

# 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

<b>Section Admin Procedure</b>	Section Admin Dashboard>Training Events
<b>Organisation Admin Procedure</b>	Organisation Admin Dashboard>Training Events

2) Select **Add New Event**

**PracticeLMS**

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
<input type="radio"/> CISCO - Level1
<input type="radio"/> 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: [Text Area]

Target Audience: [Text Area]

Course Level: [Text Area]

Refreshment Options: [Text Area]

Special Instructions: [Text Area]

Confirmation:  
 No Confirmation  
 Administration Confirmation  
 Learner Confirmation

Course Allocation:  
 On Confirmation  
 Manual

Submit Cancel

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**Annotations:**

- Type the Title of the Event (points to Title field)
- Type a Description of the Event (points to Description field)
- Select the required level of confirmation (points to Learner Confirmation radio button)
- Select the required method of course confirmation (points to On Confirmation radio button)

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	<a href="#">View &gt;&gt;</a>

**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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**Annotations:**

- Select Courses to add a course(s) to the Event (points to the 'Courses' link in the Quicklinks section)

6) Choose the course you require

7) Select **Add Selected**

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Home Manage Users Help & Support Logout

>> 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 - Computer 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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>> 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	<a href="#">View &gt;&gt;</a>

**Training Event Requests**

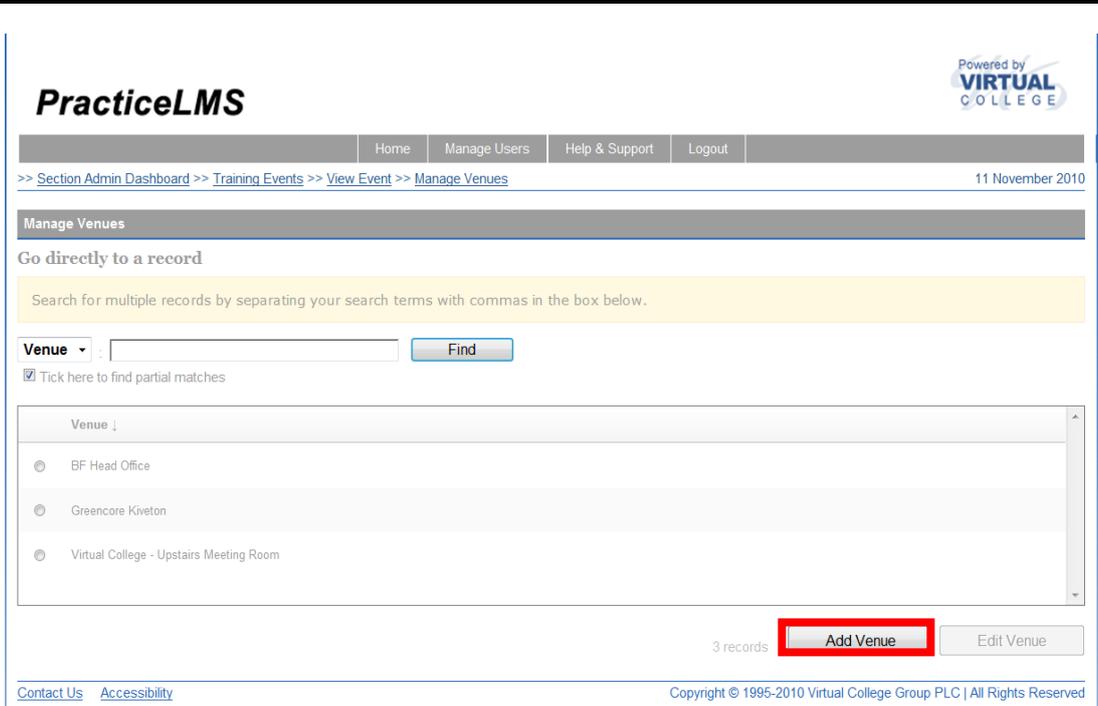
There are no requests outstanding for this training event.

**Quicklinks**

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

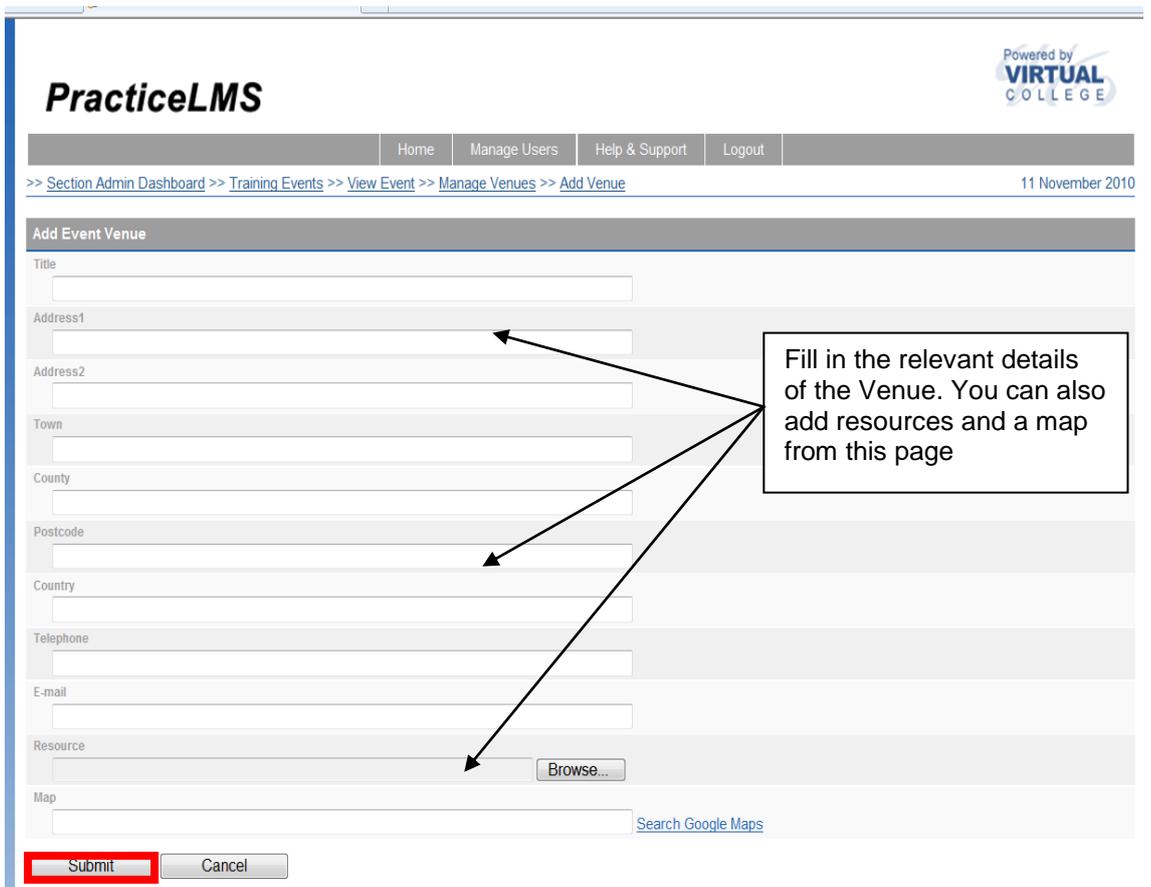
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10) Select **Add Venue**



The screenshot shows the 'PracticeLMS' interface. At the top right, it says 'Powered by VIRTUAL COLLEGE'. The navigation menu includes 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail is '>> Section Admin Dashboard >> Training Events >> View Event >> Manage Venues'. The date '11 November 2010' is displayed. The main heading is 'Manage Venues'. Below it, there is a search instruction: 'Go directly to a record' and 'Search for multiple records by separating your search terms with commas in the box below.' There is a search input field with a 'Venue' dropdown and a 'Find' button. A checkbox is checked with the text 'Tick here to find partial matches'. A list of venues is shown: 'BF Head Office', 'Greencore Kiveton', and 'Virtual College - Upstairs Meeting Room'. At the bottom right, there are '3 records', an 'Add Venue' button (highlighted with a red box), and an 'Edit Venue' 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'.

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



The screenshot shows the 'PracticeLMS' 'Add Event Venue' form. The navigation menu is the same as in the previous screenshot. The breadcrumb trail is '>> Section Admin Dashboard >> Training Events >> View Event >> Manage Venues >> Add Venue'. The date '11 November 2010' is displayed. The main heading is 'Add Event Venue'. The form contains the following fields: 'Title', 'Address1', 'Address2', 'Town', 'County', 'Postcode', 'Country', 'Telephone', 'E-mail', 'Resource' (with a 'Browse...' button), and 'Map' (with a 'Search Google Maps' link). At the bottom, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red box. A text box on the right side of the form contains the instruction: 'Fill in the relevant details of the Venue. You can also add resources and a map from this page'. Three arrows point from this text box to the 'Address1', 'Resource', and 'Map' fields.

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

**PracticeLMS**

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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	<a href="#">View &gt;&gt;</a>

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

**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

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14) Complete the rest of the form

15) Select **Submit**

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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**PracticeLMS**

Home | Manage Users | Help & Support | Logout

>> [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 ↓
<input type="radio"/>	25-Feb-2010	25-Feb-2010	09:00 AM	17:00 PM	Virtual College - Upstairs Meeting Room	10	0	Open

1 records **Add Date** Remove Date View 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**

**PracticeLMS** Powered by VIRTUAL COLLEGE

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
<input checked="" type="radio"/> CISCO - Level1
<input type="radio"/> LMS Level 1
<input type="radio"/> 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		Quicklinks		
Title	CISCO - Level1	<ul style="list-style-type: none"> <li>● <a href="#">Courses</a></li> <li>● <a href="#">Dates</a></li> <li>● <a href="#">Venues</a></li> <li>● <a href="#">Requests</a></li> <li>● <a href="#">Managers</a></li> <li>● <a href="#">Edit Details</a></li> </ul>		
Description	Networking			
Training Event Courses				
Title	Type		Action	
PAB - Practice Network 408	E-learning		<a href="#">View &gt;&gt;</a>	
Training Event Dates				
Start	End	Venue	Attendance	Action
25-Feb-2010	25-Feb-2010	Virtual College - Upstairs Meeting Room	5 of 10	<a href="#">View &gt;&gt;</a>
Training Event Requests		There are no requests outstanding for this training event.		

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5) Select **Attendance**

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Home | Manage Users | Help & Support | Logout

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

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**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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Home | Manage Users | Help & Support | Logout

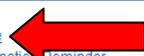
>> [Section Admin Dashboard](#) >> [Training Events](#) >> [View Event](#) >> [View Event Date](#) >> [Manage Attendance](#) 12 February 2010

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**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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**PracticeLMS**

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

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

- 9) Edit the email if required
- 10) Amend the recipient list if necessary
- 11) Select **Send** to email the learners

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**PracticeLMS**

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.

**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**

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

**Confirmed**  
There are currently no attendees confirmed for this event date.

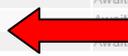
**Cancelled**  
There are currently no cancellations for this event date.

**Quicklinks**

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

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New attendee(s) will then be added to the list



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

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 type="text"/>	<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="text"/>	<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 type="text"/>	<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 type="text"/>	<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 type="text"/>	<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="text"/>	<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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13) On the day of the event use the attendance list to confirm whether each delegate was present

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

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