

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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Home Manage Users Help & Support Logout

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

Manage Job Skills

Quick Search

<input type="radio"/>	RDS 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**

Quicklinks

- ▶ [Manage Job Skill Activities](#)
- ▶ [Edit Details](#)

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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 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 for 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail reads '>> Section Admin Dashboard >> Manage Job Skills >> View Job Skill >> Manage Job Skill Activities' and the date '08 December 2010' is on the right. A black banner contains the text 'Learning Activities: Safety Focused' and a message: 'There are no activities currently associated with this job skill. Please click 'Add Activity' to add a new learning activity.' Below this, the 'Add Activity' button is highlighted with a red box, and a 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 a selection dialog in the E-nable LMS. At the top, it says 'Please select a learning activity to add to the 'Safety Focused' skill.' There is a 'Close' link in the top right. Below is a 'Quick Search' input field. A list of courses is shown with radio buttons: 'Cleveland Potash 2', 'COSHH V.2', 'Department Monitor Functionality' (which is selected and highlighted with a green box), and 'eQuals 408 Networking - portfolio Course'. At the bottom right of the list, it says '28 records'. Below the list, the 'Add Selected' button is highlighted with a red box, and a red arrow points to it from the right.

8) Select the **Competency level** successfully completing this course will satisfy

9) Click **Finish**

The screenshot shows the nable LMS interface. At the top left is the 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' and shows the date '08 December 2010'. A breadcrumb trail reads '>> Section Admin Dashboard >> Manage Job Skills >> View Job Skill >> Manage Job Skill Features'. A callout box points to the 'Competency Level Met' column in a table, containing the text: 'Select the **competency level** successfully completing this course will satisfy'. The table has the following structure:

Activity Name	Competency Level Met	Action
Department Monitor Functionality	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4	Remove

Below the table are two buttons: 'Add Activity' and 'Finish'. A red arrow points to the 'Finish' button. 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'.

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**

The screenshot shows the E-nable 'Manage Job Roles' interface. At the top, there is a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this is a breadcrumb trail: '>> Section Admin Dashboard >> Manage Job Roles'. The date '21 July 2014' is displayed in the top right. The main heading is 'Manage Job Roles'. Below it is a 'Quick Search' input field. A scrollable list of job roles is shown, including 'Baker', 'Builder', 'Careers Advisor', 'Community Learning support worker', and 'Connector Machinist CAM'. At the bottom right of the list, it says '32 records' and has 'Create New' and 'View' buttons.

This screenshot is similar to the one above but shows a different selection. In the job role list, 'MACHINIST' is selected, indicated by a green highlight and a radio button. The 'View' button at the bottom right is highlighted with a red box. An arrow from the text 'click View' in step 11 points to this button. The rest of the interface, including the navigation bar and breadcrumb trail, remains the same.

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

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	1 2 3 4 5	View
To ensure that the machine is set correctly so that the job is performed with minimum adjustments	1 2 3 4 5	View

[Sequence Skills](#)

Safety Driven [Add Skill](#)

Name	Required Competency	Action
To adhere to all Health & Safety requirements / support safety program	1 2 3 4 5	View
Safety Focused	1 2 3 4	View

[Sequence Skills](#)

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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Home Manage Users Help & Support Logout

>> 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](#)

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

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	1 2 3 4 5	View
To ensure that the machine is set correctly so that the job is performed with minimum adjustments	1 2 3 4 5	View
Sequence Skills		

Safety Driven Add Skill

Name	Required Competency	Action
To adhere to all Health & Safety requirements / support safety program	1 2 3 4 5	View
Safety Focused	1 2 3 4	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.	1 2 3 4 5	View
To have a working knowledge of program editing, and programming. With good control skills.	1 2 3 4 5	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](#) 08 December 2010

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

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



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

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

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

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Home Manage Users Help & Support Logout

>> 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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Home Manage Users Help & Support Logout

>> 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	Exoels at this skill	Fire Risk Assessment of Simple Premises	<input type="text" value="0"/>	<input type="text" value="0"/>