

# LMS USER GUIDE

## CREATING GROUPS

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

<b>Section Admin Procedure</b>	Section Admin Dashboard>Groups
<b>Organisation Admin Procedure</b>	Organisation Admin Dashboard>Groups
<b>Organisation Admin Basic Procedure</b>	Organisation Admin Basic Dashboard>Groups

2) Select **Add New Group**

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>> [Section Admin Dashboard](#) >> [Groups](#) 07 September 2009

**Groups**

**Go directly to a record**  
Search for multiple records by separating your search terms with commas in the box below.

Name :  Find

☒ Tick here to find partial matches

Name ↓	Type ↓	Organisation ↓
UHNS - 170909	Job Role	

1 records

**Add New Group** Delete Group View Group

Click on Add New Group

3) Complete the form

4) Select **Submit**

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>> [Section Admin Dashboard](#) >> [Groups](#) >> [Edit Group Details](#) 06 November 2015

**Edit Group Details**

Title \*

Description \*

Type \*

Messaging

Organisation

Department

**Submit** **Cancel**

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Mandatory fields are shown with an \*


5) Select Courses

You are now ready to add course(s) to your group

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>> [Section Admin Dashboard](#) >> [View Group](#) 06 November 2015

**Group: Charlie**



**Type:** Job Role  
**Organisation:**  
**Department:** All  
**Members:** 0  
**Active Members:** 0  
**Expired Members:** 0  
**Courses:** 0  
**Supervisors:** 0

**Quicklinks**

**Members & Courses**

- ▶ [Add Members](#)
- ▶ [Remove Admins](#)
- ▶ [View Members](#)
- ▶ [Courses](#)
- ▶ [Deliveries](#)
- ▶ [Supervisors](#)

**Actions**

- ▶ [Repair Group](#)
- ▶ [View Criteria Matrix](#)
- ▶ [Send Group Email](#)
- ▶ [Edit Details](#)

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6) Select Add Course

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>> [Section Admin Dashboard](#) >> [View Group](#) >> [Current Group Courses](#) 06 November 2015

**Current Group Courses**

Title ↓	Modules on Group \ Total Modules ↓
There are no items to display in this list	

0 records   [Add Course](#)   [Remove Course](#)   [View Course Record](#)   [Edit Modules](#)

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7) Highlight the relevant course(s) and select **Add Selected**

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>> Section Admin Dashboard >> View Group >> Current Group Courses >> Add Course 06 November 2015

**Add Course**

☐ Send Message to Learners

Customise & send an email informing users of the new 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

- ☒ How to Delegate Effectively
- ☐ How to Develop a Culture of Openness and Trust
- ☐ How to Develop an Effective Induction
- ☐ How to Manage Capability
- ☐ How to Manage Coaching

47 records Add Selected & Another Add & Customise Add Selected

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Take the tick out of the box to send message to Learners (as there are no learners in the Group at this stage)

8) Use the breadcrumb trail to go back to View Group

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Home Manage Users Help & Support

>> Section Admin Dashboard >> View Group >> Current Group Courses 06 November 2015

**Current Group Courses**

Title ↓	Modules on Group \ Total Modules ↓
<input type="radio"/> How to Delegate Effectively	1 \ 1

1 records Add Course Remove Course View Course Record Edit Modules

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Use the breadcrumb trail to go back to View Group

9) Select **Add Members**

This is the view of the Group you have created

The screenshot shows the E-nable LMS interface. At the top, there's a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this, a breadcrumb trail reads '>> Section Admin Dashboard >> View Group'. The main content area is divided into two columns. The left column, titled 'Group: Charlie', displays statistics: Type (Job Role), Organisation, Department (All), Members (0), Active Members (0), Expired Members (0), Courses (1), and Supervisors (0). The right column, titled 'Quicklinks', has two sections: 'Members & Courses' with links for 'Add Members', 'Remove Admins', 'View Members', 'Courses', 'Deliveries', and 'Supervisors'; and 'Actions' with links for 'Repair Group', 'View Criteria Matrix', 'Send Group Email', and 'Edit Details'. A callout box with an arrow points to the 'Add Members' link, containing the text 'Click on Add Members'. At the bottom, there's a footer with 'Accessibility' and 'Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved'.

10) Find the relevant learners

You now can start adding new members to this group

The screenshot shows the 'Add Group Member' page in the E-nable LMS. It features a 'Send a message to new members' checkbox which is checked, and a 'Send a message to group supervisors' checkbox which is unchecked. Below this, there's a section 'Go directly to a user' with a search bar for 'Surname' and a 'Find' button. A callout box points to the search bar with the text 'Leave box ticked if you want the system to email new members'. Another callout box points to the 'Find' button with the text 'You use the Go directly to user option to search'. Below the search bar, there are radio buttons for 'Partial Matches', 'Sounds Like', and 'Exact Match'. Further down, there's a section 'Or select a department or organisation' with a dropdown menu for 'Organisation / Department'. A callout box points to this dropdown with the text 'You can use the Organisation / Department to bring up a list of learners'. Below this is a 'User Type' dropdown. At the bottom, there's a table with columns 'First Name', 'Surname', 'Postcode', 'User ID', and 'User Type'. The table is currently empty, with a message 'There are no items to display in this list'. At the bottom of the page, there are links for 'Check All' and 'Uncheck', a '0 records' indicator, and buttons for 'Add / Remove by Filter' and 'Add Selected'.

11) Highlight the relevant learners

12) Select **Add Selected**

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> View Group: UHNS - 170909 >> Add Group Member 11 September 2009

**Add Group Member** [Help](#)

☒ Send a message to new members  
☐ Send a message to group supervisors

**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**  
Organisation / Department  
+ Everyone

User Type  
User Type

<input type="checkbox"/>	Paul	ButlerEOA	LS298DD	PABEOA	Organisation Admin
<input checked="" type="checkbox"/>	Ian	Carruthers	LS298DD	170909IN	Learner
<input type="checkbox"/>	enable	sa	LS298DD	enablesa	Section Admin
<input checked="" type="checkbox"/>	Lindsay	Skelton	LS298DD	170909LS	Learner
<input checked="" type="checkbox"/>	Sally	Smith	LS298DD	170909SS	Learner

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

7 records [Add / Remove by Filter](#) [Add Selected](#)

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13) Click **Send** when you are ready to send the message

If you have clicked the box to send a message to new members, then the following screen will appear

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>> Section Admin Dashboard >> View Group >> Add Group Member >> Send Message 06 November 2015

**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](#)

**E>nable e-Learning Registration Details**

Dear enable sa

We are pleased to confirm that you are now registered on the E>nable Learning Management System and can use your material for

**How to Delegate Effectively**

Your training material can be accessed at [www.vctms.co.uk](http://www.vctms.co.uk) using the following username

username - pabsa

When you first log into the system, please click on the "Edit Profile" link to change your password to a secure password before you log in.

[Edit](#)

**Recipients**

Select people from the following list to receive the message. Any re

	First Name	Surname	User ID	Email Address
<input checked="" type="checkbox"/>	Paul	Butler13	Butler13	paul.butler@virtual-college.co.uk
<input checked="" type="checkbox"/>	Paul	Butler14	Butler14	paul.butler@virtual-college.co.uk
<input checked="" type="checkbox"/>	Paul	Butler15	Butler15	paul.butler@virtual-college.co.uk

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

3 records

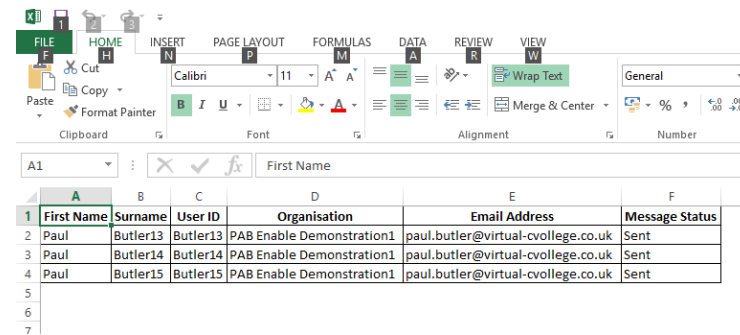
[Send](#) [Report](#) [Cancel](#) ☒ Generate Report

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If wish to you can edit the message by clicking the Edit button, making the relevant changes to the message and selecting Done


- 14) The **Report** button will now be available, select this if you wish to produce an Excel spreadsheet containing the relevant details

This report is optional



	A	B	C	D	E	F
	First Name	Surname	User ID	Organisation	Email Address	Message Status
1	Paul	Butler13	Butler13	PAB Enable Demonstration1	paul.butler@virtual-cvcollege.co.uk	Sent
2	Paul	Butler14	Butler14	PAB Enable Demonstration1	paul.butler@virtual-cvcollege.co.uk	Sent
3	Paul	Butler15	Butler15	PAB Enable Demonstration1	paul.butler@virtual-cvcollege.co.uk	Sent

- 15) You can see the learners have been added to the Group



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

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>> Section Admin Dashboard >> View Group 06 November 2015

**Group: Charlie**

Type: Job Role

Organisation:

Department: All

Members: 3

Active Members: 3

Expired Members: 0

Courses: 1

Supervisors: 0

**Quicklinks**

**Members & Courses**

- Add Members
- Remove Admins
- View Members
- Courses
- Deliveries
- Supervisors

**Actions**

- Repair Group
- View Criteria Matrix
- Send Group Email
- Edit Details

You can send a Group email (this does not send a password reminder)

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