

LMS USER GUIDE

LINKING COMPETENCIES TO COURSES AND QUIZZES

INFORMATION – These functionalities allow you to allocate a course relative to a competency level. Also link a competency level to quiz score.

ADDING A COURSE TO A JOB SKILL

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

Section Admin Procedure Section Admin Dashboard>Job Skills

Organisation Admin Procedure Organisation Admin Dashboard> Job Skills

2) Select a **Job Skill** you wish to add a course to

3) Click **View**

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>> Section Admin Dashboard >> Manage Job Skills 04 August 2014

Manage Job Skills

Quick Search

<input type="radio"/> RUS 200 Survey Meter and Beta probe	E>nable	Low-High (Standard Rating)
<input type="radio"/> Recovery Position	E>nable	Low-High (Standard Rating)
<input type="radio"/> Rinse, Wipe, Rinse method of	E>nable	Low-High (Standard Rating)
<input checked="" type="radio"/> Safety Focused	E>nable	Low-High (Standard Rating)
<input type="radio"/> Scaffold hooks	E>nable	Low-High (Standard Rating)
<input type="radio"/> Secondary survey	E>nable	Low-High (Standard Rating)
<input type="radio"/> Showering	E>nable	Low-High (Standard Rating)

131 records Create New View

4) Select **Manage Job Skill Activities**

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>> Section Admin Dashboard >> Manage Job Skills >> View Job Skill 08 December 2010

Job Skill Details

Description
Safety Focused

Competency Structure
Performance Rating

Competency Structure

Level	Description	Explanation
1	Unsatisfactory	
2	Improvement desired	
3	Meets expectations	
4	Exceeds expectations	

Job Skill Activities

There are currently no learning activities associated with this job skill.

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- 5) Select **Add Activity**

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 ► Deliver'. A secondary logo 'Powered by VIRTUAL COLLEGE' is in the top right. A blue navigation bar contains links: Home, Manage Users, Help & Support, and Logout. Below this, a breadcrumb trail reads: '>> Section Admin Dashboard >> Manage Job Skills >> View Job Skill >> Manage Job Skill Activities'. The date '08 December 2011' is in the top right corner. The main content area has a black header 'Learning Activities: Safety Focused'. Below it, a message states: 'There are no activities currently associated with this job skill. Please click 'Add Activity' to add a new learning activity.' The 'Add Activity' button is highlighted with a red box, and a large red arrow points to it from the right. At the bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

- 6) Select the course you wish to associate with this **Job Skill**
- 7) Click **Add Selected**

The screenshot shows the E-nable LMS interface with a modal window open. The modal has a black header with the text 'Please select a learning activity to add to the 'Safety Focused' skill.' and a 'Close' link in the top right. Below the header is a 'Quick Search' input field. A list of courses is displayed below the search field: 'Cleveland Potash 2', 'COSH V.2', 'Department Monitor Functionality' (which is highlighted with a green background), and 'eQuals 408 Networking - portfolio Course'. At the bottom of the modal, the 'Add Selected' button is highlighted with a red box, and a large red arrow points to it from the right. The text '28 records' is visible in the bottom right corner of the modal.

- 8) Select the **Competency level** successfully completing this course will satisfy
- 9) Click **Finish**

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>> [Section Admin Dashboard](#) >> [Manage Job Skills](#) >> [View Job Skill](#) >> [Manage Job Skill Activities](#) 08 December 2010

Learning Activities: Safety Focused

Activity Name	Competency Level Met	Action
Department Monitor Functionality	<div>1 2 3 4</div>	Remove

[Add Activity](#) [Finish](#)

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10) Navigate to Job Roles using the relevant procedure for your level of access as shown below

Section Admin Procedure

Section Admin Dashboard>Job Roles

Organisation Admin Procedure

Organisation Admin Dashboard> Job Roles

11) Select the relevant **Job Role** and click **View**

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Manage Job Roles](#) 21 July 2014

Manage Job Roles

Quick Search

Job Role ↓

- ☐ Baker
- ☐ Builder
- ☐ Careers Advisor
- ☐ Community Learning support worker
- ☐ Connector Machinist CAM

32 records [Create New](#) [View](#)

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>> [Section Admin Dashboard](#) >> [Manage Job Roles](#) 21 July 2014

Manage Job Roles

Quick Search

- ☐ Literacy and numeracy
- ☐ Literacy and Numeracy V2
- ☐ Literacy and Numeracyv3
- ☒ MACHINIST
- ☐ MACHINIST
- ☐ Mechanic
- ☐ Networking Test

32 records [Create New](#) [View](#)

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12) To allocate a course at the same time as adding a Job Skill to a learner. Select **View**

[Add Skill](#)

Required Competency					Action
1	2	3	4	5	View
1	2	3	4		View

[Home](#) | [Manage Users](#) | [Help & Support](#) | [Logout](#)

>> [Section Admin Dashboard](#) >> [Manage Job Roles](#) >> [View Job Role](#)
08 December 2010

Job Role

Title
MACHINIST

Description
To manufacture the component to product specification & drawings, observing quality, health & safety and industry standards and working to the Company competency standards

Requirements
Time served within an engineering manufacturing environment (preferably engineering) with a continuous improvement attitude. Apprentice trained within engineering manufacturing as a minimum

Comments
The post holder is required to have an understanding of both the duties and responsibilities of the role and also the Company mission, vision and values along with an understanding and working knowledge of Continuous Improvement, 5'S., Procedures and how to implement them. It is also understood that the post holder will adopt a flexible attitude towards their work and cope with the ongoing demands of change by adjusting priorities to meet business demands and training other employees as and when required

Custom Field
N/A

Quality Focused

Name
To have a good understanding of measuring and gauging processes

To ensure that the machine is set correctly so that the job is performed with minimum adjustments
[Sequence Skills](#)

Safety Driven

Name
To adhere to all Health & Safety requirements / support safety program

Safety Focused
[Sequence Skills](#)

Quicklinks

- [Add Learner](#)
- [Manage Learners](#)
- [Add Skill Category](#)
- [Remove Skill Category](#)
- [Sequence Skill Categories](#)
- [Manage Skills](#)
- [Manage Skill Allocation](#)
- [Manage Role Allocation](#)
- [Edit Details](#)

[Add Skill](#)

Required Competency					Action
1	2	3	4	5	View
1	2	3	4	5	View

[Add Skill](#)

Required Competency					Action
1	2	3	4	5	View
1	2	3	4		View

11) Then tick the **Allocate activities box**

Options

Activities

☐ Allocate associated learning activities to learners with this role.

You can allocate the course to the learner prior to carrying out an assessment by ticking this box

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>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Edit Job Role Skill 08 December 2010

Edit Job Role Skill

Role Name
MACHINIST

Skill Name
Safety Focused

Competency Structure
Performance Rating

Quicklinks

▶ [Link to Module Quiz](#)

Learning Activities

Activity Name
Department Monitor Functionality

Competency Level Met
1 2 3 4

Options

Activities

☐ Allocate associated learning activities to learners with this role.

Required Competency Level
Meets expectations

Endorsement

☐ Request Endorsement Automatically

☒ Learner Requested Endorsement

☐ Automatically Endorse

Submit Cancel

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12) Alternatively, select the **Manage Skill Allocation** option from the Job Role screen.

Quicklinks

- ▶ [Add Learner](#)
- ▶ [Manage Learners](#)
- ▶ [Add Skill Category](#)
- ▶ [Remove Skill Category](#)
- ▶ [Sequence Skill Categories](#)
- ▶ [Manage Skills](#)
- ▶ [Manage Skill Allocation](#)
- ▶ [Manage Role Allocation](#)
- ▶ [Edit Details](#)

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>> [Section Admin Dashboard](#) >> [Manage Job Roles](#) >> [View Job Role](#)
08 December 2010

Job Role

Title
 MACHINIST

Description
 To manufacture the component to product specification & drawings, observing quality, health & safety and industry standards and working to the Company competency standards

Requirements
 Time served within an engineering manufacturing environment (preferably engineering) with a continuous improvement attitude. Apprentice trained within engineering manufacturing as a minimum

Comments
 The post holder is required to have an understanding of both the duties and responsibilities of the role and also the Company mission, vision and values along with an understanding and working knowledge of Continuous Improvement, 5'S, Procedures and how to implement them..It is also understood that the post holder will adopt a flexible attitude towards their work and cope with the ongoing demands of change by adjusting priorities to meet business demands and training other employees as and when required

Custom Field
 N/A

Quicklinks

- ▶ [Add Learner](#)
- ▶ [Manage Learners](#)
- ▶ [Add Skill Category](#)
- ▶ [Remove Skill Category](#)
- ▶ [Sequence Skill Categories](#)
- ▶ [Manage Skills](#)
- ▶ [Manage Skill Allocation](#)
- ▶ [Manage Role Allocation](#)
- ▶ [Edit Details](#)

Quality Focused
Add Skill

Name	Required Competency	Action
To have a good understanding of measuring and gauging processes	<div style="display: flex; justify-content: space-around; width: 100px;"> 12345 </div>	View
To ensure that the machine is set correctly so that the job is performed with minimum adjustments	<div style="display: flex; justify-content: space-around; width: 100px;"> 12345 </div>	View

[Sequence Skills](#)

Safety Driven
Add Skill

Name	Required Competency	Action
To adhere to all Health & Safety requirements / support safety program	<div style="display: flex; justify-content: space-around; width: 100px;"> 12345 </div>	View
Safety Focused	<div style="display: flex; justify-content: space-around; width: 100px;"> 1234 </div>	View

[Sequence Skills](#)

Job Knowledge
Add Skill

Name	Required Competency	Action
To have a working knowledge of program editing, and programming. With good control skills.	<div style="display: flex; justify-content: space-around; width: 100px;"> 12345 </div>	View
To have a working knowledge of program editing, and programming. With good control skills.	<div style="display: flex; justify-content: space-around; width: 100px;"> 12345 </div>	View


[Sequence Skills](#)

13) Click on the **Select** link to add a course to a Job skills competency level

Safety Focused

1 Unsatisfactory	Select	Remove
2 Improvement desired	Select	Remove
3 Meets expectations (required)	Select	Remove
4 Exceeds expectations	Select	Remove

Select each level you wish to have the system allocate the course to the learner



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>> [Section Admin Dashboard](#) >> [Manage Job Roles](#) >> [View Job Role](#) >> [Manage Competency Allocation](#)

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Manage Job Skill Competency Course Allocation

Quality Focused

To have a good understanding of measuring and gauging processes

1 Basic Awareness	Select	Remove
2 Some Awareness	Select	Remove
3 Aware (required)	Select	Remove
4 Good Awareness	Select	Remove
5 High Awareness	Select	Remove

To ensure that the machine is set correctly so that the job is performed with minimum adjustments

1 Basic Awareness	Select	Remove
2 Some Awareness	Select	Remove
3 Aware (required)	Select	Remove
4 Good Awareness	Select	Remove
5 High Awareness	Select	Remove

Safety Driven


To adhere to all Health & Safety requirements / support safety program

1 Basic Awareness	Select	Remove
2 Some Awareness	Select	Remove
3 Aware (required)	Select	Remove
4 Good Awareness	Select	Remove
5 High Awareness	Select	Remove

Safety Focused

1 Unsatisfactory	Select	Remove
2 Improvement desired	Select	Remove
3 Meets expectations (required)	Select	Remove
4 Exceeds expectations	Select	Remove


14) Select the relevant course from the list and click the **Add** button



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>> [Section Admin Dashboard](#) >> [Manage Job Roles](#) >> [View Job Role](#) >> [Manage Competency Allocation](#) >> [Add Course Allocation](#)

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Add Course Allocation

Please select the course you would like to allocate when a learner is endorsed as **'Unsatisfactory'** on the following skill: **'Safety Focused'**

<input type="radio"/> COSHH V.2	E-learning
<input checked="" type="radio"/> Department Monitor Functionality	E-learning
<input type="radio"/> eQuals 408 Networking - portfolio Course	Portfolio Course
<input type="radio"/> Getting the Most from E-nable	In House Training

27 records

Add



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15) Repeat to add the course to further levels.

The course has now been added to the competency level

1 Unsatisfactory	Department Monitor Functionality	Select	Remove
2 Improvement desired		Select	Remove
3 Meets expectations (required)		Select	Remove
4 Exceeds expectations		Select	Remove

LINKING A JOB SKILL COMPETENCY TO A MODULE QUIZ

1) From the Job Role screen select the **View** option relative to the Job Skill you wish to link to a module quiz

▶ [Link to Module Quiz](#)
▶ [Link to Training Event](#)

By linking a Job Skill to a Module Quiz you can directly relate a quiz score to a competency level

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>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Edit Job Role Skill 04 August 2014

Edit Job Role Skill

Role Name
Finance Advisor

Skill Name
Communicate at all levels

Competency Structure
Sesame Bankhall Group

Quicklinks

▶ [Link to Module Quiz](#)
▶ [Link to Training Event](#)

Learning Activities

There are no learning activities associated with this job skill.

Options

Activities

☐ Allocate associated learning activities to learners with this role.

Required Competency Level
Meets the required standard

Endorsement

☐ Request Endorsement Automatically
☒ Learner Requested Endorsement
☐ Automatically Endorse

Submit Cancel

2) Select the module which contains the quiz you wish to link to

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>> Section Admin Dashboard >> Manage Job Roles >> View Job Role >> Edit Job Role Skill >> Module Quiz Mapping 08 December 2010

Module Quiz Mappings: Safety Focused

Please select a module to associate with this job skill.

☒ Numeracy

☐ 17th Edition V2

☐ 2392-10 Fundamental Inspection, Testing and Initial Verification

☐ An Introduction to e-Quality Counts

Select Cancel

92 records

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3) You can enter the relevant scores which map to each competency level.

Module Quiz Mappings: Communicate at all levels

Level	Description	Module Title	Lower %	Upper %
1	Does not understand	Fire Risk Assessment of Simple Premises	<input type="text" value="0"/>	<input type="text" value="0"/>
2	Has a basic level of knowledge	Fire Risk Assessment of Simple Premises	<input type="text" value="0"/>	<input type="text" value="0"/>
3	Meets the required standard	Fire Risk Assessment of Simple Premises	<input type="text" value="0"/>	<input type="text" value="0"/>
4	Exceeds the required standard	Fire Risk Assessment of Simple Premises	<input type="text" value="0"/>	<input type="text" value="0"/>
5	Excels at this skill	Fire Risk Assessment of Simple Premises	<input type="text" value="0"/>	<input type="text" value="0"/>