

LMS USER GUIDE

PERSONAL DEVELOPMENT (ADMIN VIEW)

INTRODUCTION – Personal Development is an optional feature which enables organisations to manage their staff/employee Personal Development via the LMS system. This functionality includes the ability to upload Personal Development Reviews (PDRs) and Targets to learner records and record progress (including relevant training) against the targets set. There are options for Learners as well as the relevant managers/administrators to upload (PDR) documents and create Targets and, therefore, the responsibility for undertaking these tasks needs to be agreed between the relevant parties when they start to use this functionality.

WHAT THE LEARNER SEES – When Personal Development is enabled in an LMS, there will be a Personal Development Tab on the learner Dashboard which the learner can use to access this functionality.

WHAT THE ADMINISTRATOR SEES – When Personal Development is enabled in an LMS the relevant managers/administrators will have additional functionality which will enable them to manage their learners' Personal Development through via the system.

UPLOADING A PERSONAL DEVELOPMENT REVIEW (PDR) DOCUMENT

Please note: The Personal Development Review needs to have been created and saved prior to uploading to the system.

1) Navigate to the View User page for the learner concerned using the relevant procedure for your level of access

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

2) Select **Personal Development**

The screenshot shows the E-nable LMS 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 >> Users >> View User'. The user profile for 'Paul Acres1' is displayed, including a photo and details such as 'Organisation: PAB Enable Demonstration', 'Department: PAB Demos - Dept 1', 'Manager: paul Learner Manager', and 'User Name: paulacres1'. A 'View Contact Details' link is also present. On the right side, there is a 'Quicklinks' section with three categories: 'Training' (Courses, Modules, Groups, Log Historical Learning, Training Material (SCORM) Report), 'Development' (Course Notes, Personal Development, Job Roles, Endorsements, Progress Report), and 'Actions' (Send Password Reminder, Print Certificates, Delete User, Edit Details). A red arrow points to the 'Personal Development' link in the 'Development' section, with the number '2' next to it.

- 3) Select **Create New PDR**

In the following example, no Personal Development Reviews (PDRs) have yet been uploaded and the learner has the option of creating their own PDR.

The learner also has the ability to upload PDRs and targets. If this is the case these will already be visible when the relevant manager/administrator as selects Personal Development.

The screenshot shows the E-nable LMS interface. At the top, there is a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this, a breadcrumb trail reads '>> Section Admin Dashboard >> Users >> View User: Charles Walter1 >> View PDR'. The date '31 January 2010' is displayed in the top right. The main content area has a dark header with 'Personal Development Review' and a 'Help' link. Below the header, it states 'This learner does not currently have a PDR.' A 'Quicklinks' section contains a blue button labeled 'Create New PDR', which is pointed to by a red arrow labeled '3'. At the bottom, there is a 'Contact Us' link and a copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

- 4) Type in title of the PDR
- 5) Use the **Browse** button to locate the PDR document
- 6) Select **Submit**

The screenshot shows the 'Create New Personal Development Review' form. The breadcrumb trail is '>> Section Admin Dashboard >> Users >> View User: Charles Walter1 >> View PDR >> Create New PDR'. The date '31 January 2010' is in the top right. The form has a dark header with 'Create New Personal Development Review'. Below the header, there are three input fields: 'Please enter a title for this PDR:' with 'Example PDR' entered, 'Please select a document to upload for this PDR:' with 'C:\Documents and Settings\paul\Desktop\PDR Example.doc' entered, and a 'Browse...' button. At the bottom of the form are 'Submit' and 'Cancel' buttons. A red arrow labeled '4' points to the title field, a red arrow labeled '5' points to the 'Browse...' button, and a red arrow labeled '6' points to the 'Submit' button. At the bottom left, there is a 'Contact Us' link and a copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

Once a PDR has been uploaded, this can be viewed from the **View PDR** screen.

The screenshot shows the 'View PDR' screen. The breadcrumb trail is '>> Dashboard >> Create New PDR'. The date '31 January 2010' is in the top right. The form has a dark header with 'Create New Personal Development Review'. Below the header, there are three input fields: 'Please enter a title for this PDR:' with 'Example PDR' entered, 'Please select a document to upload for this PDR:' with 'C:\Documents and Settings\paul\Desktop\PDR Example.doc' entered, and a 'Browse...' button. At the bottom of the form are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a blue border. At the bottom left, there is a 'Contact Us' link and a copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

ADDING TARGETS TO THE PDR

- 1) Select **Add New Target**

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: Charles Walter1](#) >> [View PDR: Example PDR](#) 31 January 2010

Personal Development Review [Help](#)

Title	Date	Action
Example PDR	31-Jan-2010	View >>

Active Targets

There are currently no targets associated with this PDR.

[Add New Target](#)

Quicklinks

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

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- 2) Complete the target details
- 3) Select **Submit**

Repeat steps 1 to 3 for all targets

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Users](#) >> [View User: Charles Walter1](#) >> [View PDR: Example PDR](#) 31 January 2010

Personal Development Review [Help](#)

Title	Date	Action
Example PDR	31-Jan-2010	View >>

Active Targets

There are currently no targets associated with this PDR.

Add New Target

Target
Produce a Batch Upload User Guide for LMS Administrators

Description
Produce a Word Document including screenshots of all relevant LMS pages in the Standard Users Guide format (as per LMS User Guide template)

Milestone Measurement
Batch Upload User Guide saved in User Guide folder on the network

Review Date
2 February 2010

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4) Target now appears

As soon as the target has been uploaded it will appear on the View PDR page

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User: Charles Walter1 >> View PDR: Example PDR 31 January 2010

Personal Development Review Help

Title	Date	Action
Example PDR	31-Jan-2010	View >>

Quicklinks

- ▶ Create New PDR
- ▶ Edit PDR
- ▶ View Previous PDR's

Active Targets

Target	Status	Date	Review	Action
Produce a Batch Upload User Guide for LMS Administrators	Not Started	02-Feb-2010	Pending	View Edit

[Add New Target](#)

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VIEWING AND PROGRESSING TARGETS

When the relevant manager/administrator views a learner record, they will be able to access all information relating to the PDRs and targets (including a record of progress) via the Personal Development link.

1) Select the view action icon

Action



to view a target

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: Charles Walter1 >> View PDR: Example PDR

Personal Development Review Help

Title	Date	Action
Example PDR	31-Jan-2010	View >>

Quicklinks

- ▶ Create New PDR
- ▶ Edit PDR
- ▶ View Previous PDR's

Active Targets

Target	Status	Date	Review	Action
Produce a Batch Upload User Guide for LMS Administrators	Not Started	02-Feb-2010	Pending	View Edit

[Add New Target](#)

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Click on the "View" Action Button to see all the relevant target details and options

Action

- 2) Select the required option
- 3) Complete the details on the relevant form and select **Submit**

From this screen the administrator can see the all progress against the target and also has the following options:

Edit Target – the learner will automatically receive a notification (LMS message and email) of any changes made to a target.

Extend Target – this includes the option to notify the learner by email of the extension.

Withdraw Target – this includes the option to notify the learner by email of the withdrawal.

Add Comment – if the administrator wishes to make a comment that will appear on their record against the target they can use this link. When they use this link they also have the option to notify the learner of the comment they have made.

The screenshot displays the E-nable LMS interface. At the top, the E-nable logo is on the left, and 'Powered by VIRTUAL COLLEGE' is on the right. Below the logo is the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A navigation bar contains links for 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail reads '>> Section Admin Dashboard >> Users >> View User: Charles Walter1 >> View PDR: Example PDR >> View Target', with the date '31 January 2010' on the right.

The main content area is divided into several sections:

- Target Information** (with a 'Help' link): Contains fields for Title ('Produce a Batch Upload User Guide for LMS'), Review Date ('02-Feb-2010'), Status ('Not Started'), Description ('Produce a Word Document including screenshots of all relevant LMS pages in the Standard Users Guide format (as per LMS User Guide template)'), and Milestone Measure ('Batch Upload User Guide saved in User Guide folder on the network'). A red circle with the number '2' is overlaid on this section, with arrows pointing to the 'Edit Target', 'Extend Target', and 'Withdraw Target' links in the 'Quicklinks' section.
- Quicklinks** (with a 'Help' link): Contains three links: 'Edit Target', 'Extend Target', and 'Withdraw Target'.
- History** (with a 'Help' link): Displays the message 'There are no comments for this target.' and an 'Add Comment' button.
- Completed Courses** (with a 'Help' link): Displays the message 'There are no completed courses associated with this target.'
- Active Courses** (with a 'Help' link): Displays the message 'There are no outstanding courses associated with this target.'
- Training Requests** (with a 'Help' link): Displays the message 'There are no training requests associated with this target.'

At the bottom left, there is a 'Contact Us' link. A text box on the right side of the screenshot contains the text: 'All information relating to the progress made towards the target will be accessible from the View Target screen'.