

LMS USER GUIDE

How to allocate training

Section Admin Procedure	Section Admin Dashboard >
Organisation Admin Procedure	Organisation Admin Dashboard >
Organisation Admin Basic Procedure	Organisation Admin Dashboard >

ALLOCATING TRAINING VIA THE LEARNER RECORD

1) Select **Users** from under the users quicklinks

The screenshot shows the 'Online training solutions' dashboard. At the top, there's a header with contact information and the Virtual College logo. Below the header is a navigation bar with links: Home, Manage Users, Help & Support, and Logout. The main content area has a breadcrumb trail: >> Section Admin Dashboard. On the left, there's a 'Recently Viewed Items' section with a link to 'View User: Demo Demo'. On the right, there's a 'Quicklinks' sidebar. The 'Users' link in the 'Users' section of the quicklinks is highlighted with a black box.

2) Select **Courses** from under the training quicklinks

The screenshot shows the 'User: Demo Demo' profile page. The header and navigation bar are the same as the previous screenshot. The breadcrumb trail is: >> Section Admin Dashboard >> Users >> View User. The user profile information is displayed on the left, including a placeholder for a profile image and details like Organisation (DEMO Smith's Coffee House), Department (DEMO Smith's Coffee House Department), Manager (N/A), and User Name (Meganbatch100). On the right, there's a 'Quicklinks' sidebar. The 'Courses' link in the 'Training' section of the quicklinks is highlighted with a black box. Below the quicklinks, there are sections for 'E-Learning Courses', 'Offline Courses', 'Login Summary', 'Course Requests', and 'Automated Messages to User'. The footer contains an 'Accessibility' link and a copyright notice: Copyright © 1995-2016 Virtual College Group PLC | All Rights Reserved.

3) Scroll down or type the course title in the search field to find the course you want to allocate

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Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [Users](#) >> [View User](#) >> [Manage User Courses](#) 09 February 2016

Manage User Courses [Help](#)

Available Courses

Assigned Courses

Available Courses list:
Cooking Demonstration
Data Protection at Work
Equality and Diversity in the Workplace
Fire Safety Training
First Aid 3 day
First Aid Training
How to Delegate Effectively

>> <<

Submit Cancel

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4) Select the course then select the chevron pointing to the right

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Manage User Courses [Help](#)

Available Courses

Assigned Courses

Available Courses list:
Data Protection at Work
Equality and Diversity in the Workplace
Fire Safety Training
First Aid 3 day
First Aid Training
How to Delegate Effectively
How to Develop a Culture of Openness and Trust

>> <<

Submit Cancel

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5) Select **Submit**

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Available Courses

Assigned Courses

Data Protection at Work
Equality and Diversity in the Workplace
Fire Safety Training
First Aid 3 day
First Aid Training
How to Delegate Effectively
How to Develop a Culture of Openness and Trust

Cooking Demonstration

Submit Cancel

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6) Select
Continue

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Manage User Courses [Help](#)

Available Courses

Assigned Courses

Data Protection at Work
Equality and Diversity in the Workplace
Fire Safety Training
First Aid 3 day
First Aid Training
How to Delegate Effectively
How to Develop a Culture of Openness and Trust

Cooking Demonstration

Submit Cancel

The following course(s) (and their module(s)) have been added:

- Cooking Demonstration

Continue

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8) The course is now on the users profile

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HomeManage UsersHelp & SupportLogout

>> [Section Admin Dashboard](#) >> [View User](#)

09 February 2016

User: Demo DemoHelp



no profile image

Organisation:
DEMO Smith's Coffee House

Department:
DEMO Smith's Coffee House Department

Manager:
N/A

User Name:
Meganbatch100

[View Contact Details](#)

Quicklinks

Training

- [Courses](#)
- [Modules](#)
- [Groups](#)
- [Log Historical Learning](#)
- [Training Material \(SCORM\) Report](#)

Development

- [Course Notes](#)
- [Personal Development](#)
- [Job Roles](#)
- [Endorsements](#)
- [Progress Report](#)

Actions

- [Print Certificates](#)
- [Delete User](#)
- [Edit Details](#)

E-Learning CoursesHelp

This learner has no e-learning courses assigned to them.

Offline CoursesHelp

Title	Status	Progress	Action
Cooking Demonstration	Applied	<input type="text"/> 0%	View >>

Login SummaryHelp

This learner has not logged in to the system yet.

Course RequestsHelp

This learner has not made any course requests.

Automated Messages to User

Template	Date	Action
Batch Upload	08-Sep-2015	View >>

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