

LMS USER GUIDE

VIEWING INDIVIDUAL LEARNER RECORDS

1) Navigate to Users using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Users
Organisation Admin Procedure	Organisation Admin Dashboard>Users
Organisation Admin Basic Procedure	Organisation Admin Basic Dashboard>Users

2) Find the learner

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

Or select a department or organisation
Organisation / Department

User Type

First Name ↓	Surname ↓	Postcode ↓	User ID ↓	User Type ↓

View Active Users View All Users

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You use the Go directly to user option to search
OR
You can use the Organisation / Department to bring up a list of learners

- 3) Highlight the learner
- 4) Select **View User**

E-nable the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users 13 September 2009

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

Or select a department or organisation
Organisation / Department
▼ Everyone

User Type
▼

	First Name ↓	Surname ↓	Postcode ↓	User ID ↓	User Type ↓
<input type="radio"/>	Paul	Butler	LS298DD	pabeoab	Organisation Admin Basic
<input type="radio"/>	Paul	Butler	LS298DD	pabeda	Department Admin
<input type="radio"/>	Paul	ButlerEOA	LS298DD	PABEOA	Organisation Admin
<input checked="" type="radio"/>	Paul	ButlerL	LS298DD	PABEL	Learner

View Active Users View Expired Users 8 records Add New User View User

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- 5) To view details of a particular course, click the relevant **View** link

Here is an example of what a Section Administrator might see.

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> View User 04 August 2014

User: Paul Acres1 Help

Organisation: PAB Enable Demonstration
Department: PAB Demos - Dept 1
Manager: paul Learner Manager
User Name: paulacres1 [View Contact Details](#)

Quicklinks

- Training**
 - ▶ Courses
 - ▶ Modules
 - ▶ Groups
 - ▶ Log Historical Learning
 - ▶ Training Material (SCORM) Report
- Development**
 - ▶ Course Notes
 - ▶ Personal Development
 - ▶ Job Roles
 - ▶ Endorsements
 - ▶ Progress Report
- Actions**
 - ▶ Send Password Reminder
 - ▶ Print Certificates
 - ▶ Delete User
 - ▶ Edit Details

E-Learning Courses Help

Check	Title	Status	Progress	Action
<input type="checkbox"/>	Charlie	Applied	0%	View >>
<input type="checkbox"/>	Competent	Competent	100%	View >>
<input type="checkbox"/>	Applied	Applied	0%	View >>
<input type="checkbox"/>	Competent	Competent	0%	View >>

Jenny's Course Help

Status	Progress	Action
Applied	0%	View >>
Applied	0%	View >>

Events Help

Title	Status	Date	Action
Fred	Pending	14-May-2014	View >>
Hannibal	Present	03-Jul-2014	View >>
Untitled Event	Present	18-Jul-2014	View >>

Historical Courses Help

Login Summary Help

Date	Time	Duration
21-Jul-2014	10:54	23 minutes, 59 seconds
18-Jul-2014	15:04	4 minutes, 17 seconds
18-Jul-2014	13:51	2 minutes, 14 seconds

Total Login Time: 55 minutes, 47 seconds

Course Requests Help

Title	Date	Status	Action
Cisco - Networking Course	18-Jul-2014	Request Approved	View >>

Automated Messages to User

Template	Date	Action
Member added to a group - Member	12-Jun-2014	View >>
Event Booked and Allocated Acknowledgement	14-May-2014	View >>
	31-Mar-2014	View >>

You can click on View links to drill down for further information

You can also use Quicklinks to access the options available to you

This example shows a course that has been completed by the learner

>> [Section Admin Dashboard](#) >> [Users](#) >> [View User: Helen Abel](#) >> [Course View: Conflict Resolution](#) 13 September 2009

Course View: Conflict Resolution [Help](#)

Course Description:

Overall Progress: 100%

100%

Course Status

Status: **Active**

Last Location: [Conflict Resolution V2](#)

Total Time Spent: 26 mins

Total Time Allowed: N/A

Deadline: N/A

[Preferences](#)

Course Breakdown

[Conflict Resolution V2](#) 100% 10 Activities

Title	Status	Date	Time Taken	Action
Welcome and Learning Objectives	Completed	22 April 2009	00:02:21	show(+)
Introduction to Conflict Resolution	Completed	22 April 2009	00:06:16	show(+)
Communication Model 1	Completed	22 April 2009	00:06:29	show(+)
Communication Model 2	Completed	22 April 2009	00:01:25	show(+)
Communication Model 3	Completed	02 September 2009	00:00:09	show(+)
Dealing with Conflict	Completed	02 September 2009	00:00:07	show(+)
Awareness & Impact Factors	Completed	02 September 2009	00:00:07	show(+)
Stress Behaviours and Summary	Completed	02 September 2009	00:00:05	show(+)
e-Learning questionnaire - Misc v 1.1	Completed	N/A	N/A	show(+)
Online Test	Passed	07 September 2009	00:08:49	hide(-)

Attempts Remaining: 4 [Add Attempt](#)

Comments / Grade: Well done - you have passed.

Title	Time Taken	Date	Score	Status	Options
Attempt 1	00:08:49	07 September 2009	97 %	Passed	<input type="checkbox"/> <input checked="" type="checkbox"/>

6) Click on the **Show** links if you wish to see more details