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.

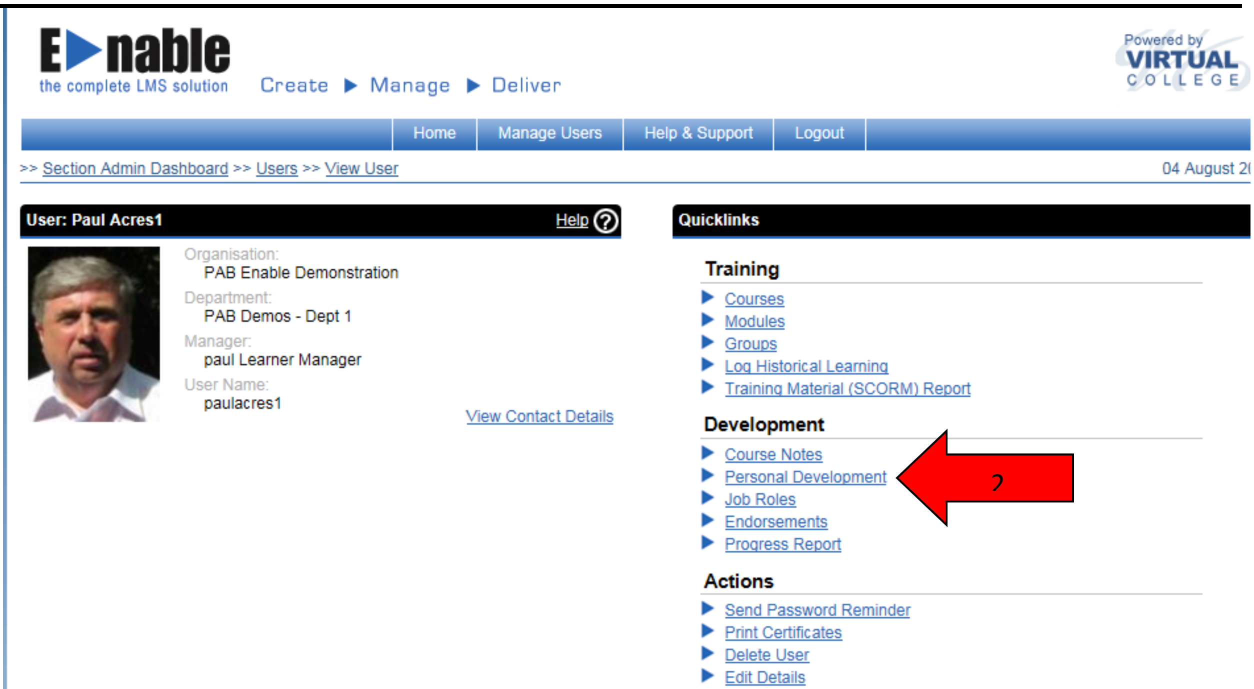
UPLOADING A PERSONAL DEVELOPMENT REVIEW (PDR) DOCUMENT

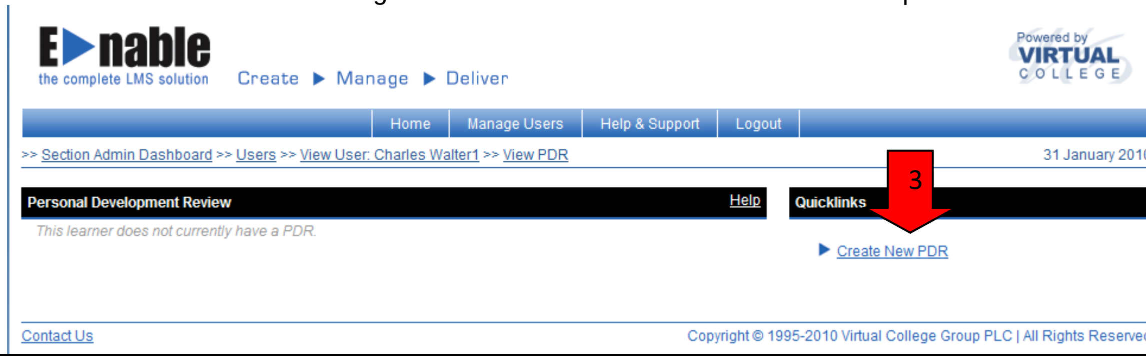
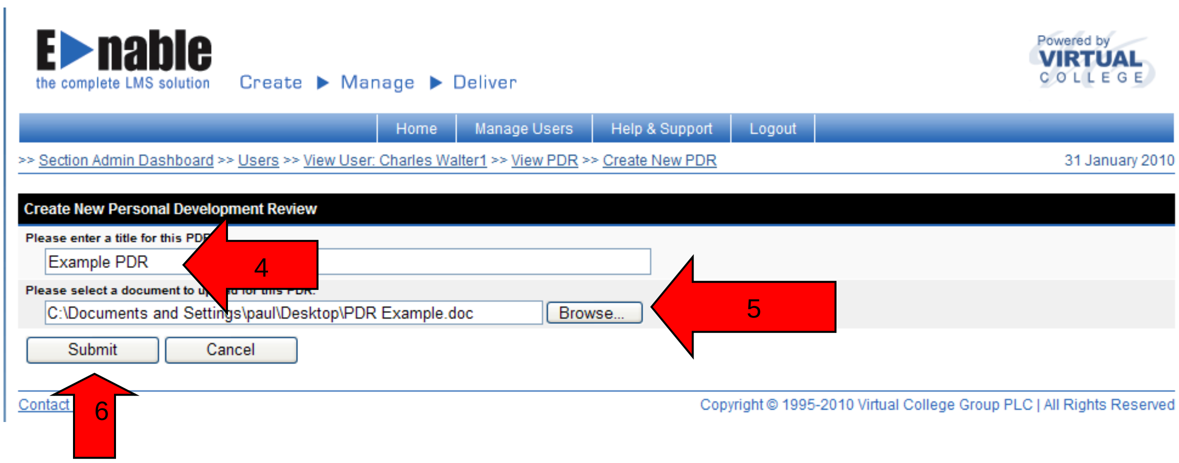
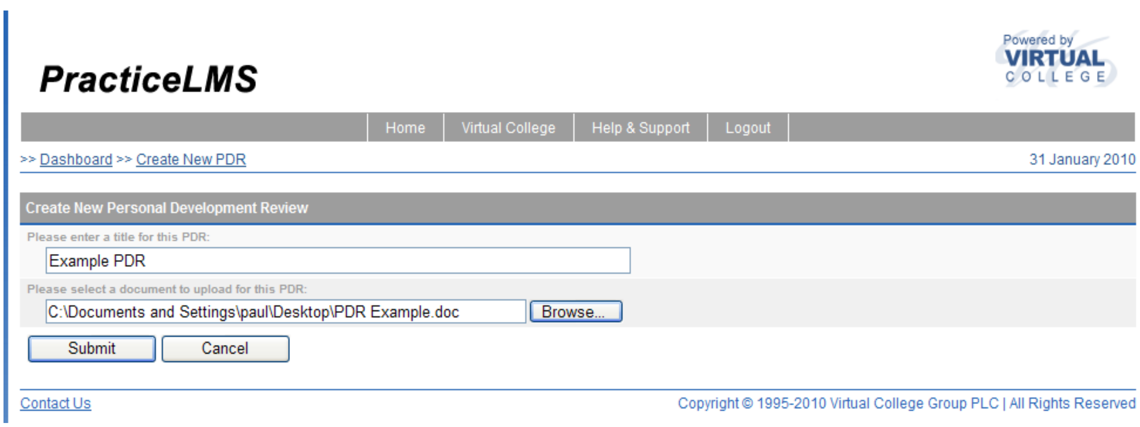
Please note: The Personal Development Review needs to have been created and saved prior to uploading to the system.

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**



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. 
4) Type in title of the PDR 5) Use the **Browse** button to locate the PDR document 6) Select **Submit**	 Once a PDR has been uploaded, this can be viewed from the **View PDR** screen. 

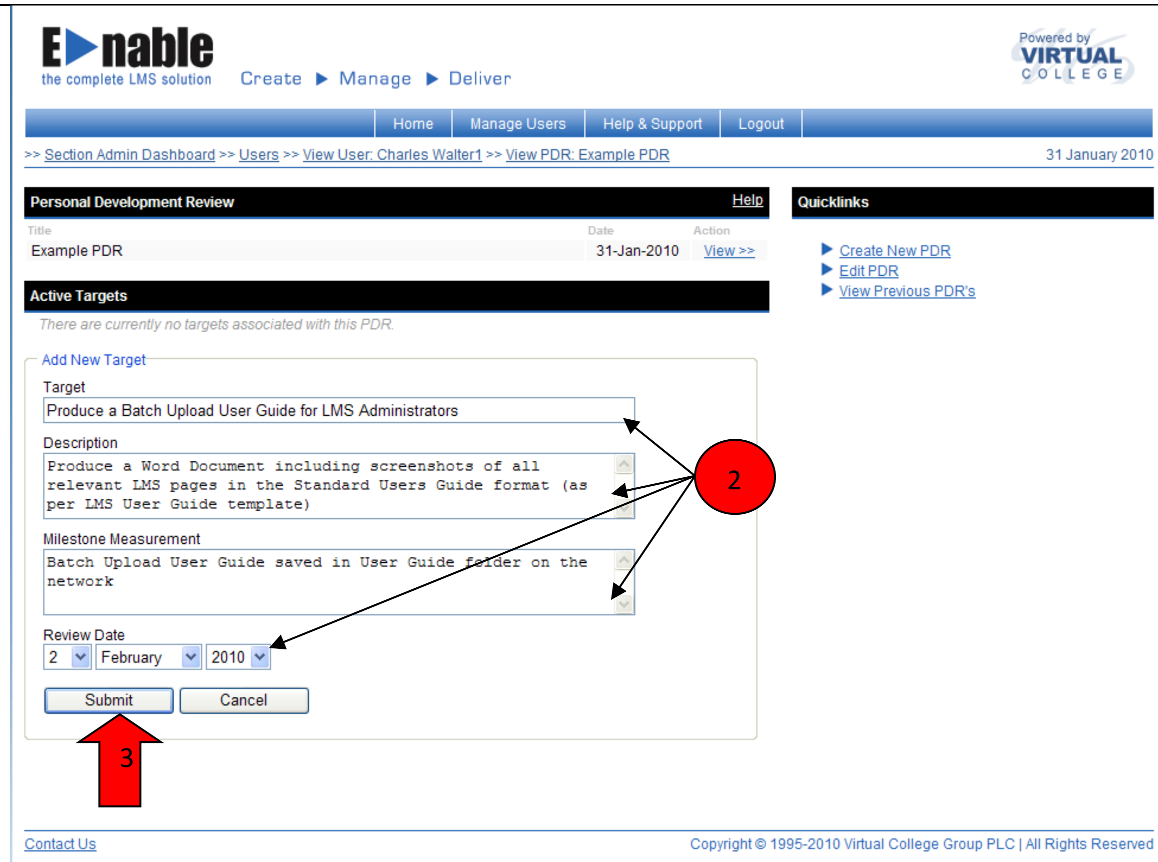
ADDING TARGETS TO THE PDR

1) Select **Add New Target**

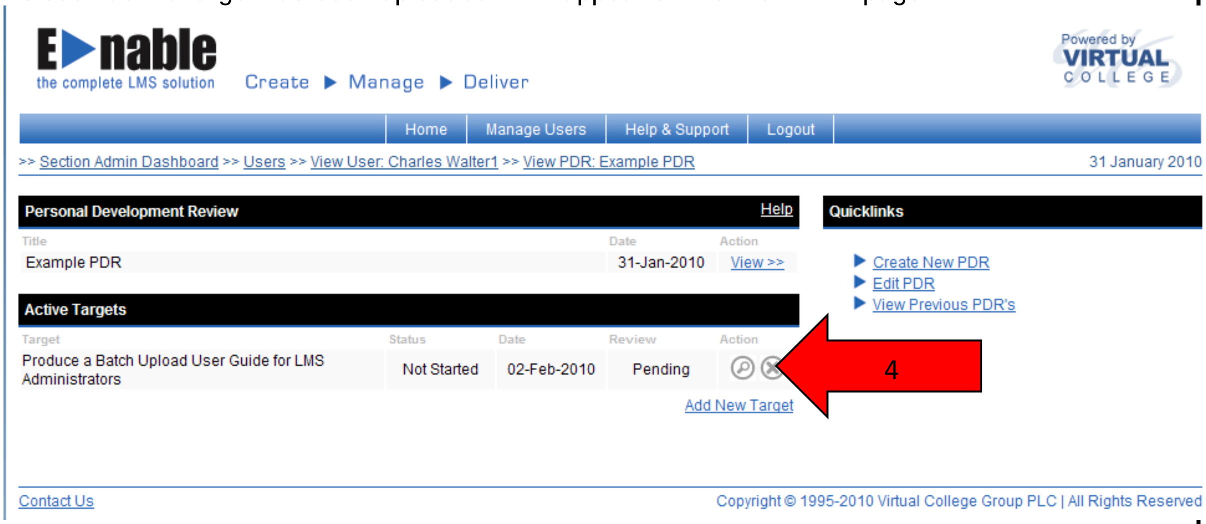
2) Complete the target details

3) Select **Submit**

Repeat steps 1 to 3 for all targets



4) Target now appears	As soon as the target has been uploaded it will appear on the View PDR page

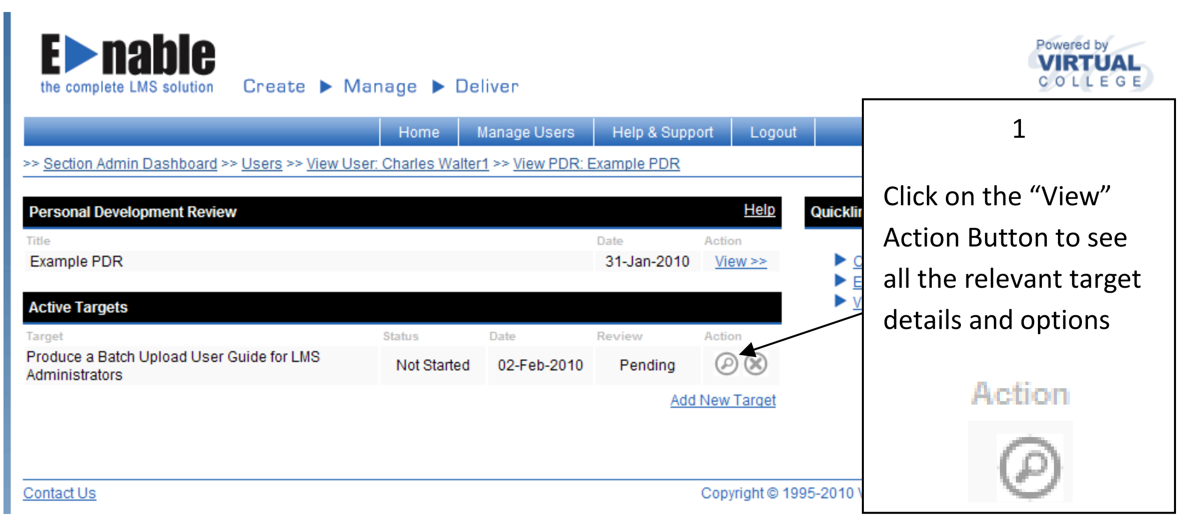


VIEWING AND PROGRESSING TARGETS

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

to view a target



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 notificatication (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.