

LMS USER GUIDE

ASSESSING LEARNER COMPETENCIES AND SETTING TARGETS

ASSESSING LEARNERS' COMPETENCIES

- 1) Select **My Learners** quicklink

The screenshot shows the E-nable LMS interface. At the top, the logo 'E-nable' is followed by 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A secondary navigation bar includes 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The main header area displays '>> Learner Manager Dashboard' and the date '04 January 2012'. Below this, a 'Recently Viewed Items' section contains a 'Welcome to the Training Management System.' message. To the right, a 'Quicklinks' section lists several options, with 'My Learners' highlighted by a red rectangle. Other quicklinks include 'View Courses', 'Manage Course Requests', 'Personal Development', 'Record SOP Session', 'Reports', and 'Edit Profile'. A 'Messages' section at the bottom right indicates '(7) new messages in your inbox' and lists 'Announcements', 'Links (1)', 'Resources (1)', and 'Look Up Email'. The footer contains 'Contact Us', 'Accessibility', and copyright information for Virtual College Group PLC.

- 2) Select required Learner and click **View User**

The screenshot shows the 'Users' management page in the E-nable LMS. The header is identical to the previous screenshot. The main content area is titled 'Users' and includes a section 'Go directly to a user' with a search instruction: 'You can search for a list of users by separating their names with commas [more](#).' Below this is a search form with a 'Surname' dropdown, a text input field, and radio buttons for 'Partial Matches' (selected), 'Sounds Like', and 'Exact Match'. A 'Find' button is to the right. Underneath, there's a section 'Or select a department or organisation' with a dropdown menu showing 'Paul Butler'. Below that is a 'User Type' dropdown. The main part of the page is a table of users. The first row, for 'Tom Jones', is highlighted with a green background. The second row is for 'Paul Acres'. At the bottom of the table, there are radio buttons for 'View Active Users' (selected) and 'View Expired Users'. A '2 records' indicator is shown. A 'View User' button, highlighted with a red rectangle, is located at the bottom right of the table area. The footer is the same as the previous screenshot.

First Name	Surname	Postcode	User ID	User Type
Tom	Jones1	LS298DD	tomjones1	Learner
Paul	Acres18	LS298DD	paulacres18	Learner

3) Select **Job Roles**

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the complete LMS solution Create ▶ Manage ▶ Deliver

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>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) 12

User: Tom Jones1 [Help ?](#)

Quicklinks

- ▶ [Personal Development](#)
- ▶ **Job Roles**
- ▶ [Send Password Reminder](#)

no profile image

Organisation: PAB Enable Demonstration
Department: PAB Demos - Dept 1
Manager: Paul Butler
User Name: tomjones1

[View Contact Details](#)

4) This screen will display any Job Roles assigned to the Learner. To view the job role click **View**

5) You can also view any archived job roles by clicking the **View Archived Job Roles** link

6) To archive a job role click the **Archive** link
More information on this functionality can be found in the user guide on “Archiving Competency Assessments and Archiving Job Roles”

E-nable
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>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) 12 January 2012


View Job Roles

[View Archived Job Roles](#)

Title	Action
Shop Floor Employee Appraisal - 2010	View Archive
Literacy and Numeracy3	View Archive

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- 7) To assess the competencies assigned to this Job Role, select the **Assess** link



the complete LMS solution
Create ▶ Manage ▶ Deliver

Home
Manage Users
Help & Support
Logout

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#)

12 January 2012

Job Role

Title

Shop Floor Employee Appraisal - 2010

Description

Shop Floor Employee Appraisal - 2010

Requirements

N/A

Comments

N/A

Custom Field

N/A

Quicklinks

▶ **Assess**

▶ [View Assessments](#)

▶ [Compare Assessments and Evaluate](#)

▶ [Development Plan](#)

▶ [Endorsement Requests](#)

Performance against last year's objectives

Show: All

Name	Competency	Endorsed	Action
Led or supported continuous improvement initiatives	1 2 3 4 5 6		View
Raised the standard of quality	1 2 3 4 5 6		View
Promoted team work in your area	1 2 3 4 5 6		View
Led or promoted safety improvements in your area	1 2 3 4 5 6		View

Performance rating

Show: All

Name	Competency	Endorsed	Action
Quality	1 2 3 4		View
Continuous Improvement	1 2 3 4		View
Dependability	1 2 3 4		View
Flexibility	1 2 3 4		View
Communication	1 2 3 4		View
Safety Focused	1 2 3 4		View
Teamwork	1 2 3 4		View

[Archive](#)

[Contact Us](#)
[Accessibility](#)

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8) At this screen select **Assess**

9) Select the competency level for each Job Skill

10) Select **Next** to continue the assessment

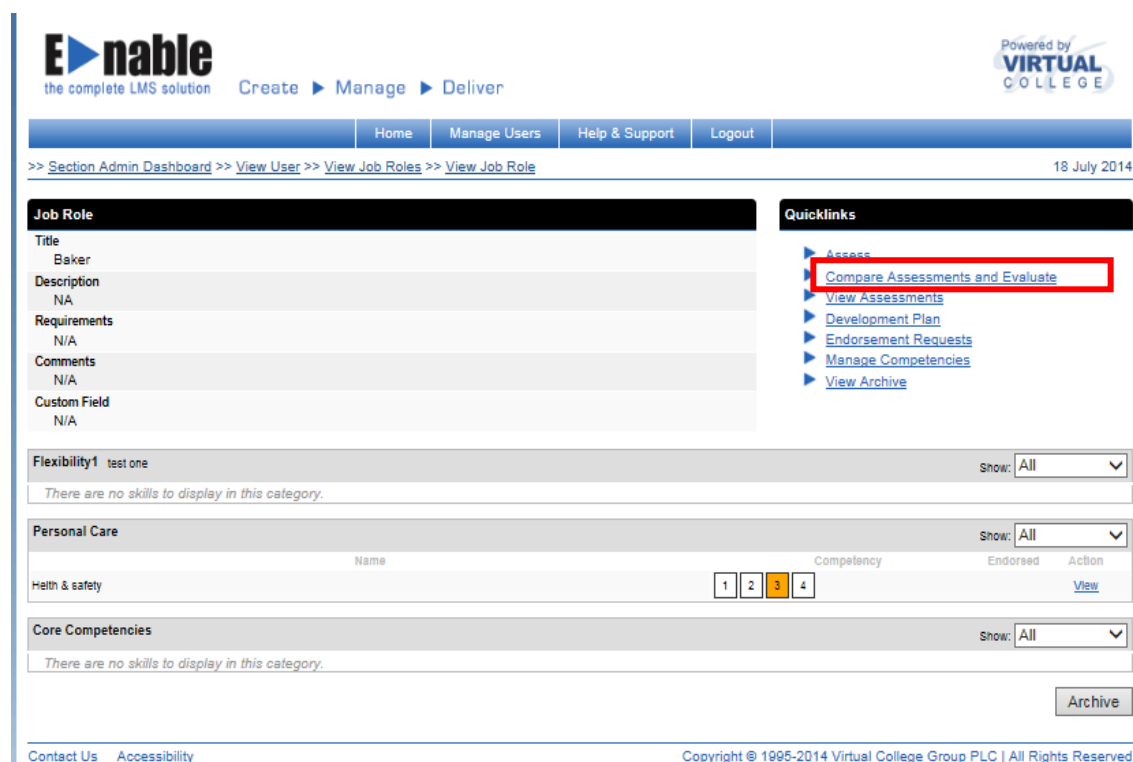
You can now carry out your assessment of the learner

The screenshot shows the E-nable LMS interface. At the top, it says 'E-nable the complete LMS solution' and 'Create Manage Deliver'. Below this is a navigation bar with links: Home, Manage Users, Help & Support, Logout. The breadcrumb trail is: >> Learner Manager Dashboard >> Users >> View User >> View Job Roles >> View Job Role >> Assess. The date '12 January 2012' is shown on the right. A yellow message box states: 'You have already performed an assessment of Tom Jones1 for this role. Would you like to perform another assessment?'. Below this, the 'Assess' button is highlighted with a red box, and the 'Cancel' button is also visible. At the bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2012 Virtual College Group PLC | All Rights Reserved'.

The screenshot shows the E-nable LMS interface for the assessment form. The breadcrumb trail is: >> Learner Manager Dashboard >> Users >> View User >> View Job Roles >> View Job Role >> Assess. The title is 'Performance against last year's objectives'. Below this, it says 'On the following scale how would you rate Tom Jones1's performance of this skill:'. The skill is 'Led or supported continuous improvement initiatives'. The 'Rating' section has five radio buttons: 'Not yet started', 'Will not meet', 'Off target', 'Mostly on target', 'On target', and 'Complete (REQUIRED LEVEL)'. The 'Comment' section has a text area. At the bottom, the 'Next' button is highlighted with a red box, and the 'Back' and 'Save & Quit' buttons are also visible. There are three callout boxes with arrows pointing to specific elements: 1. 'The 'Required Level' is only visible to managers as a guide' points to the 'Complete (REQUIRED LEVEL)' radio button. 2. 'You can add your comments here, this may be mandatory in some sections' points to the 'Comment' text area. 3. 'If you tick Endorse at this stage it shows as complete on the Job Skill matrix and overrides anything a learner has to say during their assessment.' points to the 'Endorse' checkbox. At the bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2012 Virtual College Group PLC | All Rights Reserved'.

11) Select **Compare Assessments and Evaluate**

If the learner has completed their own assessment you can compare your assessment with theirs



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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> View User >> View Job Roles >> View Job Role 18 July 2014

Job Role

Title
Baker

Description
NA

Requirements
N/A

Comments
N/A

Custom Field
N/A

Quicklinks

- Assess
- Compare Assessments and Evaluate**
- View Assessments
- Development Plan
- Endorsement Requests
- Manage Competencies
- View Archive

Flexibility1 test one Show: All

There are no skills to display in this category.

Personal Care Show: All

Name	Competency	Endorsed	Action
Health & safety	1 2 3 4		View

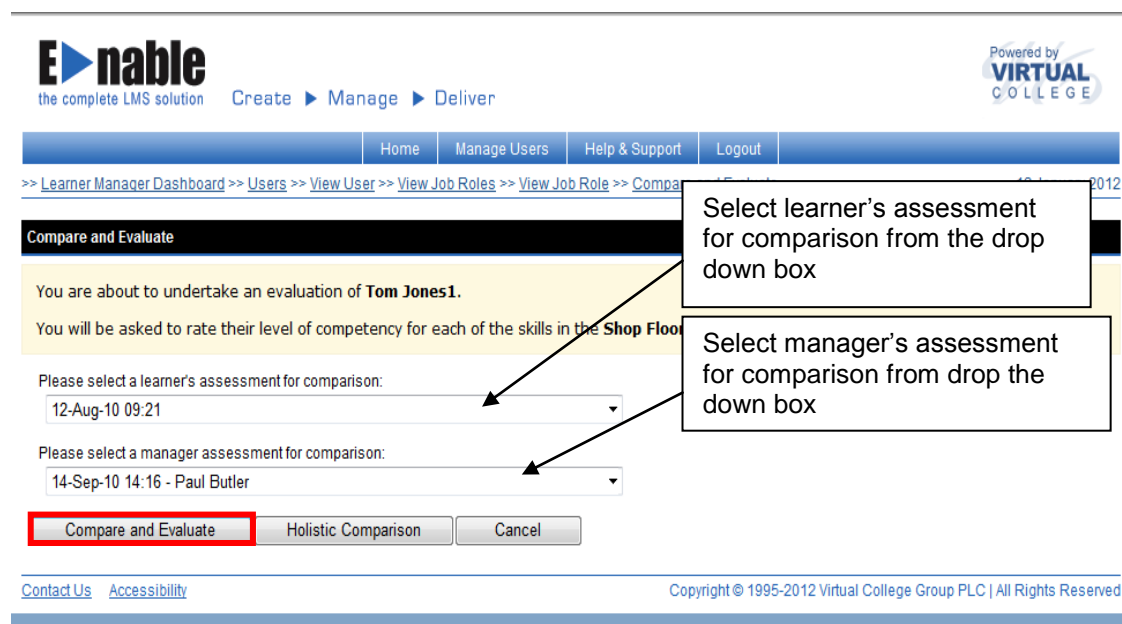
Core Competencies Show: All

There are no skills to display in this category.

[Archive](#)

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12) Select assessments for comparison and select **Compare and Evaluate**



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Home Manage Users Help & Support Logout

>> Learner Manager Dashboard >> Users >> View User >> View Job Roles >> View Job Role >> Compare 18 July 2012

Compare and Evaluate

You are about to undertake an evaluation of **Tom Jones1**.

You will be asked to rate their level of competency for each of the skills in the **Shop Floor**

Please select a learner's assessment for comparison:
12-Aug-10 09:21

Please select a manager assessment for comparison:
14-Sep-10 14:16 - Paul Butler

Compare and Evaluate Holistic Comparison Cancel

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Select learner's assessment for comparison from the drop down box

Select manager's assessment for comparison from drop the down box

13) Select **Endorse** when competency level has been agreed

14) Add your comments here

15) Select **Submit**

At this point you would be discussing the Competency Levels with the learner

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>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#) >> [Compare and Evaluate](#) 12 January 2012

Performance against last year's objectives Question 1 of 11

Led or supported continuous improvement initiatives

Tom Jones1 (12-Aug-2010):
1 2 3 4 5 6
xxx

Paul Butler (14-Sep-2010):
1 2 3 4 5 6
N/A

Rating:
☐ 1 - Not yet started
☐ 2 - Will not meet
☐ 3 - Off target
☐ 4 - Mostly on target
☐ 5 - On target
☐ 6 - Complete

Comment:

☒ Endorse

Submit

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16) Select **Development Plan** to view where further action is required. Selecting **Finish** will take you to the Job Role main screen

17) Any competencies which have not been marked as achieved will be displayed here. Targets can then be set to help learners achieve the required level

18) Select **Create Target**

The comparison evaluation is now complete.

[Finish](#) **Show Development Needs**

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Development Opportunities

Name	Action
To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.	Create Target

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19) Enter details and select **Submit**

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Home Manage Users Help & Support Logout

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#) >> [Development Plan](#) >> [Add PDR Target](#) 12 January 2012

Add PDR Target

This form has been auto-populated from a job skill. Please review these fields carefully before submission.

Target Title
Led or supported continuous improvement initiatives

Target Description
Led or supported continuous improvement initiatives

Milestone Measure
Achieve the required level of competency for this job skill.

Review Date
12 January 2012

Submit Cancel

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20) Once you have completed creating targets this screen will appear. You can return to the main page by selecting the **View Job Role** link on the bread crumb trail

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

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Home Manage Users Help & Support Logout

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#) >> [Development Plan](#) 12 January 2012

Development Opportunities

This learner currently has no job related skills or need of development.


Under Development

Name	Action
Job Knowledge	View Target

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21) To view any targets that have been set. Select the **Development Plan** link.

22) Any comments made will appear when you select **View**



the complete LMS solution
Create ▶ Manage ▶ Deliver

Home
Manage Users
Help & Support
Logout

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#)

12 January 2012

Job Role

Title
Shop Floor Employee Appraisal - 2010
Description
Shop Floor Employee Appraisal - 2010
Requirements
N/A
Comments
N/A
Custom Field
N/A

Quicklinks

Assess
View Assessments
Compare Assessments and Evaluate
Development Plan

Performance against last year's objectives

Show: All

Name	Competency	Endorsed	Action
Led or supported continuous improvement initiatives	1 2 3 4 5 6	✓	View
Raised the standard of quality	1 2 3 4 5 6	✓	View
Promoted team work in your area	1 2 3 4 5 6	✓	View
Led or promoted safety in your area	1 2 3 4 5 6	✓	View
			Score: 15

Performance rating

Show: All

Name	Competency	Endorsed	Action
Quality	1 2 3 4	✓	View
Continuous Improvement	1 2 3 4	✓	View
Dependability	1 2 3 4	✓	View
Flexibility	1 2 3 4	✓	View
Communication	1 2 3 4	✓	View
Safety Focused	1 2 3 4	✓	View
Teamwork	1 2 3 4	✓	View
			Score: 18

Total: 33

Archive

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These boxes show green when required level is achieved and grey when not

The Learner can **View** both Active and Completed Targets by viewing their Personal Development tab.

>> [Dashboard](#) 30 May 2010

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

Personal Development : PDR [Export](#)

Active Targets

Target	Review Date	Status	Action
Communication	21-Sep-2010	Not Started	View >>


Completed Targets

Target	Review Date	Status	Action
To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.	30-Jun-2010	Achieved	View >>

[Add New Target](#)

[View PDR Documents](#)

[My Job Role](#)



no profile image

[Edit Profile](#)

Fred Walters [Help ?](#)


Organisation:
PAB - Practice Organisation


Department:
PAB - Dept 1


Manager:
Paul Butler7


Last Login:
18 May, 2010

Messages [Help](#)

 You have (4) new messages in [your inbox](#)

 [Announcements](#)

 [Links](#) (1)

 [Resources](#) (4)

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How to create a new PDR and move targets from a previous PDR

23) Login as a learner manager. From the dashboard select **My Learners**

The screenshot displays the E-nable LMS dashboard. At the top left is the E-nable logo with the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. At the top right, it says 'Powered by VIRTUAL COLLEGE'. Below the logo is a navigation bar with links: Home, Manage Users, Help & Support, and Logout. The main content area has a header with '>> [Learner Manager Dashboard](#)' on the left and '15 April 2015' on the right. The 'Recently Viewed Items' section on the left contains a 'Welcome to the Training Management System.' message. The 'Quicklinks' section on the right lists several links, with 'My Learners' highlighted by a red box. Other links include View Courses, Manage Course Requests, Personal Development, Skills Matrix, Existing Skills Matrix, Record SOP Session, Reports, Edit Profile, Course Detail, View Dashboard Reports, and Administer Dashboard Reports. The 'Messages' section at the bottom right shows 'You have (0) new messages in your inbox' and lists Announcements, Links (1), Resources, Look Up Email, Personal Resources, and Subscriptions.

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

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> [Learner Manager Dashboard](#) 15 April 2015

Recently Viewed Items [Help](#)

Welcome to the Training Management System.

Quicklinks

- **My Learners**
- [View Courses](#)
- [Manage Course Requests](#)
- [Personal Development](#)
- [Skills Matrix](#)
- [Existing Skills Matrix](#)
- [Record SOP Session](#)
- [Reports](#)
- [Edit Profile](#)
- [Course Detail](#)
- [View Dashboard Reports](#)
- [Administer Dashboard Reports](#)

Messages [Help](#)

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

- 🚩 [Announcements](#)
- 🔗 [Links \(1\)](#)
- 📁 [Resources](#)
- 📧 [Look Up Email](#)
- 📁 [Personal Resources](#)
- 📧 [Subscriptions](#)

24) Select the learner you wish to **View**

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

Select a Department

*paul Learner Manager

User Type

	First Name ↓	Surname ↓	Postcode ↓	User ID ↓	User Type ↓
<input type="radio"/>	Paul	Kissack25	LS298DD	Kissack25	Learner
<input type="radio"/>	Paul	kissack240	LS298DD	kissack240	Learner
<input type="radio"/>	Paul	Manager100	LS298DD	Paulmanager100	Learner
<input type="radio"/>	Paul	Manager101	LS298DD	Paulmanager101	Learner
<input type="radio"/>	Paul	Manager114	LS298DD	Paulmanager114	Learner

25) Click **Personal Development** link from Quicklinks on the right hand of the screen

Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [View User](#) 15 April

User: Paul Manager101 [Help ?](#)

Organisation: PAB Enable Demonstration1
 Department: 1
 Manager: paul Learner Manager
 User Name: Paulmanager101

[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](#)

26) You will see the present PDR with all associated targets

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

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR 15 April 2015

Personal Development Review [Help](#)

Title	Date	Action
	31-Oct-2014	View >>

Active Targets

Target	Status	Date	Review	Action
To be the best	Not Started	16-Apr-2015	Pending	P X

[Add New Target](#)

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Quicklinks

- ▶ [Create New PDR](#)
- ▶ [Edit PDR](#)
- ▶ [View Previous PDR's](#)

27) Select the **Create New PDR** quicklink

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the complete LMS solution Create ▶ Manage ▶ Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR 15 April 2015

Personal Development Review [Help](#)

Title	Date	Action
	31-Oct-2014	View >>

Active Targets

Target	Status	Date	Review	Action
To be the best	Not Started	16-Apr-2015	Pending	P X

[Add New Target](#)

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Quicklinks

- ▶ [Create New PDR](#)
- ▶ [Edit PDR](#)
- ▶ [View Previous PDR's](#)

28) Creating a new PDR will archive the learners current PDR

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR >> Create New PDR 15 April 2015

Create New Personal Development Review

CreatingNewPDRReplacesTheLearnersCurrentPDR undefined in DEFAULT.

Please enter a title for this PDR:

Please select a document to upload for this PDR:

Browse...

Submit Cancel

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29) Type in a title for the new PDR and click **Submit**

You can optionally upload a Word document if required.

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

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR >> Create New PDR 15 April 2015

Create New Personal Development Review

CreatingNewPDRReplacesTheLearnersCurrentPDR undefined in DEFAULT.

Please enter a title for this PDR:

PDR 2015-16 x

Please select a document to upload for this PDR:

Browse...

Submit Cancel

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- 30) If you require to transfer a target which is outstanding from a previous PDR Select the **View Previous PDRs** quicklink

The screenshot shows the E-nable LMS interface. At the top, there's a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this is a breadcrumb trail: '>> Section Admin Dashboard >> Users >> View User >> View PDR'. The date '15 April 2015' is displayed in the top right. The main content area is divided into two sections: 'Personal Development Review' and 'Active Targets'. The 'Personal Development Review' section shows a table with one entry: 'PDR 2015-16' with a date of '15-Apr-2015' and an action 'View >>'. The 'Active Targets' section shows a message: 'There are currently no targets associated with this PDR.' and a link 'Add New Target'. On the right side, there's a 'Quicklinks' section with three links: 'Create New PDR', 'Edit PDR', and 'View Previous PDR's'. The 'View Previous PDR's' link is highlighted with a red box. A black arrow points from the text 'View Previous PDRs quicklink' in the instruction to this link.

- 31) Select the magnifying glass relative to the target you wish to move

The screenshot shows the E-nable LMS interface. At the top, there's a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this is a breadcrumb trail: '>> Section Admin Dashboard >> Users >> View User >> View PDR'. The date '15 April 2015' is displayed in the top right. The main content area is divided into two sections: 'Personal Development Review' and 'Active Targets'. The 'Personal Development Review' section shows a message: 'This is not the learner's current PDR. Click [here](#) to view the current PDR.' and a table with one entry: 'PDR 2015-16' with a date of '31-Oct-2014' and an action 'View >>'. The 'Active Targets' section shows a table with one entry: 'To be the best' with a status of 'Not Started', a date of '16-Apr-2015', and a 'Review' status of 'Pending'. The 'Review' status is highlighted with a red box. A black arrow points from the text 'Select the magnifying glass relative to the target you wish to move' in the instruction to this red box.

- 32) Select the **Transfer Target** quicklink

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>> [Section Admin Dashboard](#) >> [Users](#) >> [View User](#) >> [View PDR](#) >> [View Target](#) 15 April 2015

Target Information [Help](#)

Title
To be the best

Review Date
16-Apr-2015

Status
Not Started

Description
N/A

Milestone Measure
N/A

Quicklinks

- [Edit Target](#)
- [Extend Target](#)
- [Transfer Target](#)**
- [Withdraw Target](#)

History [Help](#)

There are no comments for this target.

[Add Comment](#)

Completed Courses [Help](#)

- 33) Enter a reason for the target transfer

- 34) You can also inform the learner via email (if you so wish). When you have finished click **Submit**

- 35) Enter a new review date as required

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

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>> [Section Admin Dashboard](#) >> [Users](#) >> [View User](#) >> [View PDR](#) >> [View Target](#) >> [Manage Target](#) 15 April 2015

Manage Target Transfer [Help](#)

Reason for transfer:
Still in progress

Destination
PDR 2015-16

New Review Date
16 April 2016

☐ Notify by email

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

Target Information [Help](#)

Title
To be the best

Review Date
16-Apr-2015

Status
Not Started

Description
N/A

Milestone Measure
N/A

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.

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36) The target has now moved from the archived PDR to the latest PDR

E-nable
the complete LMS solution Create Manage Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR 15 April 2015

Personal Development Review [Help](#)

This is not the learner's current PDR. Click [here](#) to view the current PDR.

Title	Date	Action
	31-Oct-2014	View >>

Active Targets

There are currently no targets associated with this PDR.

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E-nable
the complete LMS solution Create Manage Deliver

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR 15 April 2015

Personal Development Review [Help](#)

Title	Date	Action
PDR 2015-16	15-Apr-2015	View >>

Active Targets

Target	Status	Date	Review	Action
To be the best	Not Started	16-Apr-2016	Pending	Add New Target

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