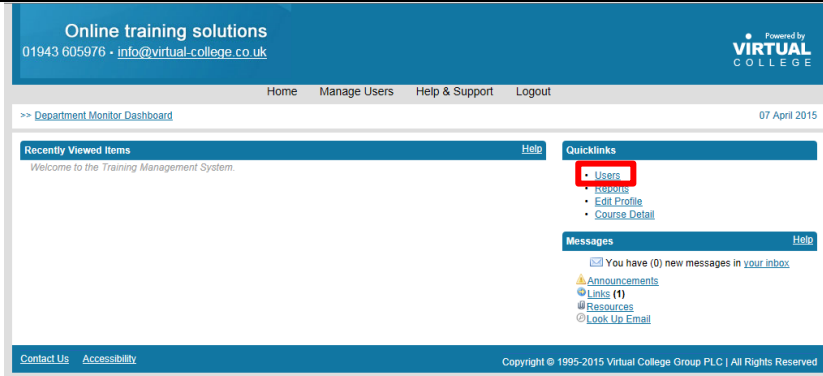


LMS USER GUIDE

DEPARTMENT MONITOR

VIEW USER

1) From the Dashboard select **Users**



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Home Manage Users Help & Support Logout

>> Department Monitor Dashboard 07 April 2015

Recently Viewed Items Help

Welcome to the Training Management System.

Quicklinks

- Users
- Reports
- Edit Profile
- Course Detail

Messages Help

You have (0) new messages in your inbox

Announcements

Links (1)

Resources

Look Up Email

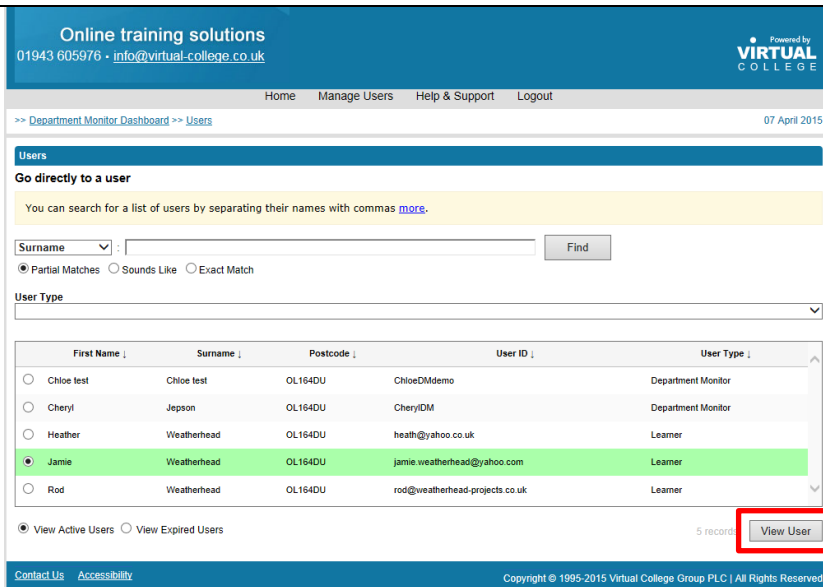
Contact Us Accessibility

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Quicklinks

- [Users](#)
- [Reports](#)
- [Edit Profile](#)
- [Course Detail](#)

2) Choose the learner you wish to view by clicking once to highlight and then select **View User**



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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

User Type

| First Name | Surname | Postcode | User ID | User Type |
|--|-------------|----------|--------------------------------|--------------------|
| <input type="radio"/> Chloe test | Chloe test | OL164DU | ChloeDMdemo | Department Monitor |
| <input type="radio"/> Cheryl | Jepson | OL164DU | CherylDM | Department Monitor |
| <input type="radio"/> Heather | Weatherhead | OL164DU | heath@yahoo.co.uk | Learner |
| <input checked="" type="radio"/> Jamie | Weatherhead | OL164DU | jamie.weatherhead@yahoo.com | Learner |
| <input type="radio"/> Rod | Weatherhead | OL164DU | rod@weatherhead-projects.co.uk | Learner |

View Active Users View Expired Users 5 records **View User**

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View User

3) From here you can view learner progress in detail by selecting **View**

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>> Department Monitor Dashboard >> Users >> View User 07 April 2015

User: Heather Weatherhead Help

Organisation: Chloe
Department: Chris I
Manager: N/A
User Name: heath@yahoo.co.uk
[View Contact Details](#)

Quicklinks

- Print Learner Certificates
- View Progress Report
- Training Material (SCORM) Report
- Send Password Reminder

E-Learning Courses Help

| Title | Status | Progress | Action |
|-------------------------|----------|----------|----------------------|
| Data Protection at Work | Studying | 85% | View >> |

Offline Courses Help

This learner has no offline courses assigned to them.

Login Summary Help

| Date | Time | Duration |
|-------------|-------|-----------------------|
| 21-Jan-2015 | 10:27 | 2 minutes, 52 seconds |

Total Login Time: 2 minutes, 53 seconds

Course Requests Help

This learner has not made any course requests.

Automated Messages to User

There are no items to display.

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| Title | Status | Progress | Action |
|-------------------------|----------|----------|----------------------|
| Data Protection at Work | Studying | 85% | View >> |



4) You can print the learners certificates by selecting **Print Learner Certificates**

Quicklinks

- Print Learner Certificates**
- View Progress Report
- Training Material (SCORM) Report
- Send Password Reminder

Available Certificates

Select a certificate to print

5) You can view progress by selecting **View Progress Report**

Quicklinks

- Print Learner Certificates
- View Progress Report**
- Training Material (SCORM) Report
- Send Password Reminder

Learner Progress Report

This report shows the details of the current user's progress

| Course | Completion | Status |
|-------------------------|------------|----------|
| Data Protection at Work | 85% | Studying |

Export to File

XML Export

6) You can send the learner a password reminder by selecting **Send Password Reminder** then **Send**

Quicklinks

- Print Learner Certificates
- View Progress Report
- Training Material (SCORM) Report
- Send Password Reminder**

Send Message

Preview: email

The system can automatically send a message to let people know what action you have taken. Below is the draft email that you can customise if required. The text in brackets {} are where information is pulled automatically from the system for each individual recipient eg. their name, their login details etc - please do not change those.

The preview shows your details, not the recipient's

[List of system information](#)
[Help with formatting](#)

BED Training e-Learning Registration Details

Dear Chloe test Chloe test

We are pleased to confirm that you are now registered on the **BED Training Learning Management System**

Your training material can be accessed at <https://bedtraining.vctms.co.uk> using the following username and password

username - ChloeDMdemo
password - 123qwe

When you first log into the system, please click on the "Edit Profile" link to change your password to a secure password known only to yourself.

Recipients

Select people from the following list to receive the message. Any replies to this message will be sent to the email address set on your profile.

| First Name | Surname | User ID | Email Address |
|-------------------------------------|---------|-------------|-------------------|
| <input checked="" type="checkbox"/> | Heather | Weatherhead | heath@yahoo.co.uk |

[Check All](#) [Uncheck](#) 1 records

Generate Report

REPORTS

1) From the Dashboard select **Reports**

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Quicklinks

- [Users](#)
- [Reports](#)
- [Edit Profile](#)
- [Course Detail](#)




2) Select **Detailed Reports**

Reports

Please choose from one of the following report types:

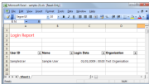
Detailed Reports

Detailed Reports offer richly formatted data extracts with extensive parameter options. Data for selected reports is available in a range of layouts, and any report can be exported to PDF or Excel.

 [Detailed Reports >](#)


Excel Data Exports

Excel Export reports are simple, fast reports that extract data from the system and display it unformatted in an Excel spreadsheet. Generally a report will contain all data the current user has permission to see, which can then be filtered by column within the spreadsheet.

 [Excel Exports >](#)

Quicklinks

- My Recent Reports
- Saved Reports

| | |
|--|--|
| <p>3) You can hover over the report title to view a summary of the information contained within that report</p> | <p>Please select a report from the list below:</p> <ul style="list-style-type: none"> Course Completion Reminders Evaluation (Multi-level) - Results - Event Tutor Extended Response Question Analysis Learner Results (Highest) Learner Results (Latest) Login - Analysis Logins - Not yet accessed Module Progress Training Material (SCORM) Report <p>Parameters _____</p> <p>Analyse the number of learners allocated to courses/modules and what stage they have reached</p> |
| <p>4) Select the report, the relevant parameters and the format you wish the report to be exported in then Submit</p> | <p>Report Selection</p> <p>Please select a report from the list below:</p> <ul style="list-style-type: none"> Course Completion Reminders Evaluation (Multi-level) - Results - Event Tutor Extended Response Question Analysis Learner Results (Highest) Learner Results (Latest) Login - Analysis Logins - Not yet accessed Module Progress Training Material (SCORM) Report <p>Please select a format for your report:</p> <p><input checked="" type="radio"/> Full Report</p> <p><input type="radio"/> Drill down</p> <p><input type="radio"/> Format for Excel</p> <p><input type="radio"/> Email People in Report</p> <p><input type="radio"/> Export to CSV</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> <p>Parameters</p> <p>Organisation: Chloe</p> <p>Department: -- All --</p> <p>Group: -- All --</p> <p>Course: -- All --</p> <p>Module: -- All --</p> <p>People: -- All --</p> <p>Start Date: (dd/mm/yyyy)</p> <p>End Date: (dd/mm/yyyy)</p> <p>Low score: (Please enter the Lowest score to be reported on)</p> <p>High score: (Please enter the Highest score to be reported on)</p> <p><input type="checkbox"/> Include Expired Logins</p> |
| <p>5) When choosing Format for Excel you will be shown an extract of the report. From this screen select Export and choose your preferred format. The relevant programme will then open automatically</p> | <p>No data was returned for the parameters submitted Please use your Browser's Back button to return to the parameter selection screen then change the parameter(s) prior to re-submitting</p> <p>Thankyou</p> <p><input type="button" value="Export"/></p>  |