inbox](#)

[Announcements](#)

[Links](#)

[Resources](#)

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