

LMS USER GUIDE

PERSONAL DEVELOPMENT (ADMIN VIEW)

INTRODUCTION – Personal Development is an optional feature which enables organisations to manage their staff/employee Personal Development via the LMS system. This functionality includes the ability to upload Personal Development Reviews (PDRs) and Targets to learner records and record progress (including relevant training) against the targets set. There are options for Learners as well as the relevant managers/administrators to upload (PDR) documents and create Targets and, therefore, the responsibility for undertaking these tasks needs to be agreed between the relevant parties when they start to use this functionality.

WHAT THE LEARNER SEES – When Personal Development is enabled in an LMS, there will be a Personal Development Tab on the learner Dashboard which the learner can use to access this functionality.

WHAT THE ADMINISTRATOR SEES – When Personal Development is enabled in an LMS the relevant managers/administrators will have additional functionality which will enable them to manage their learners' Personal Development through via the system.

UPLOADING A PERSONAL DEVELOPMENT REVIEW (PDR) DOCUMENT

Please note: The Personal Development Review needs to have been created and saved prior to uploading to the system.

1) Navigate to the View User page for the learner concerned using the relevant procedure for your level of access

Section Admin Procedure	Section Admin Dashboard>Users
Organisation Admin Procedure	Organisation Admin Dashboard>Manage Users
Organisation Admin Basic Procedure	Organisation Admin Basic Dashboard>Users

2) Select
Personal Development

The screenshot shows the E-nable LMS interface. At the top, the logo 'E-nable' is displayed with the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A top navigation bar contains 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this, a breadcrumb trail reads '>> Section Admin Dashboard >> Users >> View User' and the date '04 August 2012' is shown on the right.

The main content area is titled 'User: Paul Acres1' with a 'Help' icon. On the left is a user profile picture. To the right of the picture, the following details are listed:

- Organisation: PAB Enable Demonstration
- Department: PAB Demos - Dept 1
- Manager: paul Learner Manager
- User Name: paulacres1

A link 'View Contact Details' is located below the user details.

On the right side, there is a 'Quicklinks' section with two main categories:

- Training**
 - ▶ Courses
 - ▶ Modules
 - ▶ Groups
 - ▶ Log Historical Learning
 - ▶ Training Material (SCORM) Report
- Development**
 - ▶ Course Notes
 - ▶ Personal Development
 - ▶ Job Roles
 - ▶ Endorsements
 - ▶ Progress Report

A red arrow points to the 'Personal Development' link in the Development section.

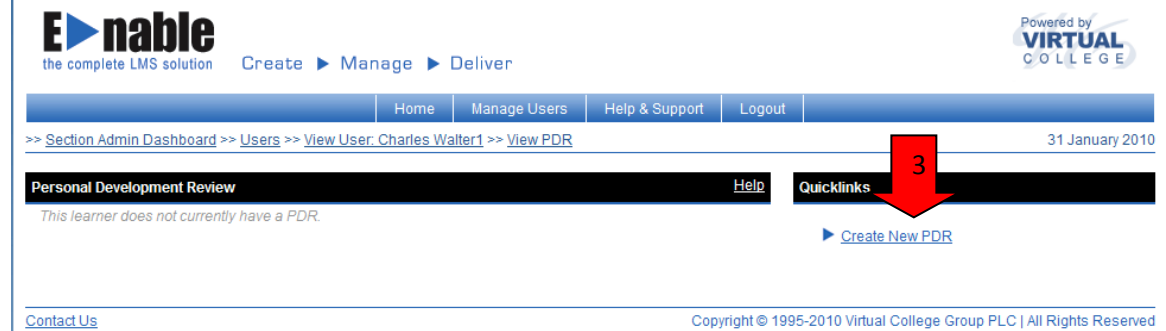
Below the Development section is an 'Actions' section with the following links:

- ▶ Send Password Reminder
- ▶ Print Certificates
- ▶ Delete User
- ▶ Edit Details

- 3) Select **Create New PDR**

In the following example, no Personal Development Reviews (PDRs) have yet been uploaded and the learner has the option of creating their own PDR.

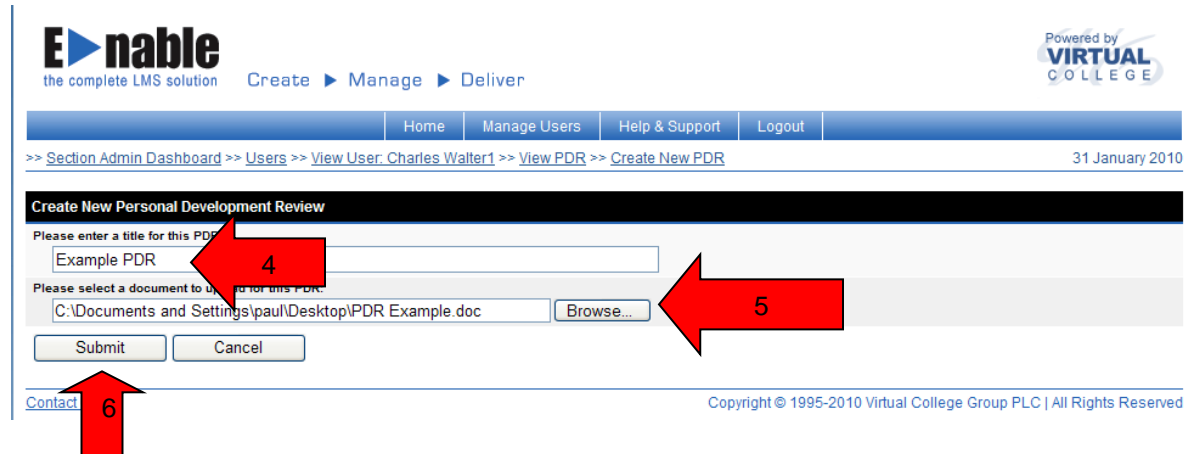
The learner also has the ability to upload PDRs and targets. If this is the case these will already be visible when the relevant manager/administrator as selects Personal Development.



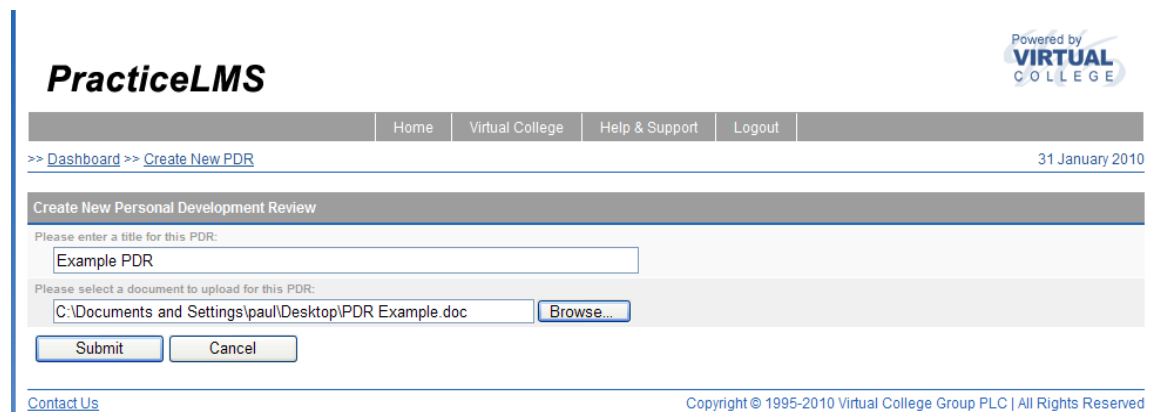
- 4) Type in title of the PDR

- 5) Use the **Browse** button to locate the PDR document

- 6) Select **Submit**



Once a PDR has been uploaded, this can be viewed from the **View PDR** screen.



ADDING TARGETS TO THE PDR

- 1) Select **Add New Target**

The screenshot shows the E-nable interface for a Personal Development Review (PDR). The header includes the E-nable logo, navigation links (Create, Manage, Deliver), and a user menu (Home, Manage Users, Help & Support, Logout). The breadcrumb trail is: >> Section Admin Dashboard >> Users >> View User: Charles Walter1 >> View PDR: Example PDR. The date is 31 January 2010. The main content area has a 'Personal Development Review' header with a 'Help' link. Below it is a table with columns 'Title', 'Date', and 'Action'. The table contains one row: 'Example PDR', '31-Jan-2010', and a 'View >>' link. To the right is a 'Quicklinks' section with links: 'Create New PDR', 'Edit PDR', and 'View Previous PDR's'. Below the table is an 'Active Targets' section with the text 'There are currently no targets associated with this PDR.' and a blue link 'Add New Target' highlighted with a red arrow labeled 1. At the bottom is a 'Contact Us' link and a copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

- 2) Complete the target details
- 3) Select **Submit**

Repeat steps 1 to 3 for all targets

The screenshot shows the 'Add New Target' form in the E-nable interface. The form has three main sections: 'Target', 'Description', and 'Milestone Measurement'. The 'Target' field contains the text 'Produce a Batch Upload User Guide for LMS Administrators'. The 'Description' field contains the text 'Produce a Word Document including screenshots of all relevant LMS pages in the Standard Users Guide format (as per LMS User Guide template)'. The 'Milestone Measurement' field contains the text 'Batch Upload User Guide saved in User Guide folder on the network'. Below these fields is a 'Review Date' section with three dropdown menus: '2', 'February', and '2010'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'. A red circle labeled 2 is positioned to the right of the form, with arrows pointing to the 'Target', 'Description', and 'Milestone Measurement' fields. A red arrow labeled 3 points to the 'Submit' button. The rest of the interface (header, breadcrumb, date, table, quicklinks, footer) is identical to the previous screenshot.

- 4) Target now appears

As soon as the target has been uploaded it will appear on the View PDR page

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

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User: Charles Walter1 >> View PDR: Example PDR 31 January 2010

Personal Development Review Help

Title	Date	Action
Example PDR	31-Jan-2010	View >>

Active Targets

Target	Status	Date	Review	Action
Produce a Batch Upload User Guide for LMS Administrators	Not Started	02-Feb-2010	Pending	View Edit

[Add New Target](#)

Quicklinks

- [Create New PDR](#)
- [Edit PDR](#)
- [View Previous PDR's](#)

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VIEWING AND PROGRESSING TARGETS

When the relevant manager/administrator views a learner record, they will be able to access all information relating to the PDRs and targets (including a record of progress) via the Personal Development link.

- 1) Select the view action icon

Action



to view a target

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

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User: Charles Walter1 >> View PDR: Example PDR

Personal Development Review Help

Title	Date	Action
Example PDR	31-Jan-2010	View >>

Active Targets

Target	Status	Date	Review	Action
Produce a Batch Upload User Guide for LMS Administrators	Not Started	02-Feb-2010	Pending	View Edit

[Add New Target](#)

Quicklinks

- [Create New PDR](#)
- [Edit PDR](#)
- [View Previous PDR's](#)

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Click on the "View" Action Button to see all the relevant target details and options

Action

- 2) Select the required option
- 3) Complete the details on the relevant form and select **Submit**

From this screen the administrator can see the all progress against the target and also has the following options:

Edit Target – the learner will automatically receive a notification (LMS message and email) of any changes made to a target.

Extend Target – this includes the option to notify the learner by email of the extension.

Withdraw Target – this includes the option to notify the learner by email of the withdrawal.

Add Comment – if the administrator wishes to make a comment that will appear on their record against the target they can use this link. When they use this link they also have the option to notify the learner of the comment they have made.

The screenshot displays the E-nable LMS interface. At the top, the E-nable logo is on the left, and 'Powered by VIRTUAL COLLEGE' is on the right. Below the logo is the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A blue navigation bar contains links for 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this bar, a breadcrumb trail reads '>> Section Admin Dashboard >> Users >> View User: Charles Walter1 >> View PDR: Example PDR >> View Target', with the date '31 January 2010' on the right. The main content area is divided into several sections: 'Target Information' (with a 'Help' link), 'Quicklinks' (with links for 'Edit Target', 'Extend Target', and 'Withdraw Target'), 'History' (with a 'Help' link and a message 'There are no comments for this target.'), 'Completed Courses', 'Active Courses', and 'Training Requests'. Each of these sections has a 'Help' link. A red circle with the number '2' is placed over the 'Quicklinks' section, with arrows pointing to the 'Edit Target', 'Extend Target', and 'Withdraw Target' links. An arrow points from the 'Add Comment' button in the 'History' section to a text box. At the bottom left, there is a 'Contact Us' link.

Target Information [Help](#)

Title
Produce a Batch Upload User Guide for LMS

Review Date
02-Feb-2010

Status
Not Started

Description
Produce a Word Document including screenshots of all relevant LMS pages in the Standard Users Guide format (as per LMS User Guide template)

Milestone Measure
Batch Upload User Guide saved in User Guide folder on the network

Quicklinks

- [Edit Target](#)
- [Extend Target](#)
- [Withdraw Target](#)

History [Help](#)

There are no comments for this target.

[Add Comment](#)

Completed Courses [Help](#)

There are no completed courses associated with this target.

Active Courses [Help](#)

There are no outstanding courses associated with this target.

Training Requests [Help](#)

There are no training requests associated with this target.

[Contact Us](#)

All information relating to the progress made towards the target will be accessible from the View Target screen