

LMS USER GUIDE

How to allocate training

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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

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Page
[View User: Demo Demo](#)

Quicklinks

Users

- [Users](#)
- [Groups](#)
- [Training Events](#)
- [Skills Matrix](#)
- [Existing Skills Matrix](#)
- [Record SOP Session](#)
- [Personal Development](#)
- [Pending Certificates](#)
- [My Profile](#)

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

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User: Demo Demo [Help](#)

 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 Courses [Help](#)
This learner has no e-learning courses assigned to them.

Offline Courses [Help](#)
This learner has no offline courses assigned to them.

Login Summary [Help](#)
This learner has not logged in to the system yet.

Course Requests [Help](#)
This learner has not made any course requests.

Automated Messages to User

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

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

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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 cheveron pointing to the right

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Manage User Courses [Help](#)

Available Courses

Assigned Courses

Assigned Courses list:
Cooking Demonstration

>> <<

Submit Cancel

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5) Select **Submit**

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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 Tru:

>>
 <<

Cooking Demonstration

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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 Tru:

>>
 <<

Cooking Demonstration

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

- Cooking Demonstration

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8) The course is now on the users profile

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User: Demo Demo
[Help](#)



Organisation:
DEMO Smith's Coffee House
 Department:
DEMO Smith's Coffee House Department
 Manager:
N/A
 User Name:
Meganbatch100

[View Contact Details](#)

Quicklinks

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E-Learning Courses
[Help](#)

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

Offline Courses
[Help](#)

This learner has not logged in to the system yet.

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

Login Summary
[Help](#)

This learner has not made any course requests.

Course Requests
[Help](#)

This learner has not made any course requests.

Automated Messages to User
[Help](#)

This learner has not made any course requests.

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

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