

LMS USER GUIDE

CREATING BUSINESS OBJECTIVES

INFORMATION – Business Objectives can be created at Section Level and at Organisational Level in the Learning Management System so that courses that learners undertake can be mapped to the relevant Business Objectives.

Objectives that are created at Section Level and added to the Current Business Objectives List and these then appear in the Default List of objectives that are accessible to all organisations.

At Organisation Level objectives can be chosen from the Default List or new objectives created that are specific to that organisation.

SECTION ADMINISTRATOR LEVEL

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

Section Admin Procedure

Section Admin Dashboard>Business Objectives

>> Section Admin Dashboard

01 August 2014

Recently Viewed Items

Help

Quicklinks

Page

[View Course: Charlie](#)

[View Group: Group 1](#)

[View Group: Group 3](#)

[View Group: Group 2](#)

[View Project: Charlie Port 2](#)

[View Module: Charlie Port 3](#)

[View Module: Charlie Port 1](#)

[View User: Paul Acres1](#)

Users

- ▶ [Users](#)
- ▶ [Groups](#)
- ▶ [Training Events](#)
- ▶ [Skills Matrix](#)
- ▶ [Existing Skills Matrix](#)
- ▶ [Record SOP Session](#)
- ▶ [Personal Development](#)
- ▶ [Pending Certificates](#)
- ▶ [My Profile](#)

Courses & Modules

- ▶ [Courses](#)
- ▶ [My Courses](#)
- ▶ [Historical Courses](#)
- ▶ [Modules](#)
- ▶ [Projects](#)
- ▶ [Providers](#)
- ▶ [Evaluations](#)
- ▶ [Grading Systems](#)
- ▶ [Course Explorer](#)

Marking

- ▶ [Short Answer Submissions](#)
- ▶ [Portfolio Submissions](#)
- ▶ [Portfolios](#)
- ▶ [Observations](#)
- ▶ [Alter Submission](#)

System

- ▶ [Organisations](#)
- ▶ [View Dashboard Reports](#)
- ▶ [Administer Dashboard Reports](#)
- ▶ [Notifications](#)
- ▶ [Scheduled Messages](#)
- ▶ [Status Rules](#)
- ▶ [Section Details](#)
- ▶ [Competency Structures](#)
- ▶ [Job Skills](#)
- ▶ [Job Roles](#)
- ▶ [Endorsements](#)
- ▶ [Business Objectives](#)
- ▶ [Categories](#)
- ▶ [Message Templates](#)
- ▶ [Reminder Emails](#)



At Section Level

- 2) Type in New Objective
- 3) Select **Add**

The new objective will then appear in the Current Business Objectives list

In the following example 3 default objectives already appear and the Section Administrator has typed in their first new objective.



Create ▶ Manage ▶ Deliver



Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Business Objectives 04 March 2010

Current Business Objectives [Help](#)

No objectives have been set for this organisation yet

Add Business Objectives [Help](#)

Add a new Objective

Improve sales of online courses

Or, add an objective from the default list

Objective	Action
Improve customer satisfaction levels	Add >>
Deliver improvements in finance and business services to member organisations	Add >>
Improve usage of IT systems across the group	Add >>

[Contact Us](#) Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved



Create ▶ Manage ▶ Deliver



Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Business Objectives 04 March 2010

Current Business Objectives [Help](#)

Objective	Action
Improve sales of online courses	Delete >>

Add Business Objectives [Help](#)

Add a new Objective

Improve sales of online courses

Or, add an objective from the default list

Objective	Action
Improve customer satisfaction levels	Add >>
Deliver improvements in finance and business services to member organisations	Add >>
Improve usage of IT systems across the group	Add >>

[Contact Us](#) Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved

ORGANISATION LEVEL

Organisation Admin Procedure

Organisation Admin Dashboard>Business Objectives

>> Organisation Admin Dashboard

13 February 20

Recently Viewed Items [Help](#)

Welcome to the Training Management System.

Course Request Summary [Help](#)

There are currently no outstanding requests.

[Manage Requests](#)

Quicklinks

Users

- ▶ [Users](#)
- ▶ [Groups](#)
- ▶ [Training Events](#)
- ▶ [Personal Development](#)
- ▶ [Reports](#)

Training

- ▶ [Projects](#)
- ▶ [Modules](#)
- ▶ [My Projects](#)
- ▶ [My Modules](#)
- ▶ [Courses](#)
- ▶ [Course Explorer](#)
- ▶ [Manage Course Directory](#)
- ▶ [Evaluations](#)

System

- ▶ [Organisation](#)
- ▶ [Business Objectives](#)
- ▶ [Pending Certificates](#)
- ▶ [Notifications](#)
- ▶ [Batch Upload](#)
- ▶ [Edit Profile](#)



1) To create a new objective, type the name in the box, then click the **Add** button.

2) To add an objective from the Default list select the relevant **Add** link

At Organisation Level any Current Business Objectives set by the Section Administrator will appear in the list of available objectives. Organisation Administrators can also add their own new objectives.

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

Home Manage Users Help & Support Logout

>> Organisation Admin Dashboard >> Business Objectives 04 March 2010

Current Business Objectives Help

No objectives have been set for this organisation yet

Add Business Objectives Help

Add a new Objective

 Add

Or, add an objective from the default list

Objective	ACTION
Improve sales of online courses	Add >>

Contact Us Copyright © 1995-2010 Virtual College Group PLC. All Rights Reserved