

LMS USER GUIDE

CREATING BUSINESS OBJECTIVES

INFORMATION – Business Objectives can be created at Section Level and at Organisational Level in the Learning Management System so that courses that learners undertake can be mapped to the relevant Business Objectives.

Objectives that are created at Section Level and added to the Current Business Objectives List and these then appear in the Default List of objectives that are accessible to all organisations.

At Organisation Level objectives can be chosen from the Default List or new objectives created that are specific to that organisation.

SECTION ADMINISTRATOR LEVEL


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

Section Admin Procedure

Section Admin Dashboard>Business Objectives

>> [Section Admin Dashboard](#) 01 August 2014

Recently Viewed Items	Help	Quicklinks
Page		Users
View Course: Charlie		▶ Users
View Group: Group 1		▶ Groups
View Group: Group 3		▶ Training Events
View Group: Group 2		▶ Skills Matrix
View Project: Charlie Port 2		▶ Existing Skills Matrix
View Module: Charlie Port 3		▶ Record SOP Session
View Module: Charlie Port 1		▶ Personal Development
View User: Paul Acres 1		▶ Pending Certificates
		▶ My Profile
		Courses & Modules
		▶ Courses
		▶ My Courses
		▶ Historical Courses
		▶ Modules
		▶ Projects
		▶ Providers
		▶ Evaluations
		▶ Grading Systems
		▶ Course Explorer
		Marking
		▶ Short Answer Submissions
		▶ Portfolio Submissions
		▶ Portfolios
		▶ Observations
		▶ Alter Submission
		System
		▶ Organisations
		▶ View Dashboard Reports
		▶ Administer Dashboard Reports
		▶ Notifications
		▶ Scheduled Messages
		▶ Status Rules
		▶ Section Details
		▶ Competency Structures
		▶ Job Skills
		▶ Job Roles
		▶ Endorsements
		▶ Business Objectives
		▶ Categories
		▶ Message Templates
		▶ Reminder Emails



At Section Level

- 2) Type in New Objective
- 3) Select **Add**

The new objective will then appear in the Current Business Objectives list

In the following example 3 default objectives already appear and the Section Administrator has typed in their first new objective.

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>> [Section Admin Dashboard](#) >> [Business Objectives](#) 04 March 2010

Current Business Objectives [Help](#)

No objectives have been set for this organisation yet

Add Business Objectives [Help](#)

Add a new Objective

Or, add an objective from the default list

Objective	Action
Improve customer satisfaction levels	Add >>
Deliver improvements in finance and business services to member organisations	Add >>
Improve usage of IT systems across the group	Add >>

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>> [Section Admin Dashboard](#) >> [Business Objectives](#) 04 March 2010

Current Business Objectives [Help](#)

Objective	Action
Improve sales of online courses	Delete >>

Add Business Objectives [Help](#)

Add a new Objective

Or, add an objective from the default list

Objective	Action
Improve customer satisfaction levels	Add >>
Deliver improvements in finance and business services to member organisations	Add >>
Improve usage of IT systems across the group	Add >>

ORGANISATION LEVEL

Organisation Admin Procedure

Organisation Admin Dashboard>Business Objectives

>> [Organisation Admin Dashboard](#) 13 February 20

Recently Viewed Items [Help](#)

Welcome to the Training Management System.

Course Request Summary [Help](#)

There are currently no outstanding requests.

[Manage Requests](#)

Quicklinks

Users

- [Users](#)
- [Groups](#)
- [Training Events](#)
- [Personal Development](#)
- [Reports](#)

Training

- [Projects](#)
- [Modules](#)
- [My Projects](#)
- [My Modules](#)
- [Courses](#)
- [Course Explorer](#)
- [Manage Course Directory](#)
- [Evaluations](#)

System

- [Organisation](#)
- [Business Objectives](#)
- [Pending Certificates](#)
- [Notifications](#)
- [Batch Upload](#)
- [Edit Profile](#)

1) To create a new objective, type the name in the box, then click the **Add** button.

2) To add an objective from the Default list select the relevant **Add** link

At Organisation Level any Current Business Objectives set by the Section Administrator will appear in the list of available objectives. Organisation Administrators can also add their own new objectives.

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Home Manage Users Help & Support Logout

>> [Organisation Admin Dashboard](#) >> [Business Objectives](#)

04 March 2010

Current Business Objectives [Help](#)

No objectives have been set for this organisation yet

Add Business Objectives [Help](#)

Add a new Objective

[Add](#)

Or, add an objective from the default list

Objective	ACTION
Improve sales of online courses	Add >>

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Type in the objective and select Add to create a new objective at Organisation Level

To add an objective from the default list – click the relevant Add link