

LMS USER GUIDE

TRAINING EVENTS – THE BASICS

INFORMATION – This functionality enables administrators to create scheduled training events through the LMS. This is particularly useful where an organisation holds regular training events as the dates, content and attendance can all be recorded by the system.

CREATING AN EVENT

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

Section Admin Procedure	Section Admin Dashboard>Training Events
Organisation Admin Procedure	Organisation Admin Dashboard>Training Events

2) Select **Add New Event**

PracticeLMS

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Training Events 25 January 2010

Training Events

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Title : Find

☒ Tick here to find partial matches

Title
CISCO - Level1
LMS Level 1

2 records **Add New Event** View Event

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3) Complete the form

4) Select **Submit**

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

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Training Events >> Add Event 26 April 2011

Add Event

Title
PAB260411

Description

Target Audience

Course Level

Refreshment Options

Special Instructions

Confirmation
☐ No Confirmation
☐ Administration Confirmation
☒ Learner Confirmation

Course Allocation
☒ On Confirmation
☐ Manual

Submit Cancel

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Type the Title of the Event

Type a Description of the Event

Select the required level of confirmation

Select the required method of course confirmation

5) To add course(s) to the event – select **Courses**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Training Events >> Add Event >> View Event 25 January 2010

Training Event Details

Title
CISCO - Level1

Description
Networking

Training Event Courses

Title	Type	Action
PAB - Practice Network 408	E-learning	View >>

Training Event Dates

There are no dates scheduled for this training event. To add a new date click [here](#)

Training Event Requests

There are no requests outstanding for this training event.

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Select Courses to add a course(s) to the Event

Quicklinks

- [Courses](#)
- [Dates](#)
- [Venues](#)
- [Requests](#)
- [Managers](#)
- [Edit Details](#)

- 6) Choose the course you require
- 7) Select **Add Selected**

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>> [Section Admin Dashboard](#) >> [Training Events](#) >> [Add Event](#) >> [View Event](#) >> [Add Training Event Course](#) 25 January 2010

Add Training Event Course

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Course Name : Find

☒ Tick here to find partial matches

<input type="checkbox"/>	ISB - Creating a Module	E-learning
<input type="checkbox"/>	Mike Eyre's Networking	E-learning
<input type="checkbox"/>	Pab - Course Networking 170909	E-learning
<input checked="" type="checkbox"/>	PAB - Practice Network 408	E-learning
<input type="checkbox"/>	PAB - Practice PC Maintenance	E-learning

[Check All](#) [Uncheck](#) 10 records [Add Selected](#)

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- 8) Select **Continue**

You will then get a message to confirm the addition of courses

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>> [Section Admin Dashboard](#) >> [Training Events](#) >> [Add Event](#) >> [View Event](#) >> [Add Training Event Course](#) >> [Event/Course Add Confirm](#) 25 January 2010

Event/Course Add Confirm

The following courses have been added:

- PAB - Practice Network 408

[Continue](#)

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- 9) To create the venue select **Venues**

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Training Events](#) >> [View Event](#) 11 November 2010

Training Event Details

Title
LMS Level 1

Description
LMS administrator training to Basic Organisation Level

Training Event Courses

There are no courses associated with this training event. To add a course click [here](#)

Training Event Dates

Start	End	Venue	Attendance	Action
06-Nov-2009	06-Nov-2009	Virtual College - Upstairs Meeting Room	0 of 5	View >>

Training Event Requests

There are no requests outstanding for this training event.

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Quicklinks

- [Courses](#)
- [Dates](#)
- [Venues](#)
- [Requests](#)
- [Managers](#)
- [Edit Details](#)

10) Select **Add Venue**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Training Events >> View Event >> Manage Venues 11 November 2010

Manage Venues

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Venue : Find

☒ Tick here to find partial matches

Venue ↓
● BF Head Office
● Greencore Kiveton
● Virtual College - Upstairs Meeting Room

3 records **Add Venue** Edit Venue

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11) Complete the form and select **Submit**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Training Events >> View Event >> Manage Venues >> Add Venue 11 November 2010

Add Event Venue

Title

Address1

Address2

Town

County

Postcode

Country

Telephone

E-mail

Resource

Map [Search Google Maps](#)

Submit Cancel

Fill in the relevant details of the Venue. You can also add resources and a map from this page

- 12) To create the Event select **Dates**

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>> [Section Admin Dashboard](#) >> [Training Events](#) >> [Add Event](#) >> [View Event](#) 25 January 2010

Training Event Details

Title
CISCO - Level1

Description
Networking

Training Event Courses

Title	Type	Action
PAB - Practice Network 408	E-learning	View >>

Training Event Dates

There are no dates scheduled for this training event. To add a new date click [here](#)

Training Event Requests

There are no requests outstanding for this training event.

Quicklinks

- [Courses](#)
- [Dates](#)
- [Venues](#)
- [Requests](#)
- [Managers](#)
- [Edit Details](#)

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- 13) If a new venue is required, select **Create Venue** otherwise choose from the drop down list

- 14) Complete the rest of the form

- 15) Select **Submit**

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

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Training Events](#) >> [View Event](#) >> [View Event Date](#) >> [Edit Event Date](#) 26 April 2011

Edit Event Date: PAB260411

Venue
VC [Create Venue](#)

Start Date
☐ No Fixed Date
27 April 2011

End Date
27 April 2011

Start Time
09 00

End Time
12 00

Available Places *
8

Minimum Places *
3

Reference Code

Cost (per person)
0

Submit **Cancel**

Choose from drop down list or create new venue

Select Event start and end dates

Select Event start and end times

Type in number of places available and minimum number required

If applicable type in cost per person

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16) To add additional dates, select **Add Date** and repeat steps 10 - 12

The details will appear and you can then add additional dates

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>> [Section Admin Dashboard](#) >> [Training Events](#) >> [Add Event](#) >> [View Event](#) >> [Manage Event Dates](#)

25 January 2010

Manage Event Dates

Quick Search

	Start Date ↓	End Date ↓	Start Time ↓	End Time ↓	Venue ↓	Places ↓	Allocated ↓	Status ↓
	25-Feb-2010	25-Feb-2010	09:00 AM	17:00 PM	Virtual College - Upstairs Meeting Room	10	0	Open

1 records

Add DateRemove DateView Date

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ADDING ATTENDEES TO AN EVENT

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

Section Admin Procedure

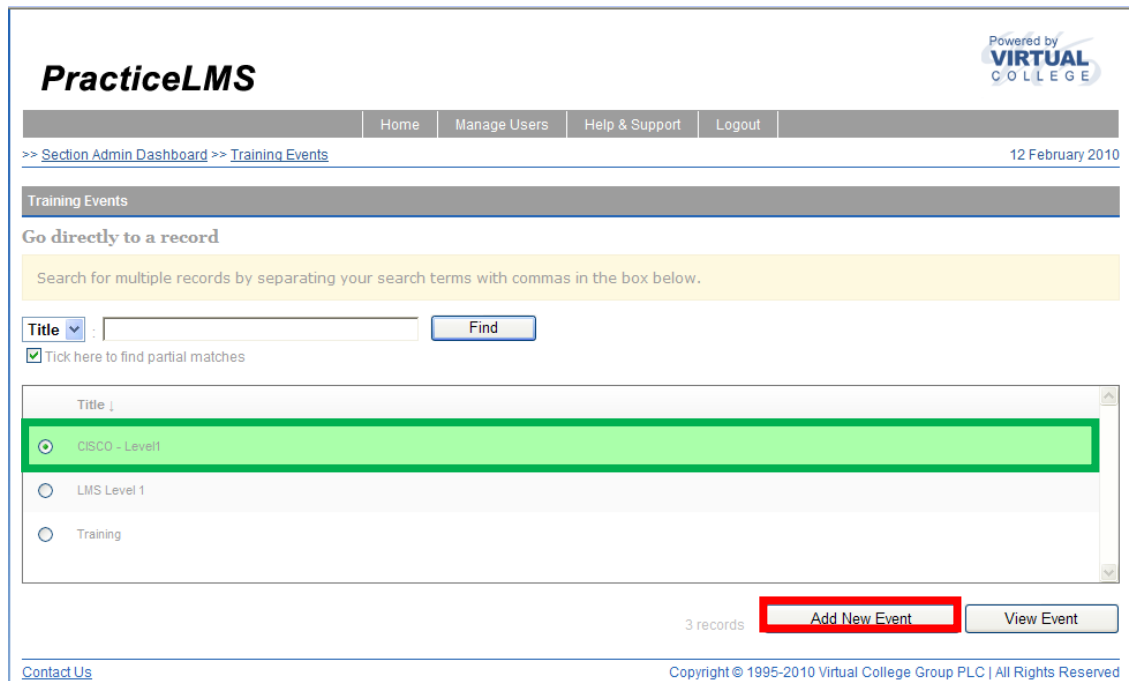
Section Admin Dashboard>Training Events

Organisation Admin Procedure

Organisation Admin Dashboard>Training Events

2) Highlight the event

3) Select **View Event**



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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Training Events](#) 12 February 2010

Training Events

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Title : Find

☒ Tick here to find partial matches

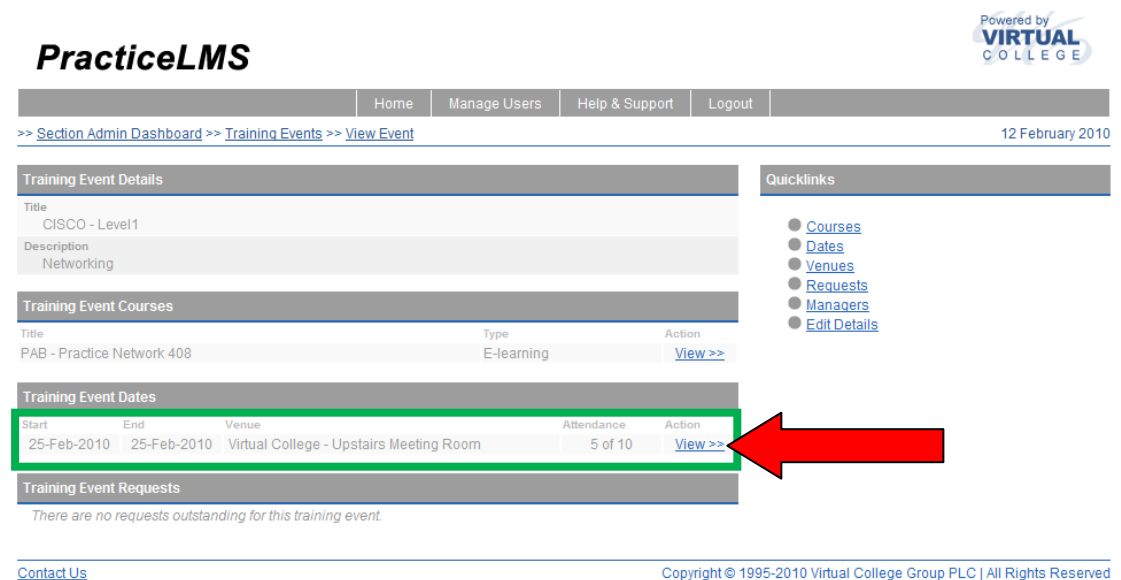
Title :

- ☒ CISCO - Level1
- ☐ LMS Level 1
- ☐ Training

3 records **Add New Event** View Event

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4) Select the **View** link for the relevant date



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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Training Events](#) >> [View Event](#) 12 February 2010

Training Event Details

Title: CISCO - Level1

Description: Networking

Training Event Courses

Title	Type	Action
PAB - Practice Network 408	E-learning	View >>

Training Event Dates

Start	End	Venue	Attendance	Action
25-Feb-2010	25-Feb-2010	Virtual College - Upstairs Meeting Room	5 of 10	View >>

Training Event Requests

There are no requests outstanding for this training event.

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5) Select **Attendance**

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HomeManage UsersHelp & SupportLogout

>> [Section Admin Dashboard](#) >> [Training Events](#) >> [View Event](#) >> [View Event Date](#)12 February 2010

View Event Date

Title

CISCO - Level1

Description

Networking

Courses

PAB - Practice Network 408

Venue

Virtual College - Upstairs Meeting Room

Date

25-Feb-2010 - 25-Feb-2010

Time

09:00 AM - 17:00 PM

Per Person Cost

£0

Allocation

5 of 10 places allocated.

Quicklinks

● [Attendance](#)

● [Requests](#)

● [Edit Details](#)

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6) Select **Add Attendee**

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HomeManage UsersHelp & SupportLogout

>> [Section Admin Dashboard](#) >> [Training Events](#) >> [View Event](#) >> [View Event Date](#) >> [Manage Attendance](#)12 February 2010

Awaiting Confirmation

Name	Status
Paul Butler	Awaiting Confirmation
Paul Butler1	Awaiting Confirmation
Paul Butler7	Awaiting Confirmation
Paul Butler-Monitor	Awaiting Confirmation
Kim Holden	Awaiting Confirmation

Quicklinks

● [Add Attendee](#)

● [Send Confirmation Reminder](#)

● [Send Event Reminder](#)

● [Attendance Register](#)

● [Allocate Training](#)

Confirmed

There are currently no attendees confirmed for this event date.

Cancelled

There are currently no cancellations for this event date.

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7) Highlight the learner(s) to add

8) Select **Add Selected**

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Home Manage Users Help & Support Logout
>> Section Admin Dashboard >> Training Events >> View Event >> View Event Date >> Manage Attendance >> Add Attendee 12 February 2010

Add Event Attendee

Go directly to a user

You can search for a list of users by separating their names with commas [more](#).

Surname : Find

☒ Partial Matches ☐ Sounds Like ☐ Exact Match

Or select a department or organisation

• PAB - Practice Organisation

User Type

<input type="checkbox"/>	Paul	Butler1	LS298DD	pabpoab	Organisation Admin Basic
<input type="checkbox"/>	Paul	Butler7	LS298DD	pabplm	Learner Manager
<input type="checkbox"/>	Kim	Holden	ls298dd	lms170909km	Organisation Admin
<input type="checkbox"/>	Susan	Turner	LS298DD	isbp170909	Learner
<input checked="" type="checkbox"/>	Fred	Walters	LS298DD	fredwalters7	Learner

[Check All](#) [Uncheck](#)

7 records

Add Selected

9) Edit the email if required

10) Amend the recipient list if necessary

11) Select **Send** to email the learners

You then have the option to email the learner(s)

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Home Manage Users Help & Support Logout
>> Section Admin Dashboard >> Training Events >> View Event >> View Event Date >> Manage Attendance >> Add Attendee >> Send Message 12 February 2010

Send Message

Preview: email-message

The system can automatically send a message to let people know what action you have taken. Below is the draft email that you can customise if required.

The text in brackets {} are where information is pulled automatically from the system for each individual recipient eg. their name, their login details etc – please do not change those.

The preview shows your details, not the recipient's

[List of system information](#)
[Help with formatting](#)

Practice LMS TMS: Event Requires Confirmation

Dear Sue Butler SA

You have been allocated a place on the CISCO - Level1 Training Event. This event will take place between 25-Feb-2010 and 25-Feb-2010, 09:00 AM while 17:00 PM, at Virtual College - Upstairs Meeting Room. In order to take part in this event, you must confirm your attendance from within the LMS.

Edit

Recipients

Select people from the following list to receive the message. Any replies to this message will be sent to the email address set on your profile.

First Name ↓	Surname ↓	User ID ↓	Email Address ↓
<input checked="" type="checkbox"/>	Fred	Walters	fredwalters7
			pab@vc.co.uk

[Check All](#) [Uncheck](#)

Awaiting Confirmation		Quicklinks
Name	Status	<ul style="list-style-type: none"> ● Add Attendee ● Send Confirmation Reminder ● Send Event Reminder ● Attendance Register ● Allocate Training
Paul Butler	Awaiting Confirmation	
Paul Butler1	Awaiting Confirmation	
Paul Butler7	Awaiting Confirmation	
Paul Butler-Monitor	Awaiting Confirmation	
Kim Holden	Awaiting Confirmation	<div> <p>New attendee(s) will then be added to the list</p> </div>
Fred Walters	Awaiting Confirmation	
Confirmed		
There are currently no attendees confirmed for this event date.		
Cancelled		
There are currently no cancellations for this event date.		

12) To manage the event register select **Attendance Register**

The following options are available from the Manage Attendance page and you can manage the Attendance Register from here

Quicklinks

- [Add Attendee](#)
- [Send Confirmation Reminder](#)
- [Send Event Reminder](#)
- [Attendance Register](#)
- [Allocate Training](#)

PracticeLMS

Attendance Register			
Name	Note	Confirmation	Attendance
Paul Butler		<input checked="" type="radio"/> Awaiting <input type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Paul Butler-Monitor		<input type="radio"/> Awaiting <input type="radio"/> Confirmed <input checked="" type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Paul Butler1		<input checked="" type="radio"/> Awaiting <input type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Paul Butler7		<input checked="" type="radio"/> Awaiting <input type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Kim Holden		<input checked="" type="radio"/> Awaiting <input type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Fred Walters		<input type="radio"/> Awaiting <input checked="" type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Confirm All			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Export"/>			

13) On the day of the event use the attendance list to confirm whether each delegate was present

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Training Events](#) >> [View Event](#) >> [View Event Date](#) >> [Manage Attendance](#) >> [Attendance Register](#) 12 February 2010

Attendance Register

Name	Note	Confirmation	Attendance
Paul Butler		<input checked="" type="radio"/> Awaiting <input type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Paul Butler-Monitor		<input type="radio"/> Awaiting <input type="radio"/> Confirmed <input checked="" type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Paul Butler1		<input checked="" type="radio"/> Awaiting <input type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Paul Butler7		<input checked="" type="radio"/> Awaiting <input type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Kim Holden		<input checked="" type="radio"/> Awaiting <input type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Fred Walters		<input type="radio"/> Awaiting <input checked="" type="radio"/> Confirmed <input type="radio"/> Cancelled	<input type="radio"/> Present <input checked="" type="radio"/> Absent

[Confirm All](#)

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On the day of the event the Attendance Panel will be editable so that you can manually confirm each delegate's attendance

Attendance

<input checked="" type="radio"/> Present <input type="radio"/> Absent
<input checked="" type="radio"/> Present <input type="radio"/> Absent
<input checked="" type="radio"/> Present <input type="radio"/> Absent
<input checked="" type="radio"/> Present <input type="radio"/> Absent
<input checked="" type="radio"/> Present <input type="radio"/> Absent
<input checked="" type="radio"/> Present <input type="radio"/> Absent