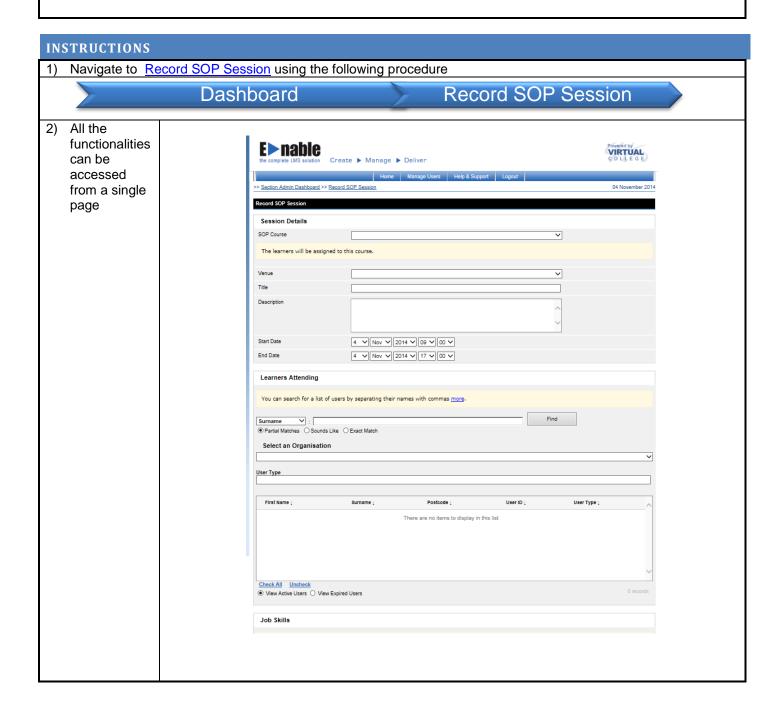# LMS USER GUIDE
STANDARD OPERATING PROCEDURES/TOOLBOX TALKS

INFORMATION – This functionality allows a record of on the job training to be kept within the LMS so that Managers know which staff can operate the equipment/processes. This record allows a detailed Skills Matrix to be generated to enable Managers to clearly see where training has taken place or is still required.

If your LMS / Organisation has access to this functionality, then it will be available to:

> Section Administrators   Organisation Administrators

INSTRUCTIONS

1) Navigate to Record SOP Session using the following procedure

> Dashboard   Record SOP Session

2) All the functionalities can be accessed from a single page

3) To create a new SOP or add a date to an existing SOP select the SOP course drop down box	**E▶nable** the complete LMS solution Create ▶ Manage ▶ Deliver Powered by **VIRTUAL** C O L L E G E Home	Manage Users	Help & Support	Logout >> Section Admin Dashboard >> Record SOP Session 02 November 2011 **Record SOP Session** **Session Details** SOP Course [▼] The learners will be assigned to t qwe Short Answer Questions Short Answer QuestionsV3 Snap Superquiz TEST 123 Test Course - Allocate on Pass test2 Training Scheme For Defender/Transit Vehicle Operator Twitter for Business Virtual Room Session 2022011 Wimba Wimba 211010 -- Not In List -- -- Existing Events -- Cultural Confidence - ISB David's Course Demo - 20710 Gardening Course GMC Demo GMC DEMO2 GMC DEMO3 Greencore-Test MCSE PAB - Event Management PAB131011 PAB260411 test Location Title Description Time & Date **Learners Attending** You can search for a list of users by separating their names with commas more.
4) If your wish to create a **New SOP/Toolbox** session. Select the - **Not In List-** Option	**E▶nable** the complete LMS solution Create ▶ Manage ▶ Deliver Powered by **VIRTUAL** C O L L E G E Home	Manage Users	Help & Support	Logout >> Section Admin Dashboard >> Record SOP Session 04 November 2014 **Record SOP Session** **Session Details** SOP Course [-- Not In List -- ▼] The learners will be assigned to this course. SOP Course (not in list) [ ] SOP Documents [ ] [Browse...] [Upload] [Delete] These files will be uploaded as learning material to the new course. Venue [▼] Title [ ] Description [ ] Start Date [4 ▼][Nov ▼][2014 ▼][09 ▼][00 ▼] End Date [4 ▼][Nov ▼][2014 ▼][17 ▼][00 ▼]

5) You can now enter the title for the new SOP/Toolbox Talk

6) You can add supporting training documents to the new SOP/Toolbox talk Which will appear on the learner active learning tab (if the session took place in the past it will appear on the completed learning tab)

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>> Section Admin Dashboard >> Record SOP Session   04 November 2014

Record SOP Session

Session Details

| SOP Course | -- Not In List -- ▼ |

The learners will be assigned to this course.

| SOP Course (not in list) | SOP Paul1   ✕ |

SOP Documents

| | Browse... | Upload | Delete |

These files will be uploaded as learning material to the new course.

Venue	▼
Title	
Description	
Start Date	4 ▼ Nov ▼ 2014 ▼ 09 ▼ 00 ▼
End Date	4 ▼ Nov ▼ 2014 ▼ 17 ▼ 00 ▼

7) You need to select a location for the session. To add a new one choose the –**Not In List-** option from the drop down box	Venue Title Description Start Date End Date **Learners Attending** You can search for a list of users b... CAM3 CAM600 FC Kiveton Leechmere Office Omline Online PAB PAB6 PAB6 Paul Practice Venue Training Event Venue VC Virtual College xxxxxx -- Not In List --
8) Enter a **Title** for the new session 9) Enter a description for the session 10) Select a date and time for the SOP/Toolbox talk (this can be in the **future** or the **past**)	Venue — PAB6 Locale (Optional) Title Description Start Date — 4 Nov 2013 09 00 End Date — 4 Nov 2013 17 00

11) You can search for and select the learners attending the session here

Learners Attending

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

[♦ Everyone   ▾]

User Type

[▾]

	First Name ↓	Surname ↓	Postcode ↓	User ID ↓	User Type ↓
☑	Paul	Acres	LS298DD	paulacres30	Learner
☑	Paul	Acres	LS298DD	paulacres2	Learner
☑	Paul	Acres18	LS298DD	paulacres18	Learner
☐	Paul	Acres20	LS298DD	paulacres20	Learner

Check All   Uncheck
◉ View Active Users ○ View Expired Users   85 records

12) If you wish to link these sessions to **Job Skills** and the skill matrix you can do so from this section of the form. You need to select the relevant Job role from the drop down box

Job Skills

What job skill level does attending this session bring the learners to?

[Reload Learner List]   **Job Roles**

[▾]

Learner ↓		
☑ Paul Acres		
☑ Paul Acres		
☑ Paul Acres18		

[Add]
[Remove]

		No Lev
☐	Job Knowledge	
☐	Unsatisfactoy	1
☐	Improvement desired	2
☐	Meets expectations	3
☑	Exceeds expectations	4

13) The additional files function allows Administrators/ Trainers the abilty to upload a scanned signed registers and other documents. These will only be visable to Administrators	**Additional Files** Any additional files, e.g. safety notice or attendance register. C:\Users\paul.butler\Desk Browse... Browse... Browse... Browse... Save
14) The SOP/Toolboxtalk session is recorded in the **Events** directory 15) Select **View Event**	Title ▾ : [ ] Find ☑ Tick here to find partial matches ○ PAB131011 ○ PAB260411 ● SOP-Pab6 ○ test 21 records Add New Event View Event

16) The session is shown as an event date and learning material which has been added

17) To check on attendance or docs relative to this session click **View**

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>> Section Admin Dashboard >> Training Events >> View Event   02 November 2011

Training Event Details

Title
SOP-Pab6

Description
SOP-Pab6 description

Training Event Courses

Title	Type	Action
SOP-Pab6	E-learning	View >>

Training Event Dates

Start	End	Venue	Attendance	Action
01-Nov-2011	01-Nov-2011	PAB	3 of 3	View >>

Training Event Requests

There are no requests outstanding for this training event.

Quicklinks

▶ Courses
▶ Dates
▶ Venues
▶ Requests
▶ Managers
▶ File Uploads
▶ Edit Details

---

18) Select **Attendance**

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| | Home | Manage Users | Help & Support | Logout |

>> Section Admin Dashboard >> Training Events >> View Event >> View Event Date   02 November 2011

View Event Date

Title
SOP-Pab6

Description
SOP-Pab6 description

Courses
SOP-Pab6

Venue
PAB

Date
01-Nov-2011 - 01-Nov-2011

Time
09:00 AM - 09:00 AM

Per Person Cost
£0

Allocation
3 of 3 places allocated.

Status
Open

Quicklinks

▶ Attendance
▶ Requests
▶ Edit Details

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19) Select Attendance Register

| | Home | Manage Users | Help & Support | Logout |

>> Section Admin Dashboard >> Training Events >> View Event >> View Event Date >> Manage Attendance   02 November 2011

Awaiting Confirmation

There are currently no attendees awaiting confirmation.

Quicklinks

▶ Add Attendee
▶ Send Confirmation Reminder
▶ Send Event Reminder
▶ **Attendance Register**
▶ Allocate Training

Confirmed

Name	Status
Paul Acres	Confirmed
Paul Acres	Confirmed
Paul Acres18	Confirmed

Cancelled

There are currently no cancellations for this event date.

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20) If an error has been made regarding attendance it can be altered here

21) NB: If the session is in the future the Administrator has to manually mark the register

| | Home | Manage Users | Help & Support | Logout |

>> Section Admin Dashboard >> Training Events >> View Event >> View Event Date >> Manage Attendance >> Attendance Register   02 November 2011

Attendance Register
SOP-Pab6 01-Nov-2011 09:00AM 09:00AM at PAB [Open]

Name	Note	Confirmation	Attendance
Paul Acres PAB Enable Demonstration		○ Awaiting ● Confirmed ○ Cancelled	● Present ○ Absent
Paul Acres (PAB Enable Demonstration)		○ Awaiting ● Confirmed ○ Cancelled	● Present ○ Absent
Paul Acres18 PAB Enable Demonstration		○ Awaiting ● Confirmed ○ Cancelled	● Present ○ Absent

Confirm All

[Submit] [Cancel] [Export]

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23. To view any documents/register s uploaded select **File Uploads**

Home | Manage Users | Help & Support | Logout

>> Section Admin Dashboard >> Training Events >> View Event   02 November 2011

Training Event Details

Title
SOP-Pab6

Description
SOP-Pab6 description

Training Event Courses

Title	Type	Action
SOP-Pab6	E-learning	View >>

Training Event Dates

Start	End	Venue		Attendance	Action
01-Nov-2011	01-Nov-2011	PAB		3 of 3	View >>

Training Event Requests

There are no requests outstanding for this training event.

Quicklinks

- Courses
- Dates
- Venues
- Requests
- Managers
- File Uploads
- Edit Details

---

24) Documents can be Viewed here and added if necessary.

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>> Section Admin Dashboard >> Training Events >> View Event >> Event File Management   07 November 2011

Event File Management

Event Files

Upload files related to the event such as the safety sheet or attendance register.

	File Name ↓
○	User Guide - Snap_634558303238214849.docx

Delete | Download

Upload File

[Browse...]

Upload

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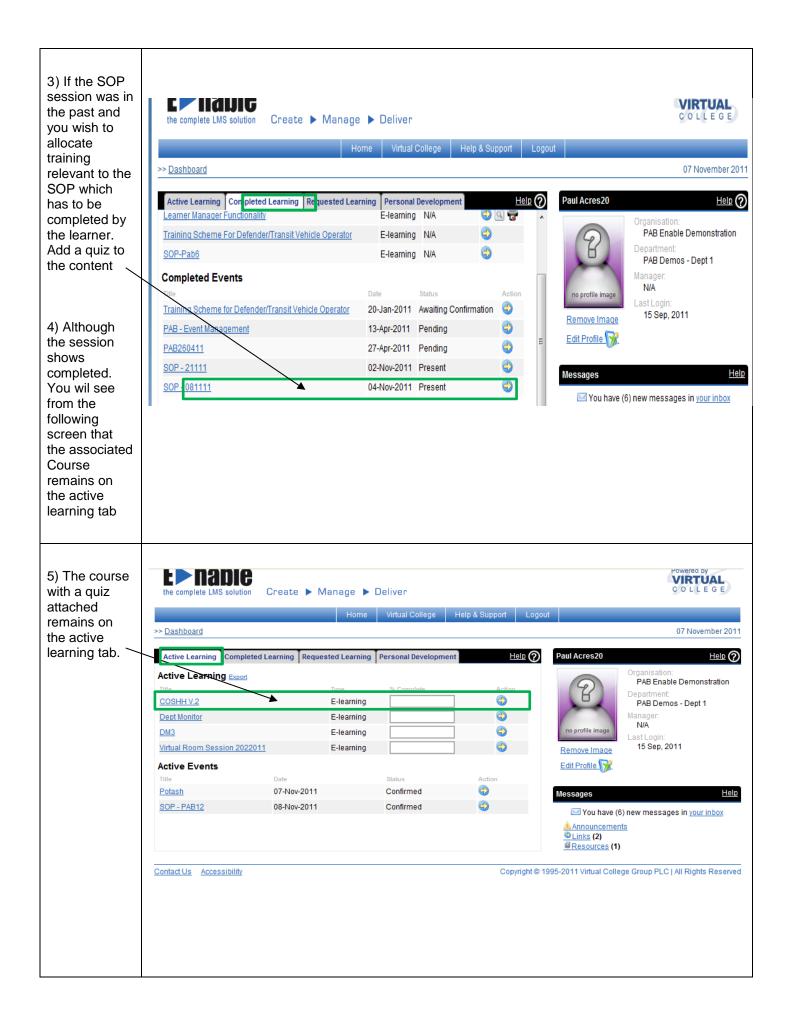
SOP/TOOLBOX TALKS FROM THE LEARNER PERSPECTIVE
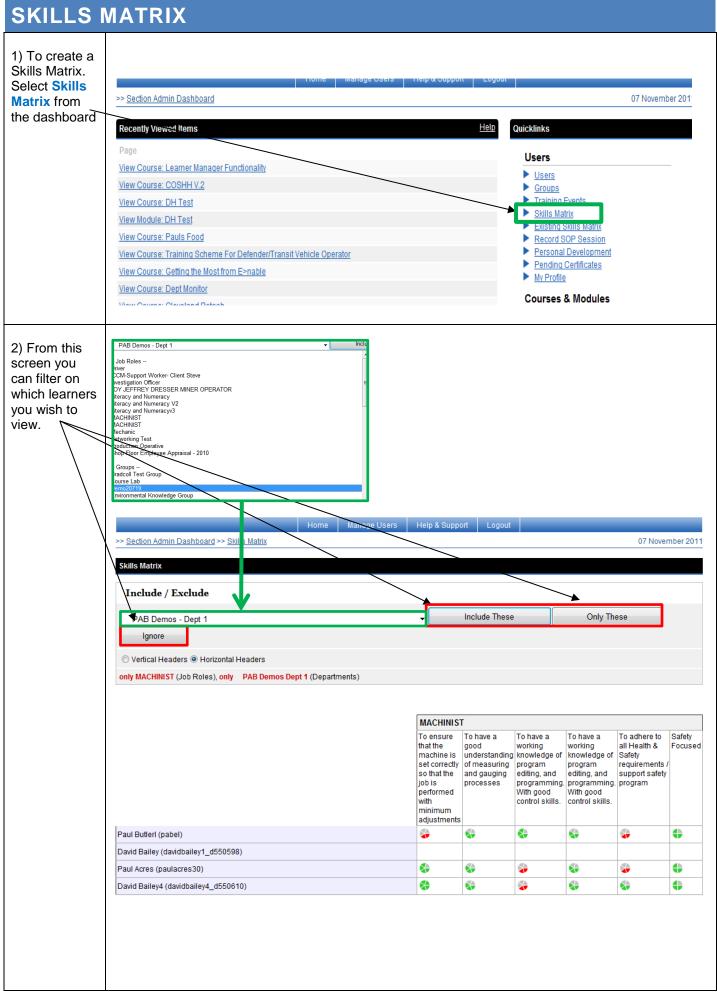
1) If the session was in the past it will appear on the learners completed tab	
2) If learning content has been added to the session it will also appear on the completed learning tab	

3) If the SOP session was in the past and you wish to allocate training relevant to the SOP which has to be completed by the learner. Add a quiz to the content

4) Although the session shows completed. You wil see from the following screen that the associated Course remains on the active learning tab

5) The course with a quiz attached remains on the active learning tab.

SKILLS MATRIX

1) To create a Skills Matrix. Select Skills Matrix from the dashboard

>> Section Admin Dashboard   07 November 201

Recently Viewed Items   Help

Page

View Course: Learner Manager Functionality

View Course: COSHH V.2

View Course: DH Test

View Module: DH Test

View Course: Pauls Food

View Course: Training Scheme For Defender/Transit Vehicle Operator

View Course: Getting the Most from E>nable

View Course: Dept Monitor

View Course: Cleveland Retech

Quicklinks

Users
- Users
- Groups
- Training Events
- Skills Matrix
- Existing Skills Matrix
- Record SOP Session
- Personal Development
- Pending Certificates
- My Profile

Courses & Modules

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2) From this screen you can filter on which learners you wish to view.

PAB Demos - Dept 1   Inclu

-- Job Roles --
Driver
CCM-Support Worker- Client Steve
Investigation Officer
ROY JEFFREY DRESSER MINER OPERATOR
Literacy and Numeracy
Literacy and Numeracy V2
Literacy and Numeracyv3
MACHINIST
MACHINIST
Mechanic
Networking Test
Production Operative
Shop Floor Employee Appraisal - 2010
-- Groups --
Bradcoll Test Group
Course Lab
Demo20719
Environmental Knowledge Group

>> Section Admin Dashboard >> Skills Matrix   07 November 2011

Skills Matrix

Include / Exclude

PAB Demos - Dept 1 | Include These | Only These

Ignore

○ Vertical Headers   ● Horizontal Headers

only MACHINIST (Job Roles), only   PAB Demos Dept 1 (Departments)

	MACHINIST					
	To ensure that the machine is set correctly so that the job is performed with minimum adjustments	To have a good understanding of measuring and gauging processes	To have a working knowledge of program editing, and programming. With good control skills.	To have a working knowledge of program editing, and programming. With good control skills.	To adhere to all Health & Safety requirements / support safety program	Safety Focused
Paul Butlerl (pabel)	●	●	●	●	●	●
David Bailey (davidbailey1_d550598)						
Paul Acres (paulacres30)	●	●	●	●	●	●
David Bailey4 (davidbailey4_d550610)	●	●	●	●	●	●

3) You can now view the competency levels for your learners and also a Radar Chart

OPERATIONAL TRAINING MATRIX

1) Select **Reports** from your dashboard and then **Detailed Reports**

2) From this screen select **Operational Training Matrix**

3) Then select the parameters you wish to filter on

4) Then select **Submit**

5) From this excel report screen it shows the allocation date of **Courses** and **Event Dates** and their statuses

A date shown in Red indicates a course that has not been completed

A date shown in Green indicates a training session/course has been completed

A date shown in **Blue** indicates a training session to be delivered in the future