



NetDimensions LMS

14.1

User Guide

A document intended for the Users of
PeopleFluent Learning's NetDimensions LMS Version 14.1

Document Information

Document ID: EN14105

Document Title: NetDimensions LMS 14.1 - User Guide

Document Version: 1.0

Document Date: January 2019

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Getting Started

Legend:


Please use the guide below to determine which features are applicable for the Talent Suite license you are currently using:

 = For Performance license only

 = For Learning license only

 = For eLearning license only

 = For Exams license only

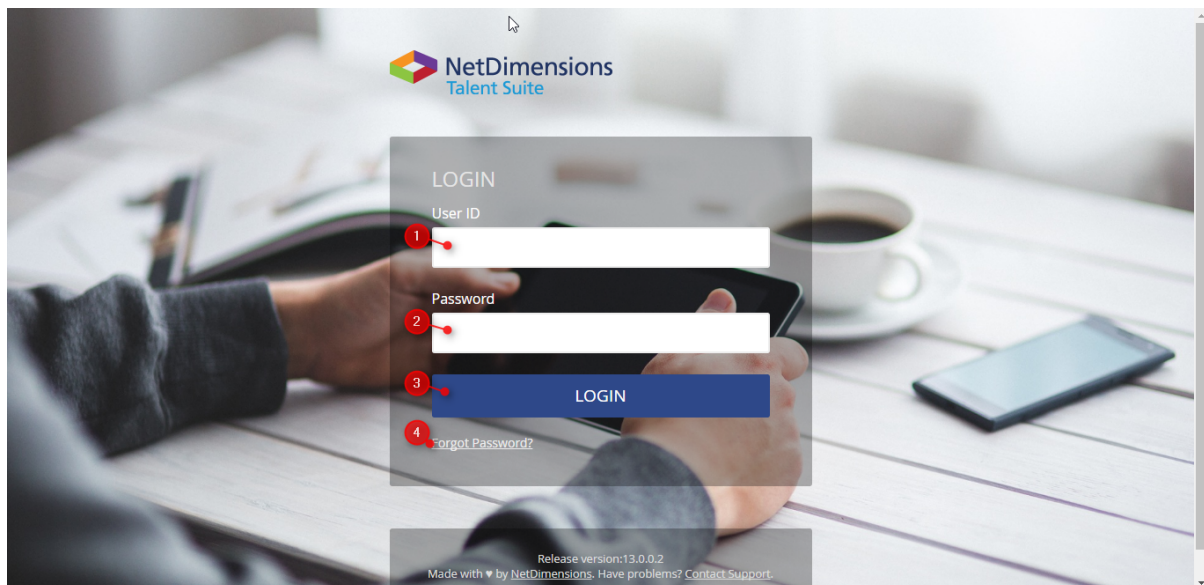
 = Applies to all licenses

Login

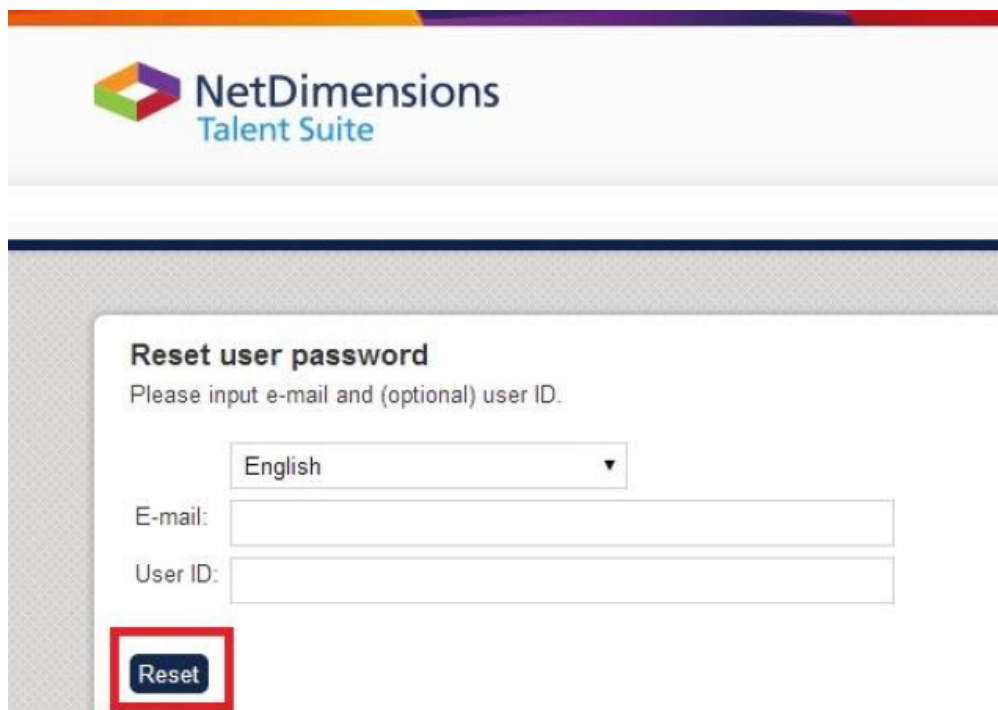
(applies to )

At the login page, you will be able to

1. Enter your username
2. Enter your password
3. Click Login
4. Or, if you have forgotten your password, click the "Forgot Password?" link



After clicking on the "Forgot Password?" link you can enter your e-mail address and user ID to have a new system generated password sent to you by e-mail.

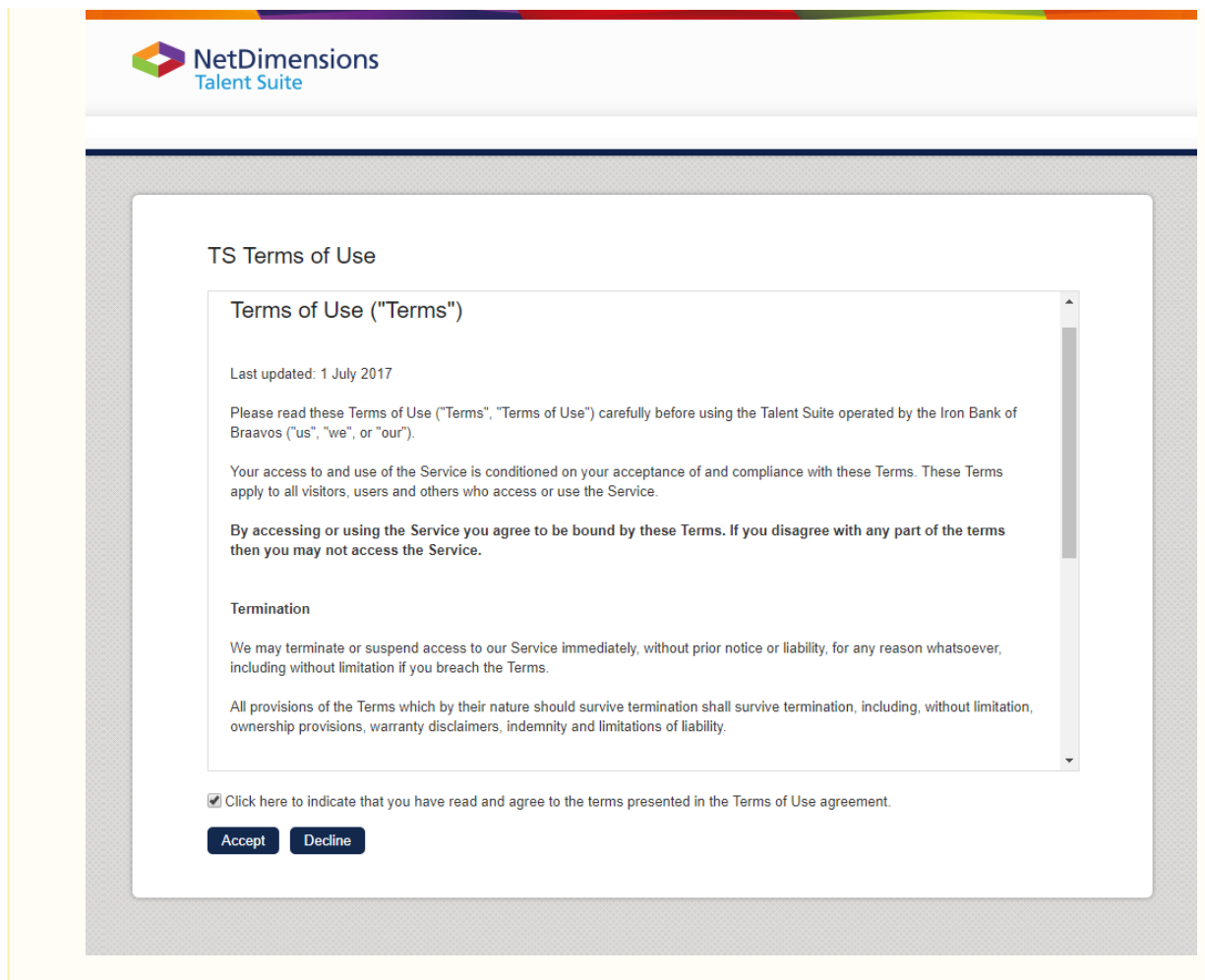


The screenshot shows the 'Reset user password' form in the NetDimensions Talent Suite. The form is titled 'Reset user password' and includes the instruction 'Please input e-mail and (optional) user ID.' Below this, there is a language dropdown menu currently set to 'English'. Underneath the dropdown are two input fields: 'E-mail:' and 'User ID:'. At the bottom left of the form, there is a blue 'Reset' button, which is highlighted with a red rectangular box.

Note

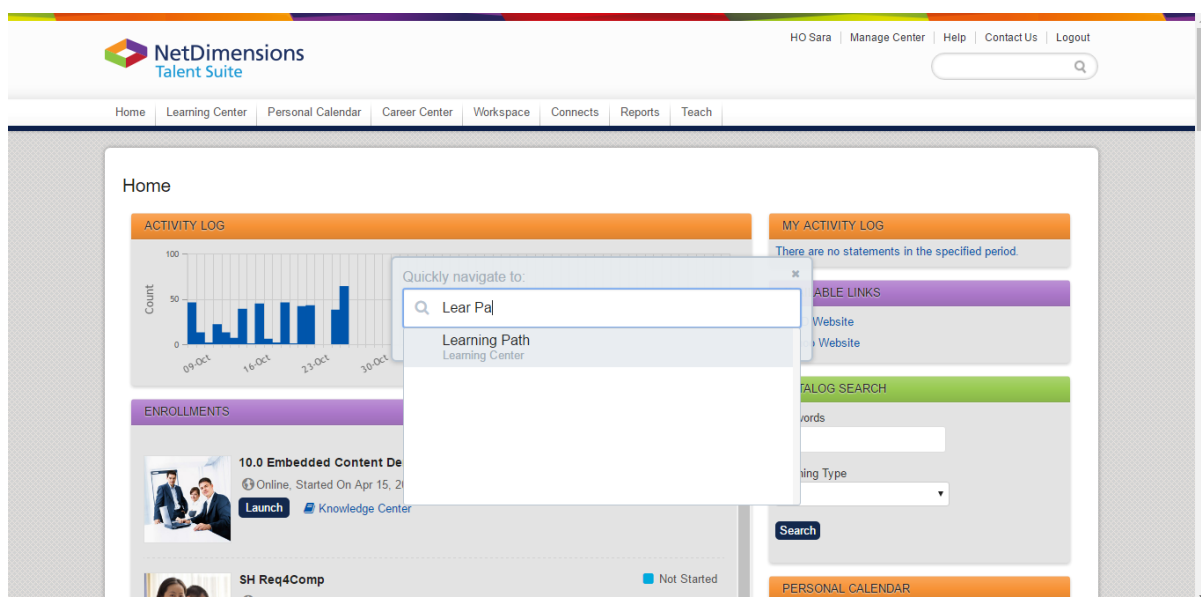
A Terms of Use page will be displayed if you have been assigned to the Terms and not agreed to these before. Check the "agree" box after reading, and click **Accept** to complete the login process. If you decline, you will be directed out of the system immediately.

You will see the Terms of Use Page again at the next login. If you have been assigned to multiple agreements, you have to agree to multiple Terms of Use.



Once you have successfully logged in, you can navigate the application pages by clicking through the menu system or on links that may be displayed in the main window. You can also use "Quick Navigation", which allows you to access pages via the keyboard. To use Quick Navigation:

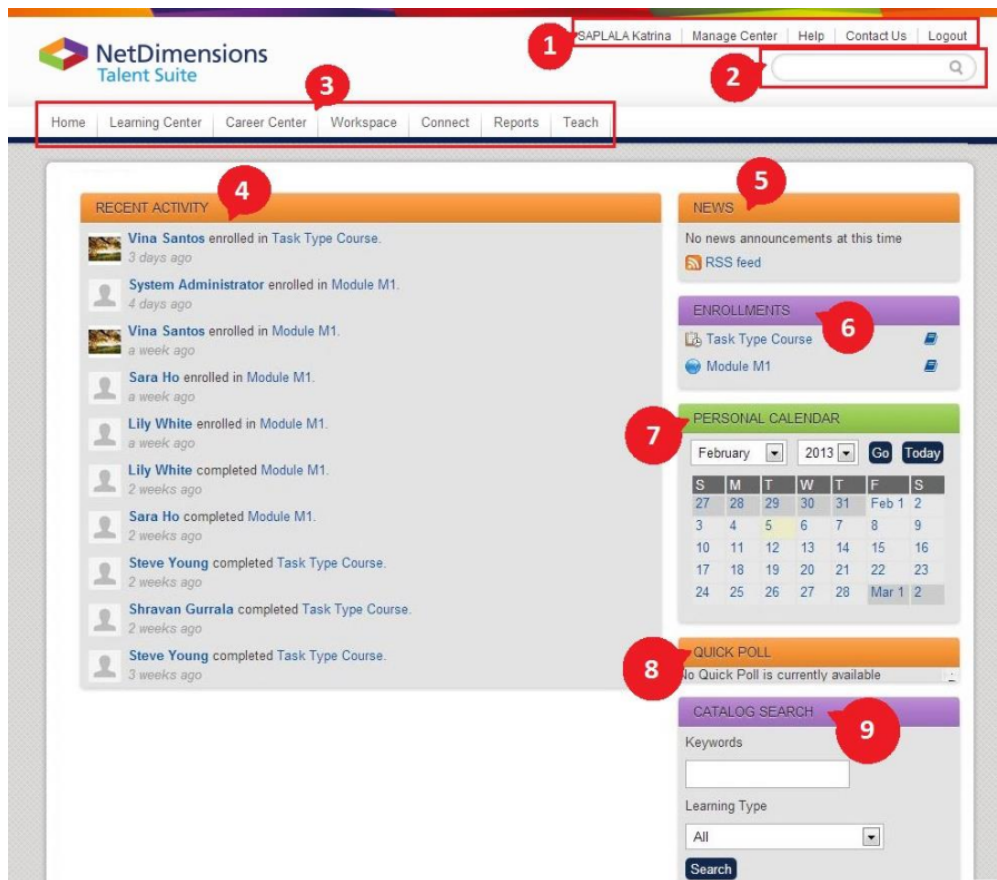
1. Press the keyboard "Shift" key twice, the "Quick Navigation" dialog box will appear (press the "Shift" key twice again to close)
2. Enter the name of the page you would like to navigate to (Partial matching is supported. For example, you can find "Learning Path" using keywords "Learn Pa")
3. Use arrows to select the correct page from the search results and click enter



Info

Quick Navigation is only available in the main window and cannot be accessed in pop ups.
Only pages accessible to the logged in user will be suggested in the search results.

The Home Page



The appearance of the system on logging in will vary from system to system but usually involves the following elements:

1. Logged in user's name with a link to User Preferences, Manage Center, Help, Contact Us, and Log Out
2. A Search that will cover many aspects of the system including Courses, Reference Resources, Competencies, Job Profiles, People, and News
3. A menu to access the various parts of the system

The Home Page will also vary between systems but can involve some combination of the following widgets:

	Widget	Description
4	Recent Activity	Display recent activity for your peers including enrollments, course status changes, and forum activity
5	News	Displays news articles
6	Enrollments	A summary of your enrollments
7	Personal Calendar	A condensed view of your personal calendar
8	Quick Poll	Displays a question from a poll or the poll results if you have already participated in the poll
9	Catalog Search	A keyword and learning type search of courses in the catalog

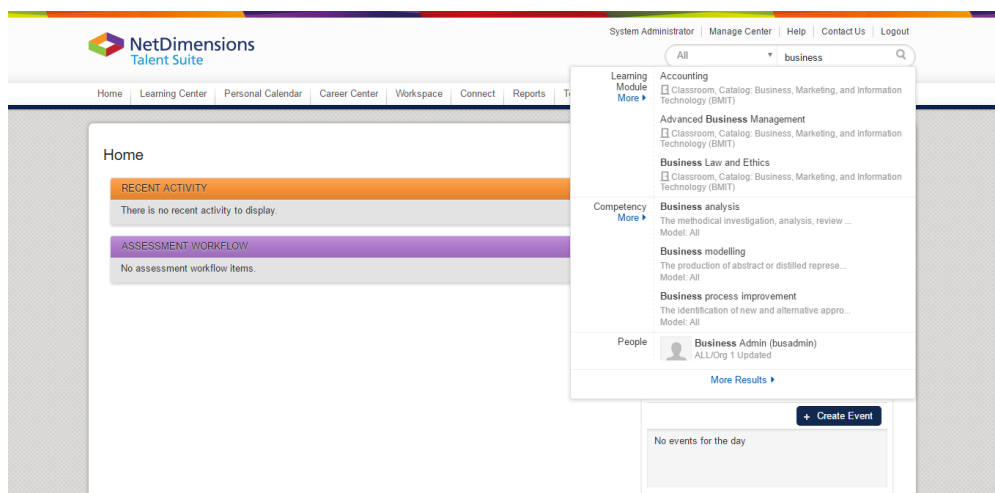
Widgets will often include links that you can follow to view more information about a displayed user or item.

Searching

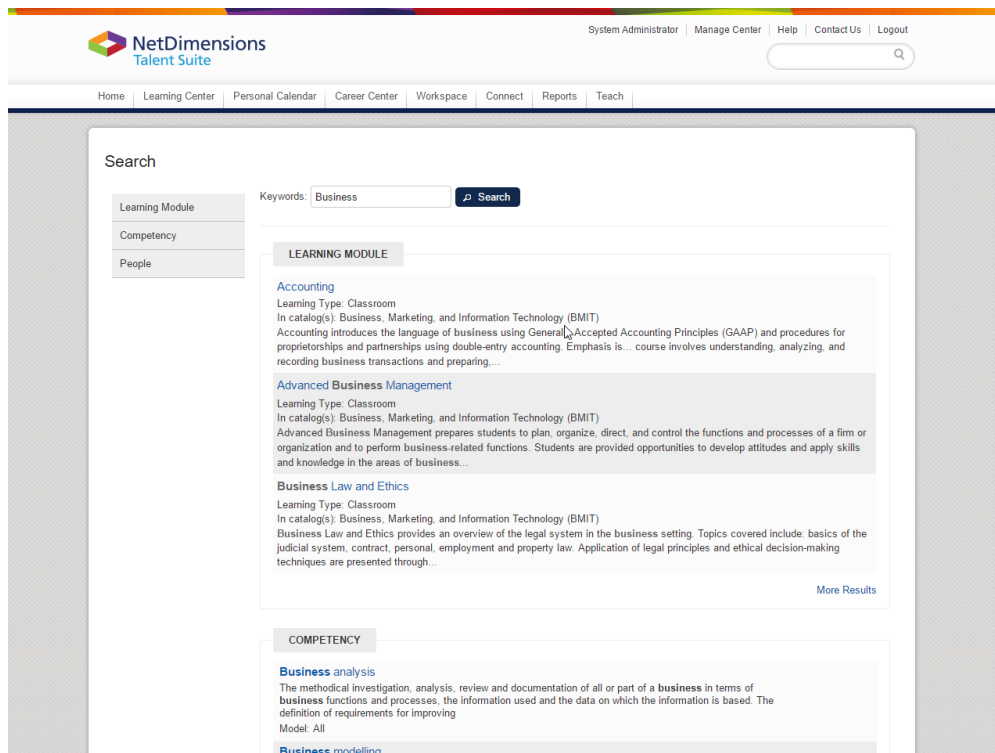
Using a single search field, users are able to search across Job Profiles, People, News articles, Learning Objects, Reference Resources, and Competencies. The search term is matched against the following:

- For Learning Objects: Learning ID, Title, Description, Reference Number, and Objectives
- For Reference Resources: File Name/Description and File Content (for .doc, .docx, .xls, .xlsx, .ppt, .pptx, and .pdf file types)
- For Competencies: Competency Name, Competency Description and Competency Level Descriptions
- For Job Profiles: Title and Description
- For People: User ID, First Name, Other Name, Middle Name, and Family Name
- For News: Title and Teaser

Search results are returned as you type text into the search field:



The results are grouped by object type with a maximum of 3 results each and each result provides a link to the description page of that object. If the category has more than 3 results, a "More" link underneath the category name will redirect to the relevant search page for the object type to show all the returned results for the keyword. There is also a "More Results" link at the bottom of the results panel to redirect the user to the integrated Universal Search screen displaying all results related to the keyword:



The search results are grouped by object type with tabs on the left to quickly jump to the relevant section when necessary. Text matching the keyword is highlighted and there are links to further information for each search result. Categories with results exceeding five in number will also have a "More Results" link where users can see the full search results for the given category and further refine the search if necessary.

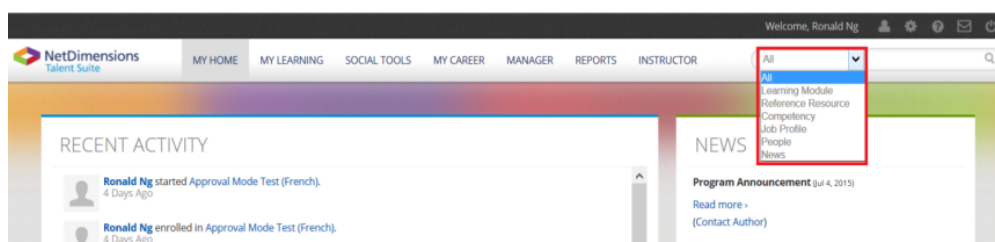
Info - Special German Character to Latin Alphabet Mapping in Searches

Special German characters have their equivalent alphabet mappings which can be expressed interchangeably. Therefore, when performing a search using any of these characters, results that contain the special character should be returned even when its alphabet-equivalent was used in the keyword. Individual Universal searches support the following special character mappings behind the scenes:

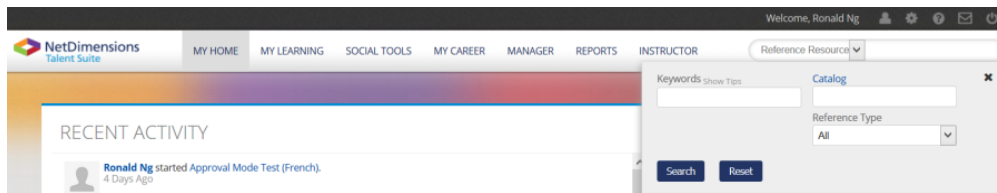
- Ä - Ae
- Ö - Oe
- Ü - Ue
- ä - ae
- ö - oe
- ü - ue
- ß - ss

Advanced Filters

On focusing on the Search Field, an object type drop down appears and you can opt to search within a specific object type only:



If, instead of "All", the Reference Resource type is selected, it would further present Catalog and Reference Type as additional filters to narrow down results along with the keyword:



After the Search button is pressed, it would be forwarded to the Reference Resources search page to display the results:

REFERENCE RESOURCE SEARCH

A similar filter panel will appear offering type-specific fields in addition to keyword searches:

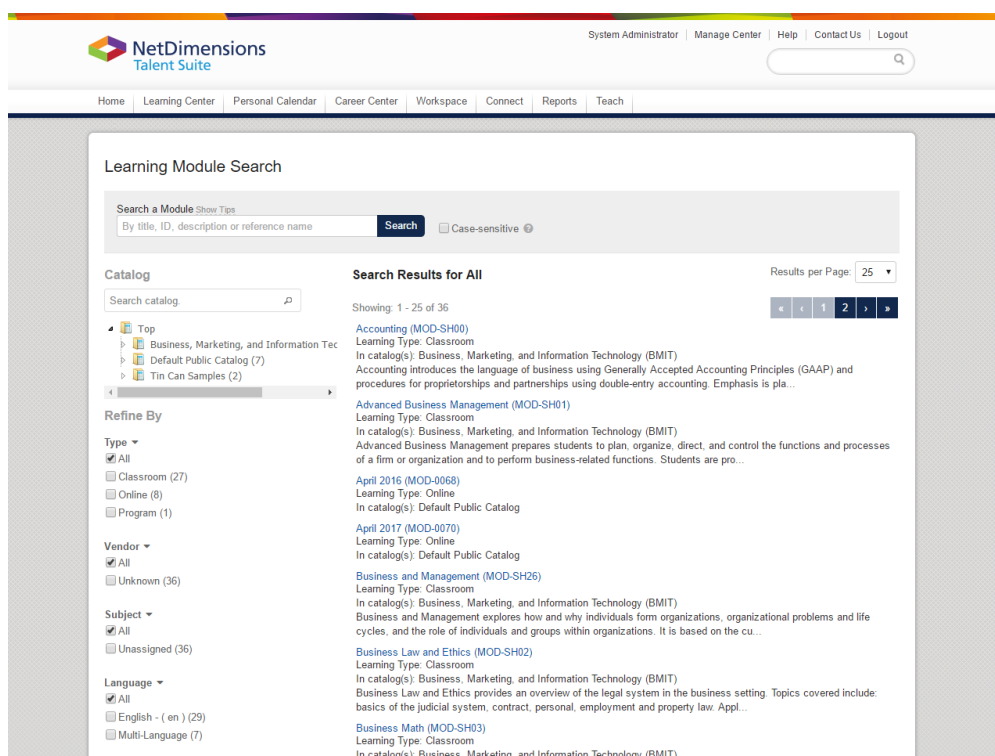
Object Type	Filters
Reference Resources	Catalog, Reference Type
Competency	Model
Job Profile	Catalog
News	Beginning Post Date, Ending Post Date, Category, Include Expired News Articles

When Learning Module or People is selected as Object Type, the user will be redirected to Learning Module Search or People Search screens respectively. These screens support Faceted Search where the search results update dynamically as the user switches between the facets.

Learning Module Search

Faceted Search allows you to narrow down search results by multi-selecting on facet elements while keep an overview of the distribution counts on the various visible elements:

- Types
- Vendors
- Subjects
- Languages
- Learning Schedule



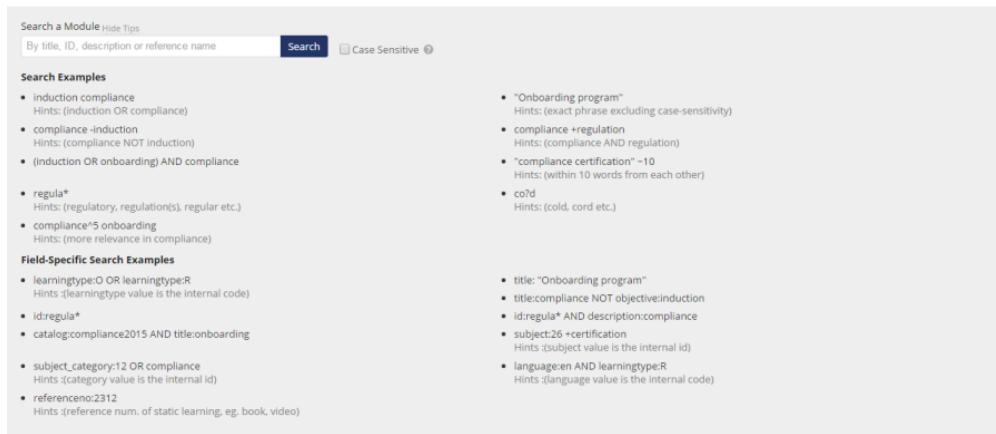
Filters are located on the left side while the results table is displayed on the right. The catalogs can be filtered via an expandable/collapsible tree display. There is a keyword search in case there are a lot of levels to drill down to help with the catalog level selection. Suggestions are also available to help to select a particular level. Search results are primarily based upon the keyword typed in the main search box then secondarily based upon the selected catalog level. Without selecting a catalog level, the tree display will just display the courses belonging to levels that are relevant to the keyword, irrelevant levels are hidden.

Filters are available as checkbox options with the ability to multi-select elements at any given time to narrow down results. Counts are shown on each facet element, if the keyword results do not apply to the element, it's hidden. Just to summarize on how everything works, as you type in a keyword, suggestions are shown. As you click the Search button, it will display the faceted layout, each facet element shows the count that is relevant to the keyword results including catalog levels. Now you can either select a particular catalog level to search on then results and other facet counts will be updated according to the keyword and selected level or further narrow down results by selecting multiple facet elements but the counts will not change, only results on the right hand will be updated.

Info

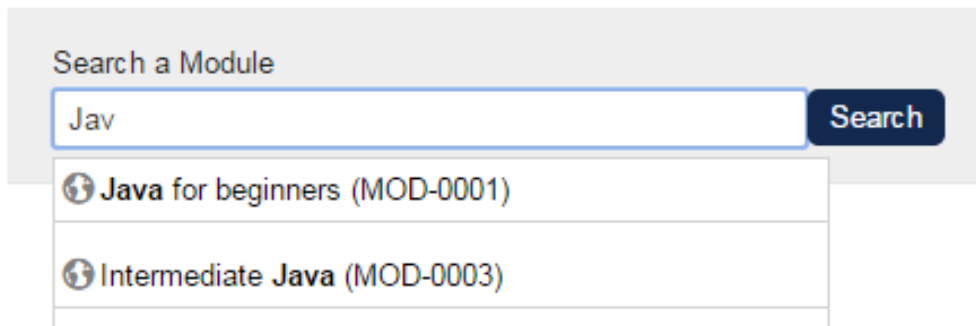
1. Every time you enter a keyword or change a filter option, the search result will be updated automatically.
2. All filter options will be reset if you enter a new keyword/catalog in search field.
3. Total numbers are matched will be indicated inside the '()' in catalog tree and filter options.

On-screen Search Tips help are available to aid users on leveraging some of the advanced search capabilities by demonstrating with some real examples. These include keyword search using operator or wildcard logic. Keyword search also supports relevant field search using its code and by specifying the value to search on.



Autosuggestion provides a way to quickly access relevant objects as you start typing in a keyword. The user is able to jump straight to the course description by clicking or pressing enter on a selected suggestion. This autosuggestion capability is available on both the Catalog Search page and the Catalog Search homepage widget:

Learning Module Search



Once a learning object/module/program (from the Search Catalog) is located, the Users can:

- Review peer comments
- Access related discussion forums
- View a schedule of associated modules (for a learning program)
- Enroll in the learning module or program
- Launch the learning program or module.

People Search

Faceted Search is also available in People search. Basically, the primary consideration of returned results is on the keyword then secondarily select the organization to narrow down results on. There are two sets of checkbox filters, system role and job profile, that show useful count information for the user to decide on how to further drill down the returned results on the right hand while keeping an overall perspective on the count distribution for a particular facet.

The screenshot displays the 'People' search page in the NetDimensions Talent Suite. The interface includes a top navigation bar with links for System Administrator, Manage Center, Help, Contact Us, and Logout. Below this is a secondary navigation bar with links for Home, Learning Center, Personal Calendar, Career Center, Workspace, Connect, Reports, and Teach. The main content area is titled 'People' and features a search bar with the placeholder text 'User ID / Name / E-mail' and a 'Search' button. A 'Case-sensitive' checkbox is also present. To the left of the search results, there is an 'Organization' filter section with a search box and a list of organizations: ALL, Org 1 Updated (1), Pseudo Corp (27), and UNASSIGNED (2). Below this is a 'Refine By' section with filters for Role (All, Instructor (1), Manager (4), Session Administrator (1), Question Administrator (1)) and Job Profile (All, Target Level 4 (1), UI/UX Engineer (3)). The search results are displayed in a table with the following data:

Search Results for All	
Alex Parker (alex.parker)	General Manager (Production), ALL/Pseudo Corp
Barry Singer (barry.singer)	Production Manager (UK), ALL/Pseudo Corp/United Kingdom
Carrie Law (carrie.law)	Production Manager (HK), ALL/Pseudo Corp/Hong Kong
David Bradshaw (david.bradshaw)	Production Manager (US), ALL/Pseudo Corp/United States
Edwardo Sanchez (edwardo.sanchez)	Production Assembler (UK), ALL/Pseudo Corp/United Kingdom
Fin McDonald (fin.mcdonald)	Production Assembler (UK), ALL/Pseudo Corp/United Kingdom
Gary White (gary.white)	Production Assembler (UK), ALL/Pseudo Corp/United Kingdom
Harry Fields (harry.fields)	Production Assembler (UK), ALL/Pseudo Corp/United Kingdom
Irene Banks (irene.banks)	Production Assembler (UK), ALL/Pseudo Corp/United Kingdom
Jen Gardner (jen.gardner)	Production Assembler (UK), ALL/Pseudo Corp/United Kingdom

The Learning Center I

(applies to  NetDimensions Talent Suite)

Learning

Your training records are located in "Learning" under three tabs:

1. Current Learning Modules
2. Records/Transcripts
3. External Training Records

Each tab supports filtering of top level modules on

- Status
- Type
- Dates during which Training was taken

Current Learning Modules

(applies to  NetDimensions Talent Suite)

The *Current Learning Module* page displays the following information for each course/program that you are currently enrolled in:

- Title
- Learning module type
- Date/Date range
- Knowledge Center button
- All the exams in the learning module
- All the evaluations in the learning module
- Status shown in percentage
- Total training time
- Deadline (shown only if applicable)

The screenshot displays the 'Learning' section of the NetDimensions LMS interface. At the top, there's a navigation bar with links like Home, Learning Center, Personal Calendar, Career Center, Workspace, Connect, Reports, and Teach. Below this, the 'Learning' tab is active, showing sub-tabs for Current Learning Modules, Records/Transcript, External Training Records, and Activity Log. A filter section allows users to search by Module Title/ID, Status, Type, and Training dates. The main content area lists several courses, each with a 'Not Started' status and a 'Knowledge Center' link. Numbered callouts highlight specific actions: 1. 'Launch' button for 'Model Thinking'; 2. 'Mark as completed' button for 'Read Employee Handbook'; 3. 'Send Reminder' button for 'Mentor Assignment'; 4. 'Show Sub-Modules' button for 'Servers and Network Security'; 5. 'Hide Sub-Modules' button for 'Computer Programming'; 6. 'Show All' button for 'Advanced Business Management'; 7. 'Show All' button for 'Computer Programming II'.

Depending on the Learning Type, there are various actions that you can take for courses listed here.

1. For courses that can be launched online, you can launch the course
2. For tasks that are configured to be marked completed by the learner, you can "Mark as completed"
3. For tasks that require an approver to mark as complete, you can "Send Reminder"
4. The contents of Programs, which are containers for a groups of courses, can be expanded by

- clicking on the Show Sub-Modules button
- Once expanded, the contents of a Program can be collapsed by clicking on the Hide Sub-Modules button
 - For learning types with schedules, you can view the scheduled classes
 - Access the course's Knowledge Center, if applicable
 - For tasks that can be withdrawn (configured in **Module Properties > Define Enrollment Policy > Allow user to WITHDRAW** in **Catalog Editor**), you can "Withdraw Enrollment"

Actions are also accessible from within the course's Knowledge Center.

Note

A Task Completion Reminder must be configured in the Task's Session Properties E-mail Preferences Setup before the "Send Reminder" button will appear for the task.

Records/Transcripts

At the Records/Transcripts tab you can

- Bulk print detailed transcripts
- Bulk print summarized transcripts
- Print transcripts matching certain criteria using the **Print** button
- View/Print Transcript Details, and view **Transcript History** from the **Details** Page
- Go to the Knowledge Center
- Expand/collapse programs

Learning

The screenshot displays the 'Records/Transcript' tab in the NetDimensions LMS. At the top, there are tabs for 'Current Learning Modules', 'Records/Transcript', and 'External Training Records'. Below these are filter options for Status (All), Type (All), and Training undertaken between (not specified). A 'Filter' button is present. The main table shows a list of learning modules. A 'Bulk Action' dropdown menu is open, showing options like 'Bulk Action', 'Print Detailed Transcripts', and 'Print Summarized Transcripts'. A 'Print' button is also visible. The table lists modules such as 'Language 101', 'English 101', 'Chinese 101', 'Japanese 101', 'Spanish 101', 'Korean 101', 'German 101', and 'Thai 101'. The 'German 101' module is highlighted in yellow. A 'View Transcript Details' button is visible for the 'German 101' module.

Viewing Transcript History

- On the **Details** Page of the Record/Transcript of a learning module, click [**Transcript History**] to view the chronicles of the Transcript. The History will be shown as an overlay.

Transcript History

Showing: 1 - 2 of 2

Results per Page: 10

Date	Action	Session Title(ID)	Overall Status	Enrollment Date	Start Date	End Date	Modified By	Channel
Dec 20, 2017 11:20 AM HKT	Status Change	(SC-858)	In Process	Dec 19, 2017 9:20 PM HKT	Not yet started		LEARNER	System
Dec 20, 2017 11:20 AM HKT	Create	(SC-858)	Not Started	Dec 19, 2017 9:20 PM HKT	Not yet started		LEARNER	Self

Showing: 1 - 2 of 2

Note:

- To view this, **GENERAL SETTINGS > System Configuration > Records/Transcript > Enable Transcript History** must be checked.
- The **Transcript History** can also be accessed from the **Knowledge Centre** of a Learning Module > **Records/Transcript > [Transcript History]**.

External Training Records

Learning

Current Learning Modules | Records/Transcript | External Training Records

HIDE FILTERS

Status: All | Type: All | Training undertaken between: (not specified) | And: (not specified)

Filter

Results per Page: 25

Bulk Action

+ Add external record | Print

Learning Program/Module	Date	Status	Type	Score	Duration	Attachment
my external training record	Jun 11, 2014 - Jun 11, 2014	Completed	Classroom	N/A	0.0 Hour(s)	certificate.txt

Show: Edit, Delete, Print External Training Record

Depending on access controls, users can:

1. Edit the external training record
2. Delete the external training record
3. Print the external training record
4. Create a new external training record

Enrollment Requests

(applies to NetDimensions Performance NetDimensions Learning NetDimensions eLearning)

At Enrollment Requests, you can filter all enrollment requests by status:

Enrollment Requests

Overall Status
All
Pending
Waitlisted
Approved
Denied
All

Module - Online - Math 1	Online	Date to be confirmed	Pending Approval
Module - Online - English 1	Online	Date to be confirmed	Pending Approval
Module - Online - Computer 1	Online	Date to be confirmed	Pending Approval

Clicking on the Learning Program/Module link to display the Course Catalog Information. Clicking on the Status will open the request details where you can send a gentle reminder to the approver if applicable:

Enrollment Status

Learning Module/Program: *Module - Online - Math 1*
 Final Status: *Pending*

Level 1 Approval - Step 1 approval require any/all of the following approvers to approve

Approver	Status	Approval Date	Reminder Date	Reminder Sent Date	Expiry Date	Expiration Sent Date	Approver Comments
MOLINA Alon (NETDALON)	Awaiting Response						Send a Gentle Reminder to approver

Level 2 Approval - Step 2 approval require any/all of the following approvers to approve

Approver	Status	Approval Date	Reminder Date	Reminder Sent Date	Expiry Date	Expiration Sent Date	Approver Comments
ADMINISTRATOR System (NDADMIN)	Pending						

Certifications

(applies to  )

Certifications can be automatically awarded on completing exams or modules in the system. They can also be added to the Users' records in relation to qualifications obtained outside of the system. The list of certifications attained can be found at **Learning Center > Certifications**, where you can:

1. Filter for **All**, **Current Certificates**, or **Past Certificates**
2. View the Certificate Details
3. Print the Certificate

Certifications

Certifications for Approval

Certifications Awarded To LAW Zechariah

Status: 1 All

Certification	Issued By	Issue Date	Expiration Date	Grace Period	Comments	Is Self Awarded	External Reference
Induction Certificate		Dec 9, 2016	(none)	N/A		N	N/A
Annual ISO Compliance	NetD	Dec 9, 2016	Jun 7, 2017	Earliest renewal is Apr 23, 2017, latest is Jun 7, 2017.		N	N/A
Als Certification	Al Bejcek	Dec 9, 2016	(none)	N/A		N	N/A

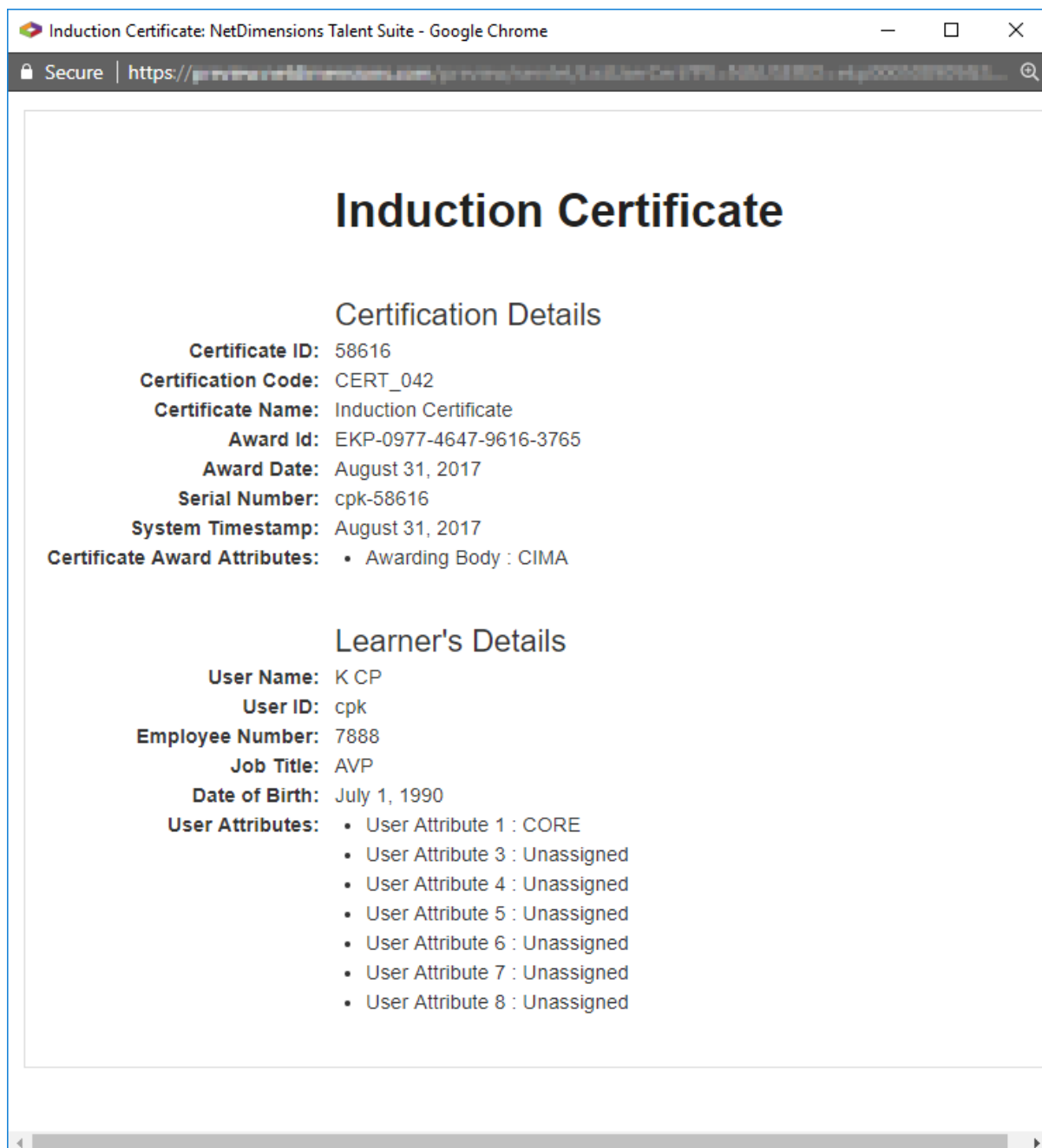
2 View Details

3 Print

NetDimensions

Viewing Certification Details

To view the details of the desired certification, either click **View Details** under its cog or on the Certificate title directly. This will launch the details in a new window:



Printing Certificates

To view the PDF of the desired certification, click **Print** under its cog (⚙️).

The Certificate will be displayed as a PDF in a new window. Use the Browser's Print function to print a hard copy.



Note:

The **Print** option will only be available if the certification has been configured for printing in **Manage Center > CERTIFICATION MANAGER > Certificaitons**.

Training Plan

(applies to  NetDimensions Performance  NetDimensions Learning  NetDimensions eLearning)

A training plan consists of recommendations that is prepared by the user's Manager or Appraiser. At "Training Plan", the list of training plan assigned to the learner is displayed:


Home **Learning Center** Career Center Workspace Connect

Training Plan

A training plan consists of recommendations that have been prepared by your manager or appraiser. You should use the Catalog to enroll in suggested modules/programs.

Learning Module/Program	Suggested By	Comments	Priority	Complete By	Action
Classroom Course on CNC Lathe (MOD-0000)	MOLINA Alon (NETDALON)	Sample	Low		Go to Catalog Page
Basics Of CNC Lathe (MOD-0006)	MOLINA Alon (NETDALON)		Medium		Go to Catalog Page

Clicking on the **Go to Catalog Page** link will launch the course catalog page from where you can enroll:



Human Computer Interface Guidelines

by Unknown
0 Reviews

Learning Type: Online

Subject: Unassigned

Language: English

Objectives:

More Information:

Reference Resources: [HCI Guidelines \(OSXHIGuidelines.pdf\)](#)

Sessions: [Human Computer Interface Guidelines](#) Seats: Unlimited

Enroll

Payment Method:

Currency

List Price: USD10.00

Price Info: Charge per registration based on cost center

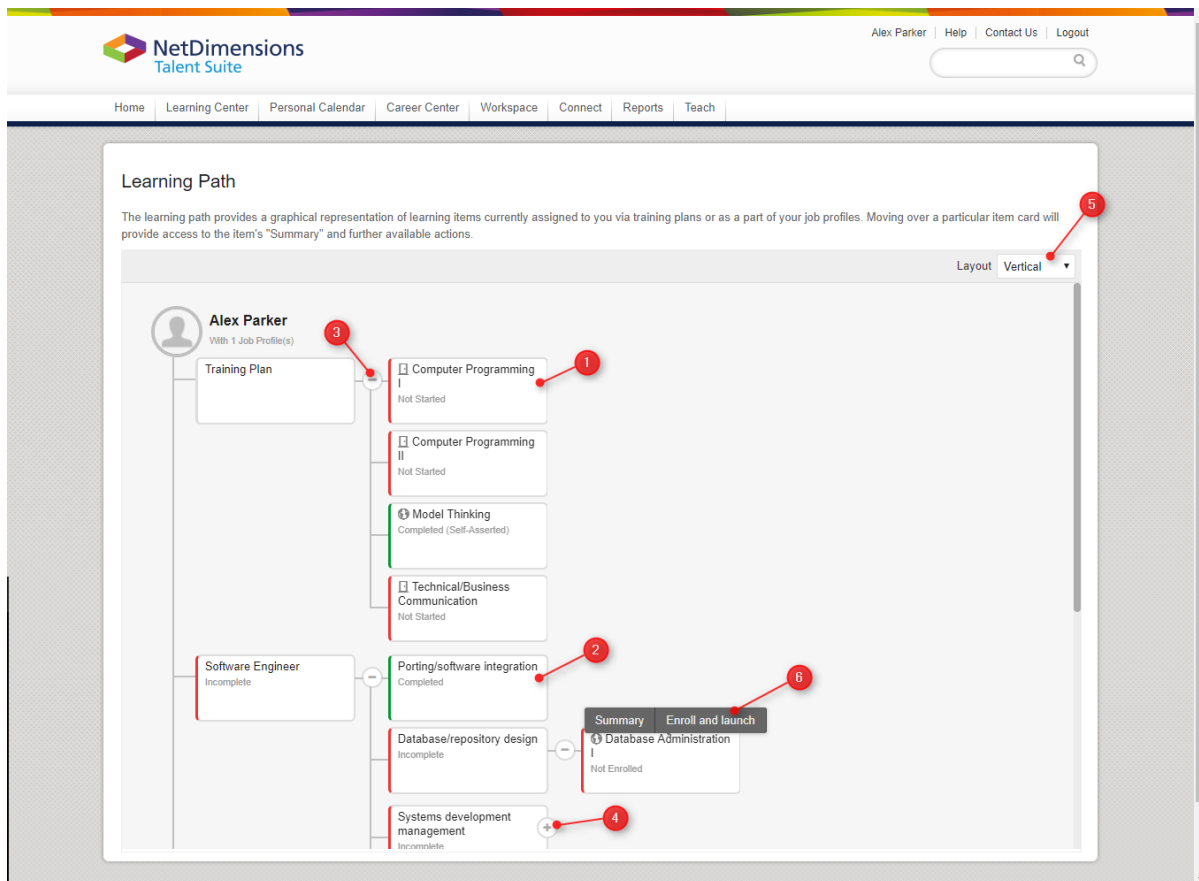
Close

[to top of page](#)

Learning Path

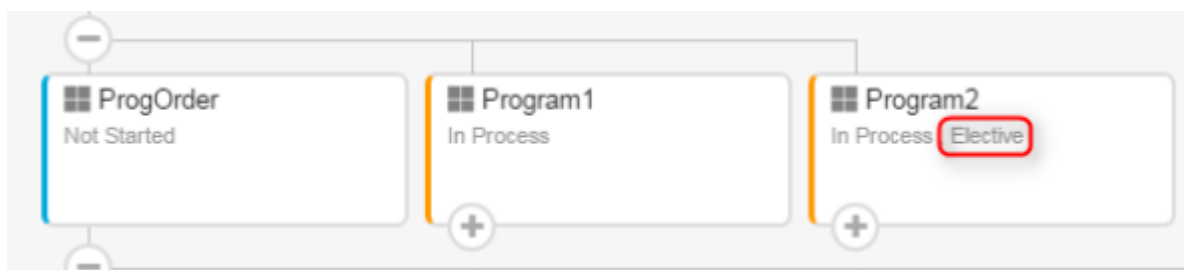
(applies to  NetDimensions Performance  NetDimensions Learning)

The Learning Path is a graphical representation of your training plan:



1. Training will appear in the Learning Path if it has been directly assigned as a Training Plan item
2. Competencies will be listed for assigned Job Profiles and any related training
3. Expanded structures can be collapsed
4. Collapsed structures can be expanded
5. Switch between vertical and horizontal layouts
6. Actions related to the training, depending on learning status and configurations, these actions could be:
 - a. Summary
 - b. Enroll
 - c. Launch
 - d. Enroll and Launch
 - e. Knowledge Center

An indicator showing whether the competency is a requirement or an elective appears next to the Overall Status. An item type indicator will also appear if a user hovers over the card indicating whether the item is a Job Profile, Competency or a Module.



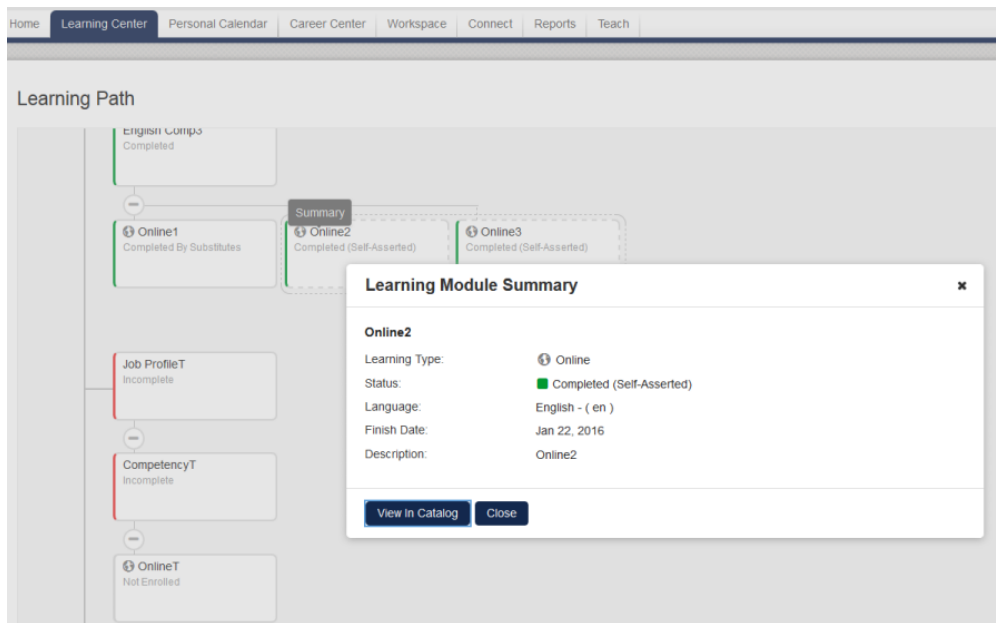
Colour Coding

- *Red* on the job profile indicates it is not complete while *Green* indicates completion

- *Red* on a competency indicates it is incomplete, while *Amber* with an exclamation mark indicates that it is in the grace period for renewal or that all related modules are In Process or above. *Green* means that it's complete.

Summaries

Upon clicking the Summary action button, an overlay is displayed which will provide additional information and links to view the record or related pages outside of the Learning Path:



For Training Objects, the summary will include where applicable:

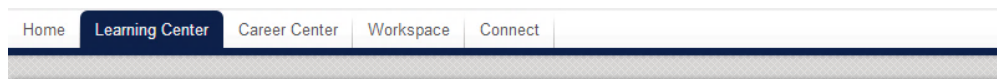
- Learning Type
- Transcript Status
- Language
- Finish Date
- Description
- Completed Equivalent Modules

Info

Multi-Language information is reflected on the Learning Path. The course title and description are displayed in the language that the user has actually taken the course; in case of not enrolling in it yet then display in the preference language of the user or in the primary language.

Catalog Browser

To browse for courses, go to "Catalog Browser". This opens the Catalog page. Using the catalog page, browse or search the learning module.



Catalog

[Top](#)



DEFAULT PUBLIC CATALOG



USABILITY TESTING

AI Assistant Recommendations

AI Assistant Recommendations suggests courses that may be of interest to the Users based on analysing their training history. To use this function, go to the Home Page > **Learning Center** > **AI Assistant Recommendations**.

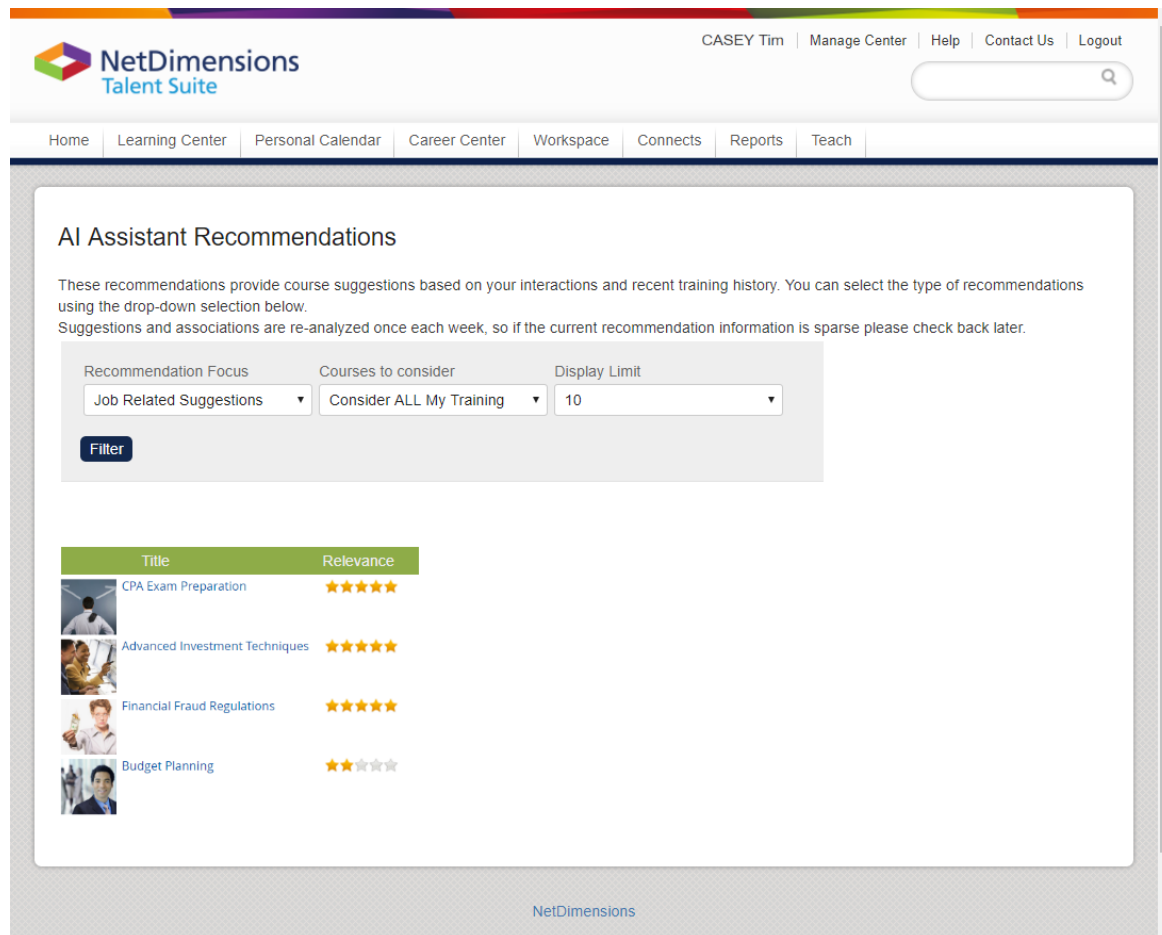
Filters

The recommendation filter can be refined by three parameters.

- **Recommendation Focus** (Drop-down List)
 - **Personal Preferences** - the recommendations will be based on the self-enrolled courses in the Users' training history.
 - **Job Related Suggestions** - the recommendations will be based on the assigned courses (e.g. group enroll, auto-enroll, etc.) in the Users' training history.
 - **Surprise Me** - the AI Assistant will analyse the associations of all courses in the Users' Training History, and use a probability function to vary the returned list. This means this list can be different each time a **Surprise Me** request is made. On the contrary, the other two options above simply return a list of recommended courses according to the rankings.
- **Courses To Consider** (Drop-down List)
 - **Consider ALL My Training** - all courses in the Users' training history will be used in the analysis (Default Setting).
 - **Consider Only Recently Completed Training (30 Days)** - only the courses completed by the Users in the past 30 days will be used in the analysis.
 - **<Individual Course(s) listed>** - the remainder of the drop-down will list individual course(s) from the Users' training history. So an individual course can be selected as the basis for making recommendations.
- **Display Limit** (Drop-down List)

As it is not practical to display all possible recommendations, the number of returned results (e.g. 10 / 25 / 50) can be limited here. The results are typically listed in the order of relevance (except

for the Recommendation Focus "**Surprise Me**").



The screenshot shows the NetDimensions Talent Suite interface. At the top, there is a navigation bar with the NetDimensions logo and links for CASEY Tim, Manage Center, Help, Contact Us, and Logout. Below this is a secondary navigation bar with links for Home, Learning Center, Personal Calendar, Career Center, Workspace, Connects, Reports, and Teach. The main content area is titled "AI Assistant Recommendations". It includes a paragraph explaining that recommendations are based on user interactions and training history, and that they are re-analyzed weekly. Below this is a filter section with three dropdown menus: "Recommendation Focus" (set to "Job Related Suggestions"), "Courses to consider" (set to "Consider ALL My Training"), and "Display Limit" (set to "10"). A "Filter" button is located below these dropdowns. The results are displayed in a table with two columns: "Title" and "Relevance". The table lists four courses: "CPA Exam Preparation" (5 stars), "Advanced Investment Techniques" (5 stars), "Financial Fraud Regulations" (5 stars), and "Budget Planning" (4 stars). Each course title is accompanied by a small thumbnail image. The NetDimensions logo is visible at the bottom of the page.

Title	Relevance
CPA Exam Preparation	★★★★★
Advanced Investment Techniques	★★★★★
Financial Fraud Regulations	★★★★★
Budget Planning	★★★★☆


Results

The recommendations are listed based on the level of relevance to the Users (presented with a "star" rating). The Users can click the course titles on the list to view the corresponding catalog page.

Course Calendar

(applies to  NetDimensions Talent Suite)

The Course Calendar feature provides an overview of the learning module schedules available for a specific month or year:


HO Sara | Manage Center | Help | Contact Us | Logout

[Home](#) | [Learning Center](#) | [Personal Calendar](#) | [Career Center](#) | [Workspace](#) | [Connects](#) | [Reports](#) | [Teach](#)

Course Calendar

Learning Type
All

Region
All

Audience
All

Credits

Category
All

Duration Comments

Module

Instructor 0 selected
 Search for a user

Venue/Room 0 selected
 Search for a Venue

☒ Show only "Active" and "Inv..."

Filter

MARCH 31 TODAY

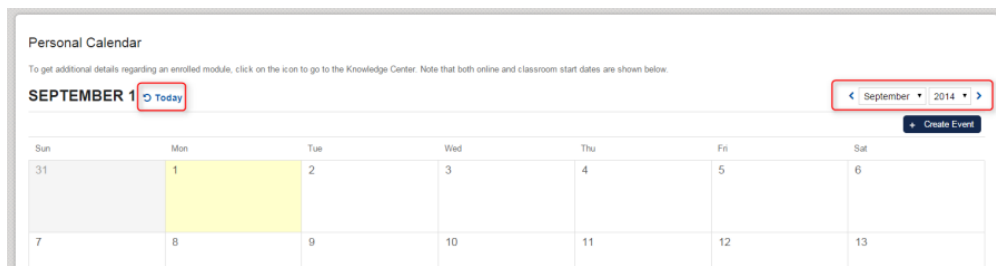
March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28 23:00 → <input type="checkbox"/> Test course 12...	1 4:10:00 <input type="checkbox"/> Test course 12...	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 09:00 <input type="checkbox"/> Enrollment Tes...	21	22	23	24	25
26	27 07:00 <input type="checkbox"/> Enrollment dea... 09:00 <input type="checkbox"/> Facility test (fa...	28	29	30 20:00 → <input type="checkbox"/> Java Developm...	31 4:06:00 <input type="checkbox"/> Java Developm...	1
2	3	4	5	6 23:00 → <input type="checkbox"/> Classroom Juli...	7 4:06:00 <input type="checkbox"/> Classroom Juli...	8

NetDimensions

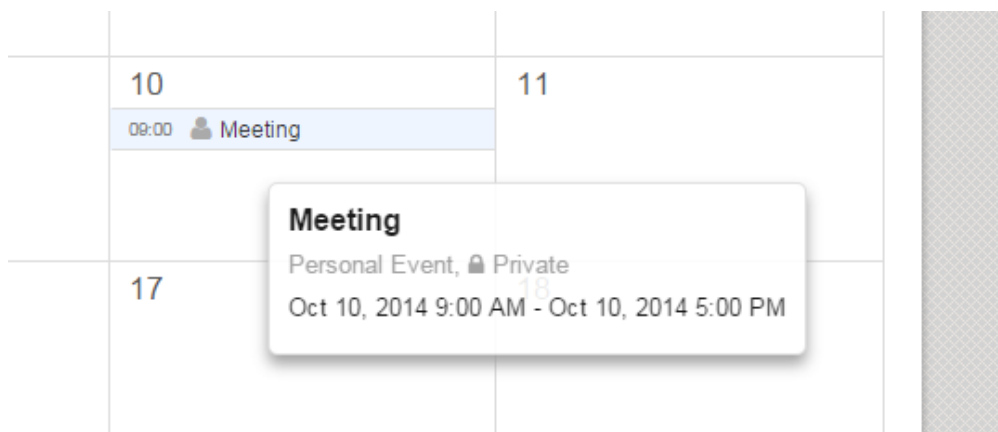
Personal Calendar

The Personal Calendar displays a month view of your Enrollment, Teaching and Personal events.



The following information is shown as a mouseover tooltip:

- Event/Module Title
- Start/end time
- Venue
- Due date



The full view is accessible from a link in the Personal Calendar Widget on the Home Page:

PERSONAL CALENDAR

OCTOBER 23 [Today](#) < October 2014 >

[+ Create Event](#)

11:00 Meeting

Meeting
Personal Event
Oct 23, 2014 11:00 AM - Oct 23, 2014 5:00 PM

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

[Full View](#)

Info - Right to Left Languages

For systems that support the display of right to left languages e.g. Arabic, the days should be ordered left to right while the alignment within each cell will be to the right.



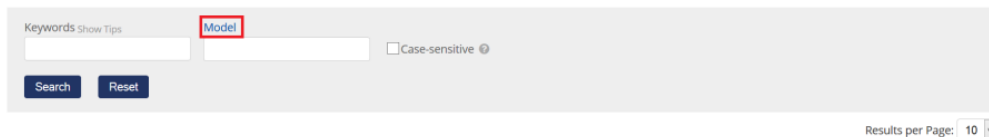
The Learning Center II

Searching Other Objects

You can search Reference Resources in Specific Catalogs, of a specific Reference Type, or matching keywords:

You can search competencies in a specific Competency Model or matching keywords:

COMPETENCY SEARCH



Keywords Show Tips Model ☐ Case-sensitive ⓘ

Results per Page: 10

You can search Job Profiles in a specific Job Profile Catalog or matching keywords:

JOB PROFILE SEARCH



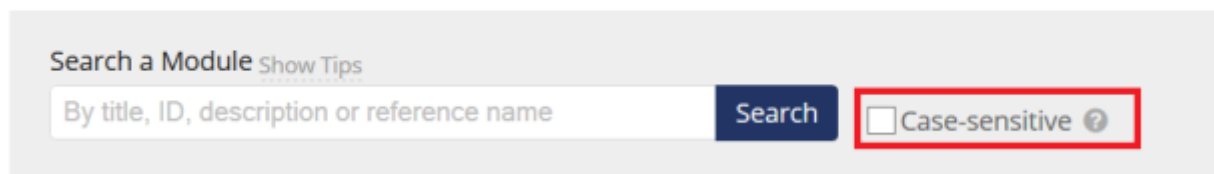
Keywords Show Tips Catalog ☐ Case-sensitive ⓘ

Results per Page: 25

- **Case-sensitive Option on Individual Searches**

Case-sensitive search is available in the individual Universal searches. However, this option is excluded when doing the field code-value search in the keyword.

LEARNING MODULE SEARCH



Search a Module Show Tips

By title, ID, description or reference name ☐ Case-sensitive ⓘ

- **Index the Audience Field for Session-Level Catalog Search**

In Session-Level catalog search, the audience is also searchable by specifying a value in the keyword search field:

Learning Modules

Module Title/ID/Description: audience new hires Type: All Category: All

Subject: All Status: Active Only Catalog: ☐ include sub-catalogs?

Vendor: All Language: All Created Between: [Date] And: [Date]

Created by: [Search for a user] Last Modified by: [Search for a user]

Filter **Reset** **Save As Preset**

Results per Page: 25

Bulk Action:

Module Title (ID)	Type	Status	Last Modified On	Created On
777 Flight Transition CBT	Online	Active	Jun 16, 2015 10:21 AM by ADMINISTRATOR System	Jul 3, 2014 12:06 PM by ADMIN NTS

Who should take this?

Enter the information below to specify the target audience for this module.

Audience #1: new hires

Audience:

Training Progress

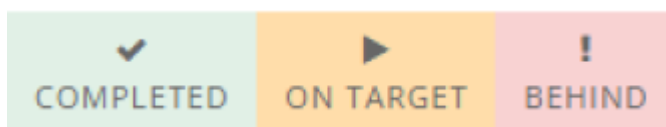
(applies to  )

Progress for any given training is considered "Completed", "Behind", or "On Target":

- **COMPLETED** if the training has been completed, either by completing itself or some equivalent training
- **BEHIND** if the training is incomplete and involves a deadline that has passed (where programs are involved, the deadline may be derived from ancestors or descendants)
- **ON TARGET** if the training is neither COMPLETED nor BEHIND

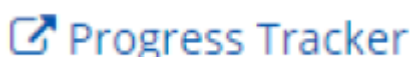
Program Progress Tracker

The Program Progress Tracker provides a visual of the learner's progress through a learning program, this is especially useful when the program involves many modules and/or involves milestone deadlines. The statuses are reflected in the Progress Tracker using a Red, Amber, Green color coding system:



You will find Progress status and an accompanying link to the Progress Tracker at:

1. Current Learning
2. Knowledge Center
3. Training Progress Widget
4. Compliance Analytics
5. Review CDC

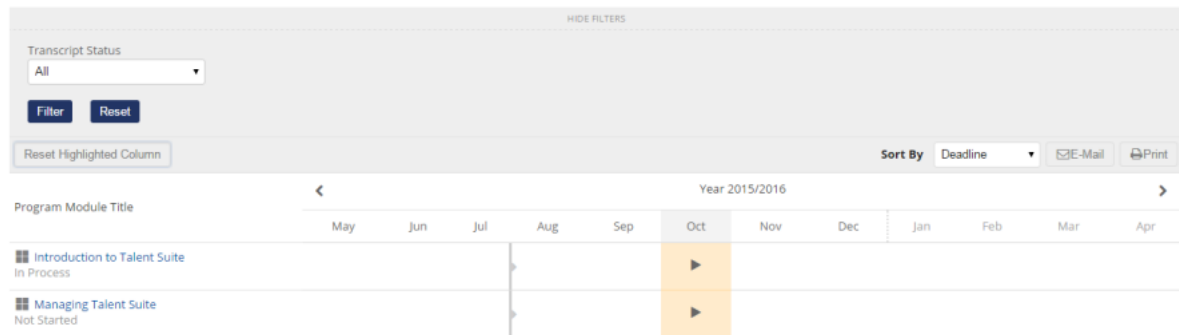


At the root level, the Progress Tracker lists all top level programs with their respective progress statuses. The calendar, by default, shows one calendar year of information with the current month centered. Information such as the module's enrollment date, completion date, program due date and module's due date are also displayed:

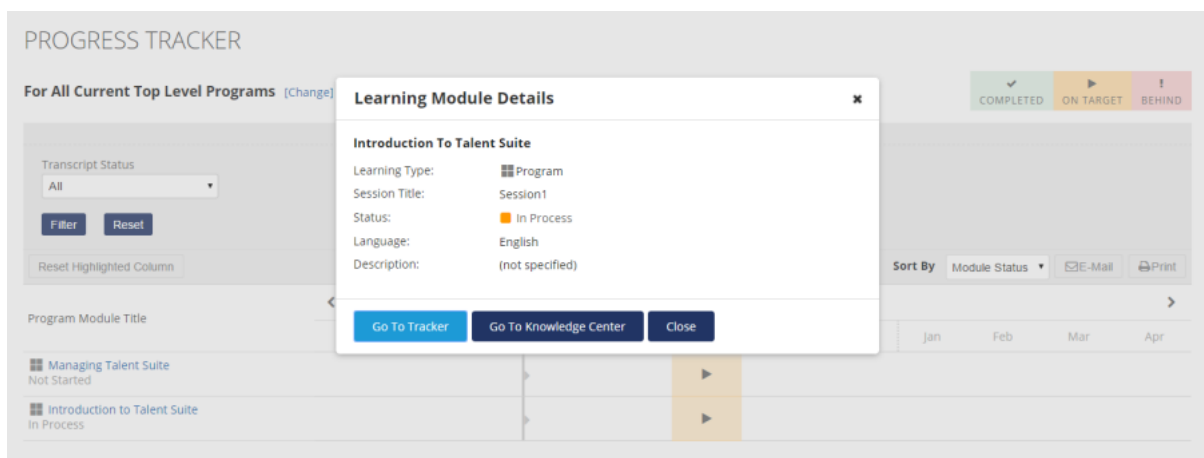
PROGRESS TRACKER

For All Current Top Level Programs [\[Change\]](#)

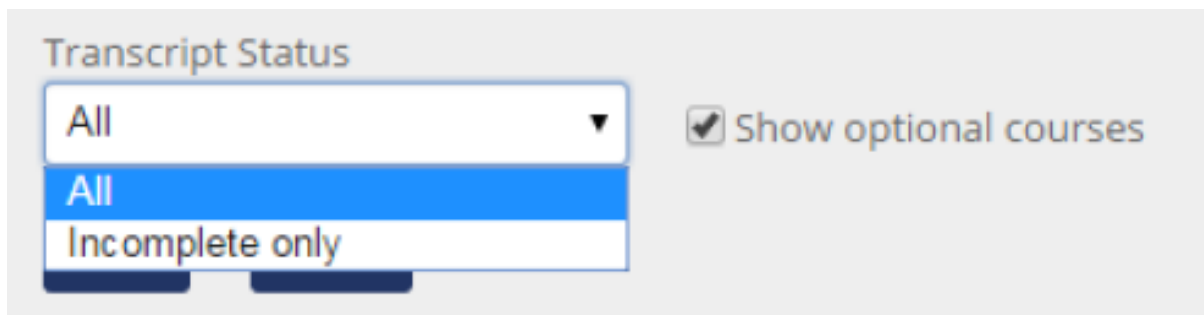
COMPLETED ON TARGET BEHIND



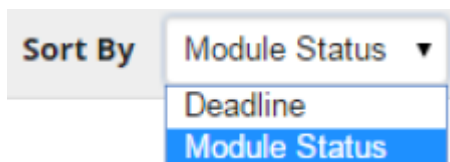
When you click on a module, a **Learning Module Details** screen will popup with links to its own progress tracker and knowledge center where applicable.



There are 2 types of filters for showing the Transcript Status and an option to show optional courses:



Modules can be sorted from deadline and module status:



Email

You can send emails from within the Progress Tracker with the option to "Capture and attach the Program Progress Tracker view". When enabled, the e-mail will be sent with an image file of the progress tracker as attachment:

Send E-mail



From: ADMINISTRATOR System (ndadmin)

To

☒ Learner: ADMINISTRATOR System (ndadmin)

CC

0 selected

Search for a user



Subject

Program Progress Chart of System Administrator

Text

File Attachment

Choose File No file chosen

Note: The total size of message attachments can't be greater than 2 MB. Users with internal e-mail will not be able to receive the attachment.

[+Capture and attach the Program Progress Tracker view](#)

Send

Cancel

Deadline Details

The system displays Training Deadlines at Personal Calendar, Learning Path, Knowledge Center, and Current Learning as a link to **Deadline Details**. This dialog provides detailed information regarding when the training is due, any composite training that might affect its progress status, and any programs that may be affected if the training is not completed in time.

Deadline Details ✕

Deadline

This course is due for completion on Aug 18, 2015 4:00 AM CST

If you do not complete the components of this course by the deadline, you may affect your eligibility for enrollment onto other courses.

Progress Summary

Your progress status is currently "Progress is Behind". Progress may be affected by the following course deadlines:

- O1, due on Aug 18, 2015 4:00 AM CST

Close

Login Notifications

When a learner who is "behind" with any training logs into Talent Suite, then the Login Notifications will inform the learner of the training for which s/he is behind:

NOTIFICATIONS

Behind Progress Alert

Your Progress is currently "Behind" for the following courses.

Module Name	Deadline
How to create Talent Suite Widgets	Mar 11, 2015 8:00 PM CST

Continue

Training Progress Home Page Widget

This widget lists all active learning modules with current statuses and deadlines ordered by the earliest deadline for the courses. You can specify the maximum number of courses to display when setting up the widget. There is also a summary of the overall training status, this will be "Behind" if there are any enrolled modules or programs that are "Behind", otherwise the learner is "On Target".

TRAINING PROGRESS

⚠ Your overall training status is Behind

⚠ ⓘ How to create Talent Suite Widgets ⓘ , Not Started , Progress is Behind , Due on Mar 11, 2015 8:00 PM CST

▶ ⓘ Introduction to Talent Suite ⓘ , Not Started , On Target

▶ ⓘ Managing Talent Suite ⓘ , Not Started , On Target

🔗 [View in Program Progress Tracker](#)

Viewing Scheduled Learning Activities

(applies to  )

1. Search first the learning module where you want to enroll. You can use methods discussed on the previous section in finding a learning module.
2. Click the learning module link where you want to enroll.
3. This opens the catalog page of the selected learning module. Click the **Show more info** button to see the details of the session.

Enrolling into a Learning Module

(applies to )

1. Search first the learning module where you want to enroll. You can use methods discussed on the previous section in finding a learning module.
2. Click the learning module link where you want to enroll. This opens the catalog page of the selected learning module.
3. Click the **Enroll** button.



English 102

by Unknown
0 Reviews
English 102 - Sample

Learning Type: Online
Subject: Unassigned
Language: English
Objectives:
More Information:

Sessions:  English 102 - English 102
English 102 Sample

Seats: Unlimited

Enroll

Close

 to top of page

4. The enrollment confirmation will be displayed on your screen. Click **Confirm Enrollment** to proceed with the enrollment, otherwise, click **Cancel**.

Enrollment Confirmation

Please confirm your enrollment request for:

Item Name: English 102

Confirm Enrollment

Cancel

5.A message will indicate if the enrollment was successful or if problems occurred.

6.Click **Launch this Course** to launch the course.

Enrollment Successful

Your enrollment was successful!
Please examine your e-mail messages for any pre-class instructions.

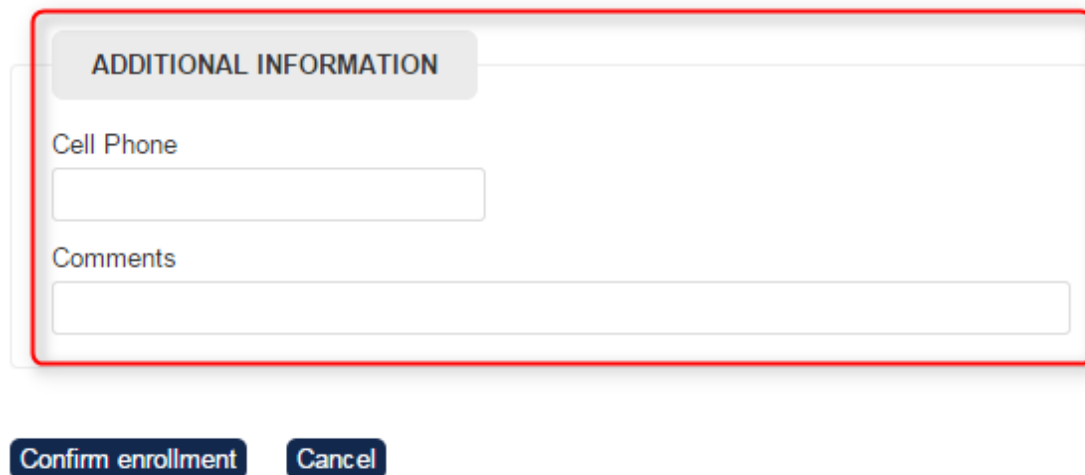
[Launch this Course!](#)

Additional Enrollment Information when no Approval

When enrolling on a course which requires additional enrollment information but no approval is required, prompt for additional enrollment information will be shown on the confirmation screen. After filling out the information and pressing the submit button, enrollment action will continue as normal.

Enrollment Confirmation

For Online Course



ADDITIONAL INFORMATION

Cell Phone

Comments

Confirm enrollment **Cancel**

This feature do not impact direct the enroll and launch mode.

Withdrawing from a Course

Learners can withdraw from a course:

- 1.Search for the learning module you want to withdraw.
- 2.There are two ways to go about this. You can either click on the button **Withdraw Enrollment** immediately appearing on the right hand side of the module or drill down into *Knowledge Center* screen click the **Withdraw Enrollment** button from there.

Current Learning Modules

Results per Page: 25

Sort By Due Date Refresh


 **Adding Services and Components in C# (130038_eng)** Not Started 0%

Online
To demonstrate how to add services and components in C#

Launch Knowledge Center Withdraw Enrollment

Showing: 1 - 2 of 2

Knowledge Center

 **Adding Services and Components in C# (130038_eng)** Not Started

Online, No deadline
To demonstrate how to add services and components in C#

Launch To-do Withdraw Enrollment

Go To Current Learning Modules

- Overview
- TOOLS
 - Reference Resources
 - Personal Notebook
- RECORDS
 - Certification
 - Records/Transcript
- EVALUATION
 - Peer Comments
- COMMUNICATION
 - Contact Group Members
 - Contact Instructors
 - Chatroom

You are on attempt 0 of 1 for this module.
Highest Score will be used as the scoring method.

3.A confirmation dialog box appears.

Learning Modules

You are on attempt 0 of 1 for this module.

Confirmation

Withdrawing from this learning module will remove its record from your learning history.

Withdraw Cancel

Session Transfer

Learners can transfer a session in the active records of a Learning Module to another one, if this Module has been configured with one or more sessions available:

1. Search for / select from **Current Learning Modules** the Module to transfer.
2. Click **Session Transfer**, and then select the desired session to transfer to from the popup windows.

The screenshot shows the NetDimensions Talent Suite interface. The top navigation bar includes the logo, user name (CASEY Tim), and links for Help, Contact Us, and Logout. Below the navigation bar is a menu with Home, Learning Center, Personal Calendar, Career Center, Workspace, Connects, Reports, and Teach. The main content area is titled 'Learning' and has tabs for 'Current Learning Modules', 'Records/Transcript', and 'External Training Records'. A 'Session Transfer' modal window is open, displaying the 'Current Session: Behavioral Analysis (Jul 2, 2018 9:00 AM - Jul 5, 2018 8:00 PM)'. It prompts the user to 'Select a target session:' and shows a dropdown menu with options: 'Select a session', 'Select a session' (highlighted), 'May 21, 2018 9:00 AM (Room 1)', 'Aug 6, 2018 9:00 AM (Room 1)', and 'Sep 3, 2018 9:00 AM (Room 1)'. The modal also has 'Transfer' and 'Cancel' buttons. In the background, the 'Behavioral Analysis (ba)' module is visible, showing details like 'Classroom, English', 'Enrolled On Jan 22, 2018 12:51 AM CST', and a 'Session Transfer' button.

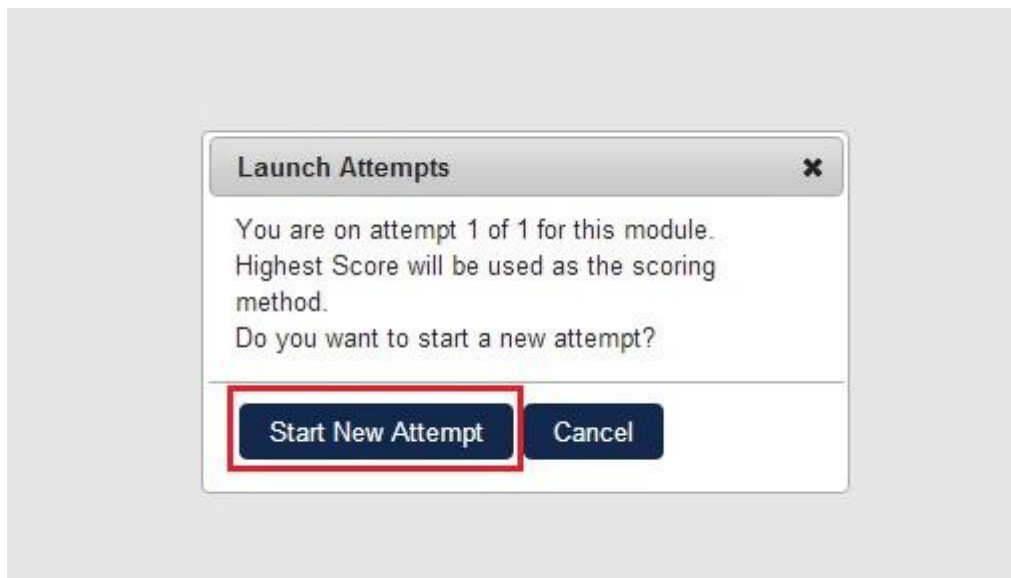
Launch a Course

1. Click on the hyperlink for the desired learning program or module.

Current Learning Modules

The screenshot shows the 'Current Learning Modules' section. It displays a list of modules. The first module is 'Adding Services and Components in C# (130038_eng)', which is 'Online' and 'Not Started 0%'. The 'Launch' button is highlighted with a red box. Other buttons visible are 'Withdraw Enrollment' and 'Knowledge Center'. The interface also shows a 'Sort By' dropdown set to 'Due Date' and a 'Refresh' button.

2. A pop up screen appears. Click the Start New Attempt button which will launch the course in a new window.



3. After you have completed the course, click the Mark As Completed button.

Current Learning Modules



Note: The following below only applies to courses that are non-AICC and SCORM. iCalendar links are listed in the Knowledge Center. These behave in the same way as the links which appear in the Catalog Description page for a course, allowing iCalendar files to be downloaded.

Review External Training Records

(applies to )

This is also the case in ReviewCDC:

NetDimensions Talent Suite **cdc**

STUDENT User14
UNASSIGNED
ID: user14

EMPLOYEE PROFILE

LEARNING CENTER

- Summary
- Learning**
- Enrollment Requests
- Certifications
- Training Plan
- Learning Path
- Learning Group
- Learning Reports
- SCORM Global Objectives

CAREER CENTER

Learning

Enrolled Courses | **Records/Transcript** | External Training Records

HIDE FILTERS

Status: All Type: All Training undertaken between: (not specified)

And: (not specified)

Filter

Results per Page: 25

Bulk Action **+ Add external record** **Print**

	Learning Program/Module	Date	Status	Type	Score	Duration	Attachment
<input type="checkbox"/>	compliance training	Apr 8, 2014 - Apr 8, 2014	Open for editing	Classroom	N/A	0.0 Hour(s)	
<input type="checkbox"/>	computer training	Apr 14, 2014 - Apr 24, 2014	Completed	Classroom	N/A	0.0 Hour(s)	

Showing: 1 - 2 of 2

Reviewing other user's external training records

Records/Transcript For SAPLALA Katrina

Here is your learning history.

Adding Services and Components in C# (130038_eng)

Details

Enrollment Date: Apr 24, 2014 3:10 AM CDT
 Start Date: Not yet started
 End Date:
 Credits: 2.00
 Overall Status: Not Started
 Learning Module Type: Online
 Revision Number: 0
 Course Limited to: 1 Attempts
 Course Scoring Method: Highest Score
 Score: N/A
 Target Audience:
 Instructors:
 Structured
 Unstructured
 CE

Progress

Lesson Status: Not Attempted
 Total Training Time: 00:00:00
 Total # of Online Launches: 0
 Last Attempted Date: N/A
 Score: N/A

Launch history

Additional
 Enrollment
 Information
 Charged
 Cost Center

Print **Back**

Display e-Signatures at Transcript Detail

The Transcript detail page displays all e-Signature records related to the transcript if learner's

organization has the transcript related e-Signature configuration turn on. The display information includes the e-Signature updater user name, update date time and update meaning text.

eSignature Records		
		Results per Page: 10
User Name	Date	Comment
User, Student 18	Jun 16, 2014 2:12 PM CST	Mark course as completed
User, Student 18	Jun 16, 2014 2:11 PM CST	Launch a Course
Showing: 1 - 2 of 2		

e-Signature records section in transcript detail page.

Learning Modules and Records & Transcripts as Tabs

This format is also applied in Review CDC

The screenshot shows the NetDimensions Talent Suite interface. On the left is a sidebar with a user profile for 'STUDENT One' (Software Engineer, UNASSIGNED, ID: student1) and a menu with sections: EMPLOYEE PROFILE, LEARNING CENTER, and CAREER CENTER. The LEARNING CENTER section is expanded, showing options like Summary, Learning, Enrollment Requests, Certifications, Training Plan, Learning Path, Learning Group, Learning Reports, and SCORM Global Objectives. The 'Learning' option is highlighted with a red box. The main content area is titled 'Learning' and contains three tabs: 'Enrolled Courses', 'Records/Transcript', and 'External Training Records'. The 'Records/Transcript' tab is active and highlighted with a red box. Below the tabs are filter options for Status (All), Type (All), and Training undertaken between (not specified). There is also an 'And' filter section. A 'Filter' button is present. At the bottom right, there are options for 'Results per Page' (25) and 'Sort By' (Due Date), along with a 'Refresh' button. Below the filters, a course card for 'Language 101' is shown, indicating it is a 'Program' that started on Jun 24, 2014 1:55 PM CST. A link for 'Records/Transcript' is visible under the course card. A 'Show Sub-Modules' button is at the bottom left of the course card area.

Reopening Completed Courses

- **Launch** — Launch course content/knowledge center with different options. Courses will not be pinned back to Current Learning Module List
- **Knowledge Center** — When available. open the Knowledge Center. Courses will not be pinned back to Current Learning Module List
- **Pin back to Active List** — The same as the old "reopen" function

The three functions are set up as follows:

- **Launch**

Will launch content or the knowledge center only when "**Catalog Editor -> Module Properties -> Knowledge Center setup -> Set up Options -> Course link always launches the KC instead of the course**" option is checked. Courses will not be pinned back to the Current Learning Center List or any enrollment widgets .

- **Knowledge Center**

Will launch the Knowledge Center . This option is available when when the following two conditions are satisfied. Firstly, the "System Configuration -> Knowledge Center Enable" is checked, and secondly , the "Catalog Editor -> Module Properties -> 3 Knowledge Center setup -> 3.1 Set up Options -> Course link always launches the KC instead of the course " option is NOT checked . Courses will not be pinned back to the "Current Learning Center List or any enrollment widgets .

- **Pin back to Active list**

This is the old "reopen" function . This function will puts the course pinned back to the Current Learning Module Center with completed status . In the Current Learning Module List and Knowledge Center the course will have a new button "Remove From Active List"

This option is available when the following two conditions are satisfied:

Catalog Editor -> Module Properties -> Knowledge Center setup -> Set up Options -> Course link always launches the KC instead of the course option is NOT checked and the course is launch-able.

The Records/Transcript will show:

Learning Module Name	Status	Start Date - End Date	Score
<div> P1 Multi-Language </div>	Completed	Jun 22, 2016 4:01 PM - Jun 23, 2016 11:08 AM CST	
▼ Hide Sub-Modules			
<div> Public_OL1 Multi-Language </div>	Completed (Self-Asserted)	Jun 23, 2016 11:08 AM - Jun 23, 2016 11:08 AM CST	
<div> View Transcript Details Launch Knowledge Center Pin back to Active List Print Transcript </div>			

And The Transcript Detail would show the reopen link

Records/Transcript For ADMINISTRATOR System

Public_OL1

Details

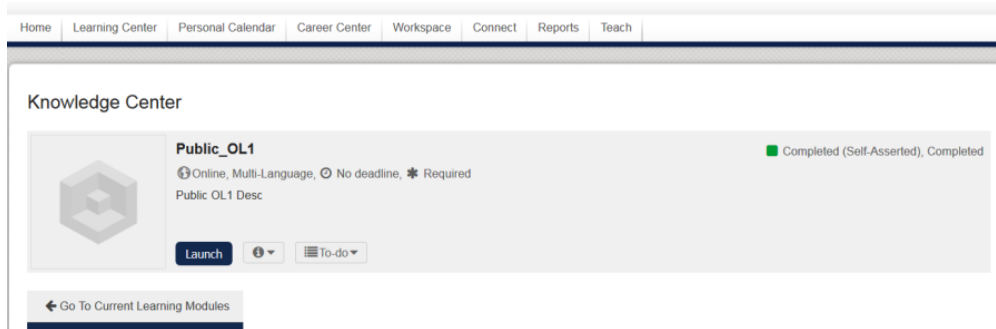
Last modified by ADMINISTRATOR System on Jun 23, 2016 11:55 AM CST

Enrollment Date:	Jun 22, 2016 4:01 PM CST
Start Date:	Jun 23, 2016 11:08 AM CST
End Date:	Jun 23, 2016 11:08 AM CST
Description:	Public OL1 Desc
Credits:	0.00
Overall Status:	Completed (Self-Asserted)
Learning Module Type:	Online
Revision Number:	0

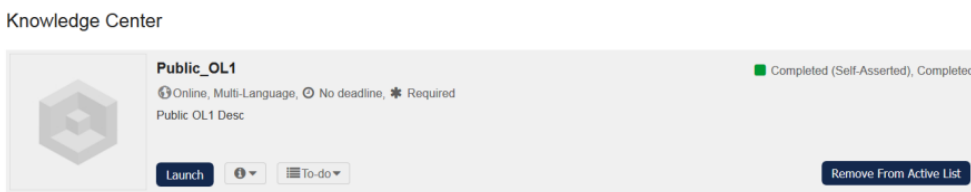
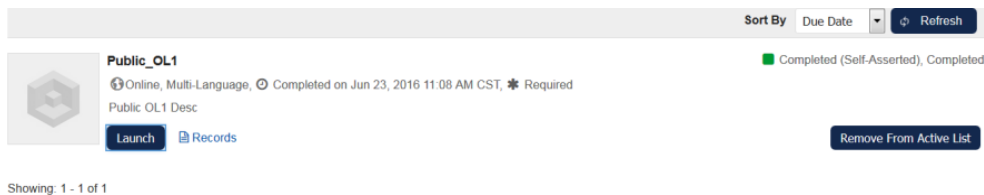
In the Records/Transcripts page:

- On selecting "Launch", the pop-up window will show course content
- On selecting "Knowledge Center", it will show the Knowledge Center, but will not pin the course

back to the Current Learning Module List or other enrollment widgets

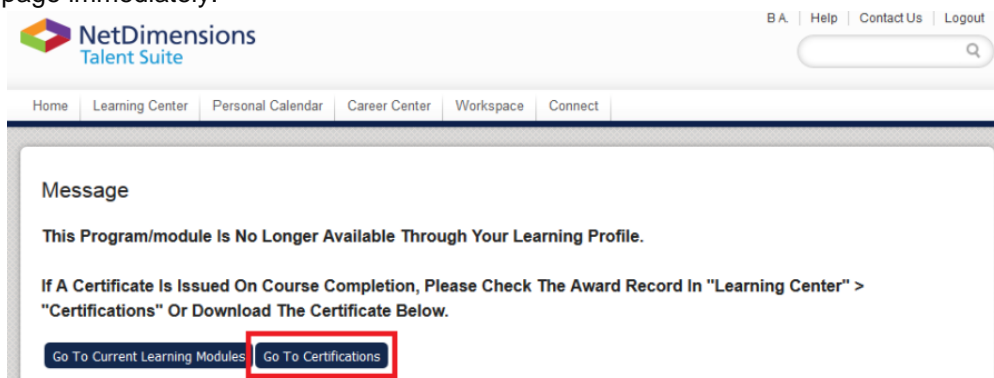


- On selecting "Pin back to Active List", both the Current Learning Module List and Knowledge Center will both show the "Remove From Active List" button

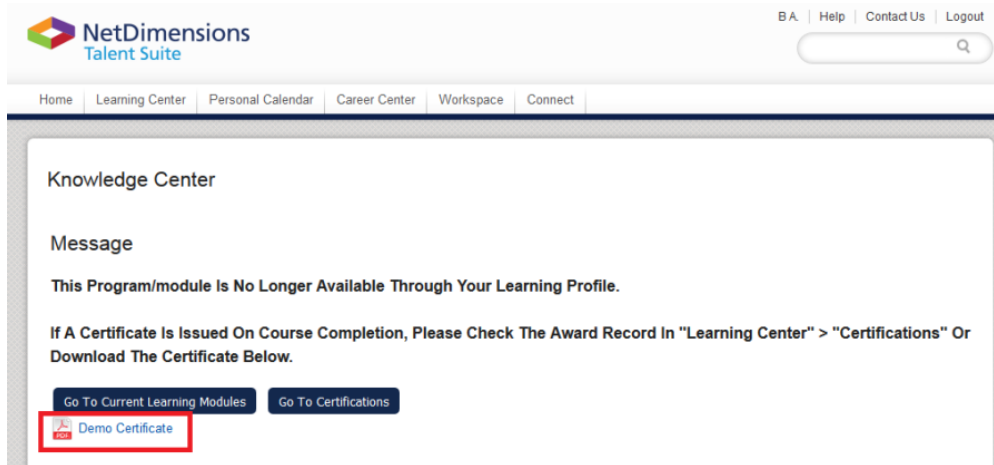


Instant Access to Awarded Certificate on Course Completion

If completing a course contributes to a certification award, then it is beneficial to highlight this on course completion. In addition to simply informing the user on how to locate the Certifications listing page where the certificate can be downloaded, a new button is added which redirects to the "Certifications" page immediately.



If the certificate allows the user to print, a link to directly download the PDF file of the certificate will be included as shown below.



Shopping Cart

(applies to )

The Talent Suite allows learners to pay for courses, learning objects, etc. online. This online payment option can be used in conjunction with payment plans thereby allowing for the implementation of different pricing and charging strategies (for example, requiring some users to pay online).

Enhancements include simpler, cleaner navigation and checkout screens for end users, easier configuration to allow administrators to designate which catalogs can be viewed without the learner being logged in, shopping cart review without being logged in, additional payment adapters, support for multiple, new payment options, and a simplified workflow.

Available Payment Gateways

Several payment gateways already exist including:

- A VeriSign® Payment Gateway Adapter
- The Chase Paymentech
- The Asia Pay payment
- The PayPal PayflowPro

For the availability of other payment gateways (or how to create an adapter), please contact NetDimensions support.

A learner needs to make payment before enrolling in a class that requires payment. This may be done either:


- By using (pre-paid) coupons
- By using tokens
- Through a payment gateway

NetDimensions Talent Suite must first be configured to support online payment.

Making Payment through a Payment Gateway


To enroll in a class that requires payment:

1. Access the Catalogs page.
2. Click on the Find a Learning Item tab.
3. Choose a course from the drop-down list.
4. Click Search. The available learning items appear.
5. Click on the hyperlink of the learning item you wish to launch. The selected item launches in a new window.



Relationship Management (MOD-0000) (Rev. 1)
by Unknown
[0 Reviews](#)
Learn soft skill to manage relationships in our work place and be productive

Learning Type: Online
Language: English
Objectives:
More Information:
Wiki Link: <https://wiki.netdimensions.com/confluence/display/ekp80/NetDimensions+Talent+Suite+Feature+Matrix>
Support Contact:

Session(s):  Relationship Management (MOD-0000) Seats: Unlimited

Payment Method:
Currency
List Price: USD99.00

Token
List Price: 5.00 Tokens/Credits

Add to cart

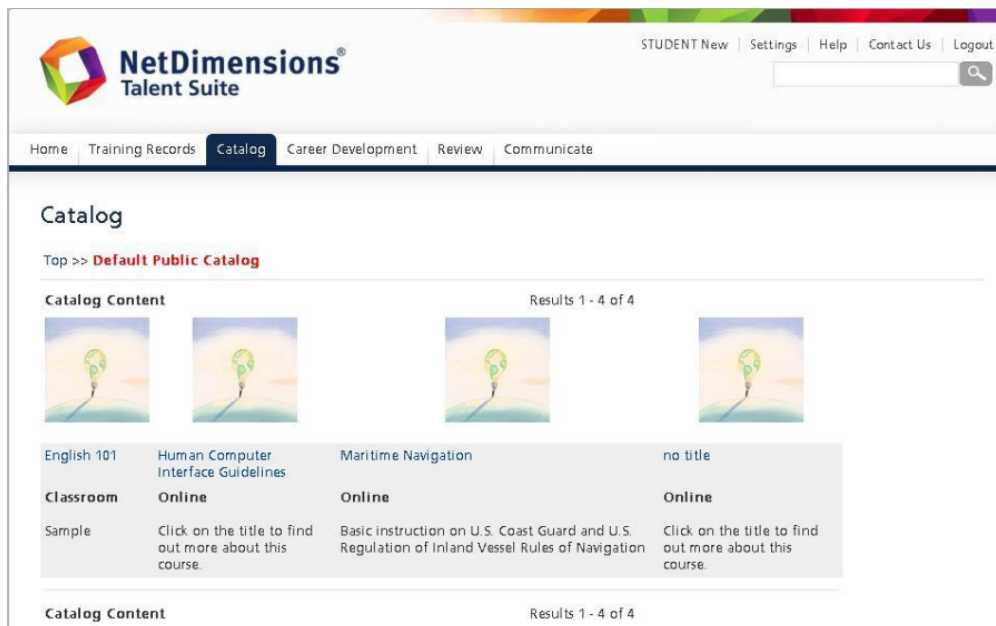
Pay by Tokens

Close

6. Click Add to Cart.

Alternately, the simplified workflow allows you to:

1. Click on the Browse tab.



NetDimensions® Talent Suite

STUDENT New | Settings | Help | Contact Us | Logout

Home | Training Records | **Catalog** | Career Development | Review | Communicate

Catalog

Top >> **Default Public Catalog**

Catalog Content Results 1 - 4 of 4

English 101	Human Computer Interface Guidelines	Maritime Navigation	no title
Classroom	Online	Online	Online
Sample	Click on the title to find out more about this course.	Basic instruction on U.S. Coast Guard and U.S. Regulation of Inland Vessel Rules of Navigation	Click on the title to find out more about this course.

Catalog Content Results 1 - 4 of 4

2. Choose a course from the list that appears.

3. Repeat step 5 for additional courses. An acknowledgement screen appears.

Shopping Cart

Please confirm with the following selections:

Course Title	Participant	Quantity	Unit Cost	Cost	Remark
Pay by Approver (SH) (Online)	netd_katrina	1	USD100.00	USD100.00	Remove from cart...
Relationship Management (Online)	netd_katrina	1	USD99.00	USD99.00	Remove from cart...

Subtotal: USD199.00
 Additional Charges: USD29.85
 Total: USD228.85

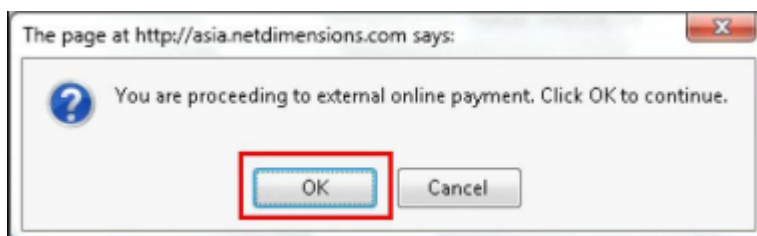
Checkout

4. Click Proceed to Checkout.

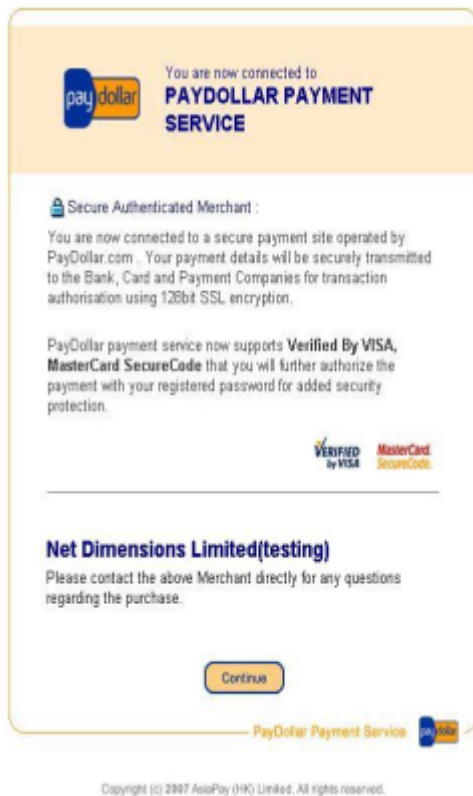
To pay for this course:

1. Click on the Shopping Cart tab in the Catalog page. A list of courses appears:

2. Click Checkout. A confirmation dialog box appears:



3. Click OK. You will be taken to an external payment site where you can pay for this course:



Course Coupon Enrollment

(applies to  NetDimensions Performance  NetDimensions Learning  NetDimensions eLearning)

The course coupon enrollment scheme provides an alternative way for learners to automatically enroll in a designated course. The course owner will generate a set of course coupons during the setup and distribute them to specific resellers via the NetDimensions Talent Suite interface. The reseller then distributes the coupon ID to the learner by email or other preferred means. After you are given a course coupon ID, you may use it to directly enroll to the specific course.

Once you receive the coupon number:

1. Go to **Learning Center > Course Coupon Enrollment**. Enter the Coupon ID under the Coupon ID field.

2. Click Enroll. This will enroll the learner to the specific session that the Coupon ID is associated with. The course details appear in a new window.
3. Confirm the enrollment.

Note: Once the Coupon ID is submitted, the coupon cannot be used again.

The Knowledge Center

(applies to  )

Depending on the course, there may be a Course Knowledge Center (KC) that contains all relevant information regarding the course and communication tools for interaction with other members of the system within it. This includes a news section giving up to date news relevant to people who are taking the course, communication tools such as peer comments and internal e-mail messaging (allowing students to communicate with each other or their course instructor.)

If applicable, the Knowledge Center is made available when you enroll in the module or learning program. From here you can:

- Launch the learning program or module
- Access relevant reference resources
- Retrieve a description of the learning program or module
- Change your enrollment in the course module
- Make online notes for the selected learning program/module
- View your learning history (i.e. transcript)
- Participate in an online evaluation of the selected learning program/module
- Review evaluations of the learning program or module from other users or add your own comments
- Communicate with members of your learning group
- Access a related discussion forum
- Review relevant news announcements
- Take exams

Access the Knowledge Center

To access the KC: :

- From the Home Page > **Learning Center** > **Learning**, click **Knowledge Center** on the desired course from the list. The KC of that course will appear.

Note: The layout may be different depending on the skin chosen. Some skins have an Assignments box instead of a Knowledge Tools box.

- Before launching the Learning Program or Module, click **Knowledge Center** next to the **Launch** Button. (Refer to *Launch a Course* in this document.)


The Knowledge Center Page

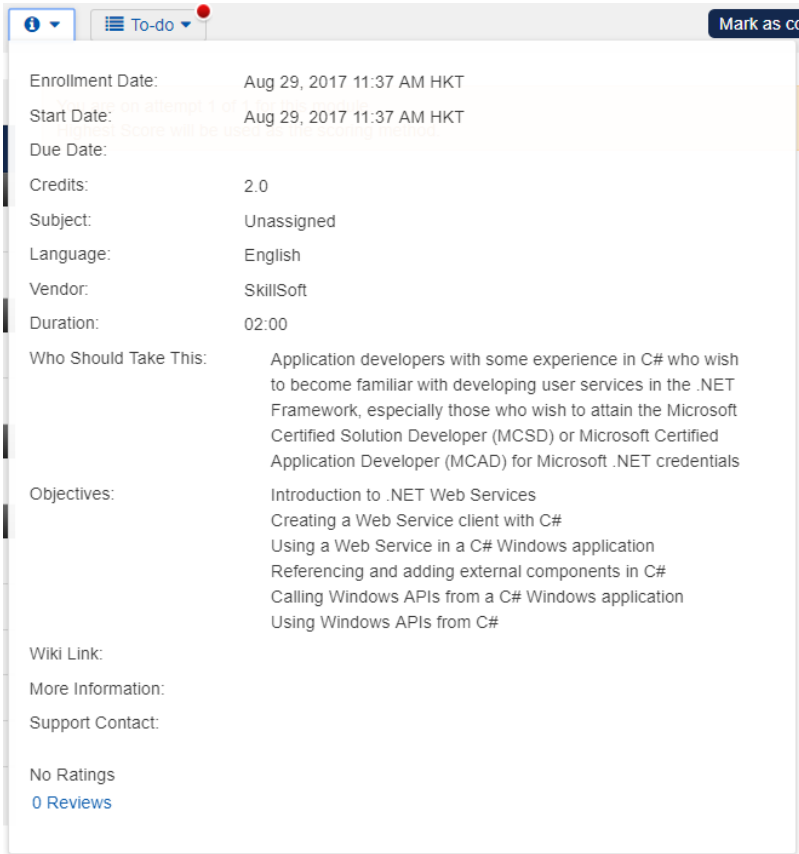
The Knowledge Center is a convenient grouping of linkages to information, functions, communications and discussion groups. On landing the KC, you will see the header area and a side navigation menu to access the various features (e.g. the **Wiki** Link of the course), and an overview of the Knowledge Center contents:

Header

In the Knowledge Center, the Learners are presented with a header area which aggregates general information about the course together with action items required. They are also able to quickly identify the status of the module and perform actions from the header area:

Catalog Description

The Learners can click the Information Icon  to view the course's information:



Enrollment Date: Aug 29, 2017 11:37 AM HKT

Start Date: Aug 29, 2017 11:37 AM HKT

Due Date:

Credits: 2.0

Subject: Unassigned

Language: English

Vendor: SkillSoft

Duration: 02:00

Who Should Take This: Application developers with some experience in C# who wish to become familiar with developing user services in the .NET Framework, especially those who wish to attain the Microsoft Certified Solution Developer (MCS D) or Microsoft Certified Application Developer (MCAD) for Microsoft .NET credentials

Objectives: Introduction to .NET Web Services
Creating a Web Service client with C#
Using a Web Service in a C# Windows application
Referencing and adding external components in C#
Calling Windows APIs from a C# Windows application
Using Windows APIs from C#

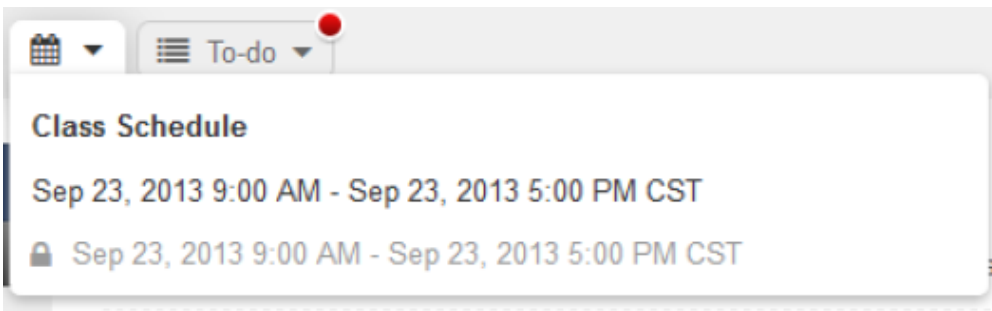
Wiki Link:

More Information:

Support Contact:


No Ratings
[0 Reviews](#)

For courses that have class schedule information, an additional schedule icon will be shown in the Knowledge Center header. The schedule drop down area contains the overall class schedule start/end date and all sub class schedules for the course with past schedules having a grayed out "lock" icon to differentiate between available and unavailable sub class schedules:



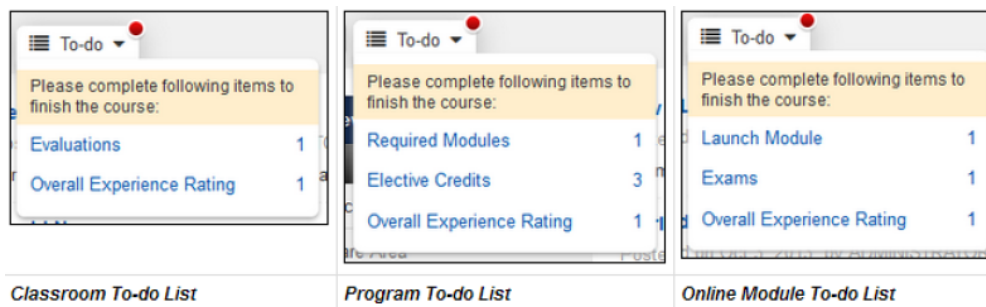
Class Schedule

Sep 23, 2013 9:00 AM - Sep 23, 2013 5:00 PM CST

 Sep 23, 2013 9:00 AM - Sep 23, 2013 5:00 PM CST

The To-do List provides a quick overview of items requiring action. When there is at least one item requiring action, a red dot indicator will be displayed on the top right corner of the To-do list drop down. Some items that might be found in the To-do list are:

- Required Modules (for program only)
- Launch Module
- Elective Credits (for program only)
- Exams
- Evaluation
- Overall Experience Rating



Content Area

The content area of the new Knowledge Center is located on the right side of the screen. The content area changes according to the menu item selected, while the header remains visible on the screen.

- Module Attributes
- News
- Instructors
- Pre-Course Assessment
- Sub Modules (for Programs only)
- Reference Resources
- Exams
- Post-Course Assessment
- Evaluation
- Overall Experience Rating

Attribute A: A value
Attribute 2: B value

New Look & Feel

Posted on Oct 3, 2013, by ADMINISTRATOR System




Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin viverra sagittis vehicula. Curabitur vehicula aliquet nulla ac venenatis. Phasellus commodo nibh mi, a adipiscing diam facilisis et.

World News

Posted on Oct 3, 2013, by ADMINISTRATOR System

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin viverra sagittis vehicula. Curabitur vehicula aliquet nulla ac venenatis. Phasellus commodo nibh mi, a adipiscing diam facilisis et.

Instructors

-  **1 Instructor (Coke)**
[Send Mail](#) | [View Profile](#)
-  **1 Instructor (NetD)**
[Send Mail](#) | [View Profile](#)
-  **1 Instructor (Pepsi)**
[Send Mail](#) | [View Profile](#)

Pre-Course Assessment

Please take the following pre course assessments according to the available date (if applicable).

☐ [Standard Exam 1 \(STD_EX_1\)](#) Incomplete, Available Date: Sep 28, 2013 12:05 PM CST

☒ [Standard Exam 1 \(STD_EX_147\)](#) Completed, Available Date: Sep 8, 2013 12:05 PM CST

[View all assessments](#)

Reference Resources

Prework

 [Prework Resource](#)

Standard

 [Online Resource](#)

 [External Reference Resource](#)

Postwork

 [Post-work Resource](#)

Exams

Please take the following exams before marking this module finished.

☐ [Standard Exam 1 \(STD_EX_1-53\)](#) Incomplete

Post-Course Assessment

Please take the following post course assessments according to the available date (if applicable).

☒ [Standard Exam 1 \(STD_EX_1-56\)](#) Completed

[View all assessments](#)

Evaluation

Please take the evaluation after completing the course.

[Launch Evaluation](#)

Overall Experience Rating

Please rate your overall experience before marking this module finished.

(Please Select)

[Submit](#)







Contact Group Members/Contact Instructors

The former "Contact Learning Group" menu is now separated into 2 menu items: Contact Group Members and Contact Instructors. The group members / instructors results are now paginated in a more user-friendly display.

Contact Instructors

Results per Page: 10

[Send Mail to all Instructors](#)

-  **1 Instructor (Coke) (INSTRUCTOR1_COKE)**  Offline
[Send Mail](#) | [View Profile](#)
-  **1 Instructor (NetD) (INSTRUCTOR1_NETD)**  Offline
[Send Mail](#) | [View Profile](#)
-  **1 Instructor (Pepsi) (INSTRUCTOR1_PEPSI)**  Offline
[Send Mail](#) | [View Profile](#)


Showing: 1 - 3 of 3

Contact Instructors Page

Contact Group Members

Results per Page: 10

Remove me from this contact list Send Mail to all Members

 2 Learner (Coke) (LEARNER2_COKE) Send Mail View Profile	 Online
 ADMINISTRATOR System (NDADMIN) Send Mail View Profile	 Online

Showing: 1 - 2 of 2

Contact Group Members Page

Exams

The new "Exams" section displays a list of exams associated with the course, together with the status indicator.

Exams

Please take the following exams before marking this module finished.


 **Standard Exam 1 (STD_EX_1-53)** Incomplete

Sub Modules


If there are sub-modules under a program, they will all be displayed as a group. The Learners can choose to show / hide these sub-modules. Additional information related to the sub-modules is available in the Knowledge Center, including deadline information, instructors, required flag, module attributes, exams, and reference resources. Learners can access a sub-module's Knowledge Center via the "Knowledge Center" link in each sub module. When clicked the Knowledge Center of a sub module, the Knowledge Center will appear as an overlay on top of the parent program.


You have completed 0 credit(s) worth of electives and must complete 3 credit(s) worth of electives in total (in addition to all required modules) to complete the program.

Active and Completed Modules



Program KC (MOD-0001)
 Program, No deadline, Required
[Knowledge Center](#) 1 Reference(s)


Hide Sub-Modules


Online KC (MOD-0000)
 Online, No deadline, Required
 Attribute A: A value
 Attribute 2: B value
[Launch](#) [Knowledge Center](#) 1 Exam(s) 4 Reference(s)

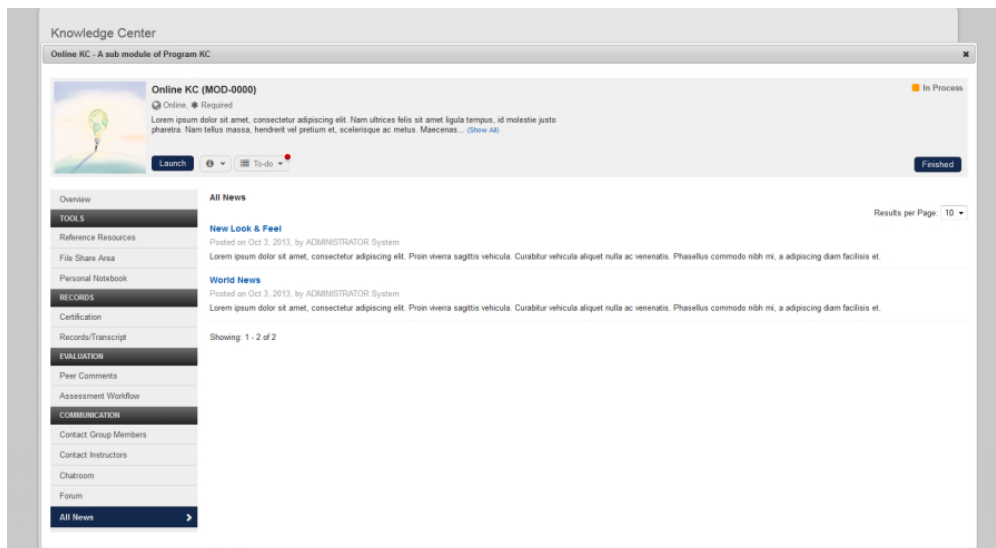

Classroom KC (MOD-0002)
 Classroom, No deadline, Required
[Knowledge Center](#)

Available Modules


Online KC (MOD-0000)
 Online, No deadline, 3 Credits, Seats: Unlimited
 Instructor: 1 Instructor (Coke), 1 Instructor (NetD), 1 Instructor (Pepsi)
 Attribute A: A value
 Attribute 2: B value
[Enroll](#)


Self Training (Paper) KC (MOD-0005)
 Self-Training (Paper), No deadline, 3 Credits, Seats: Unlimited
[Enroll](#)

Program Sub Modules Display



Sub Module Knowledge Center Overlay

Back-To-Top Assistance

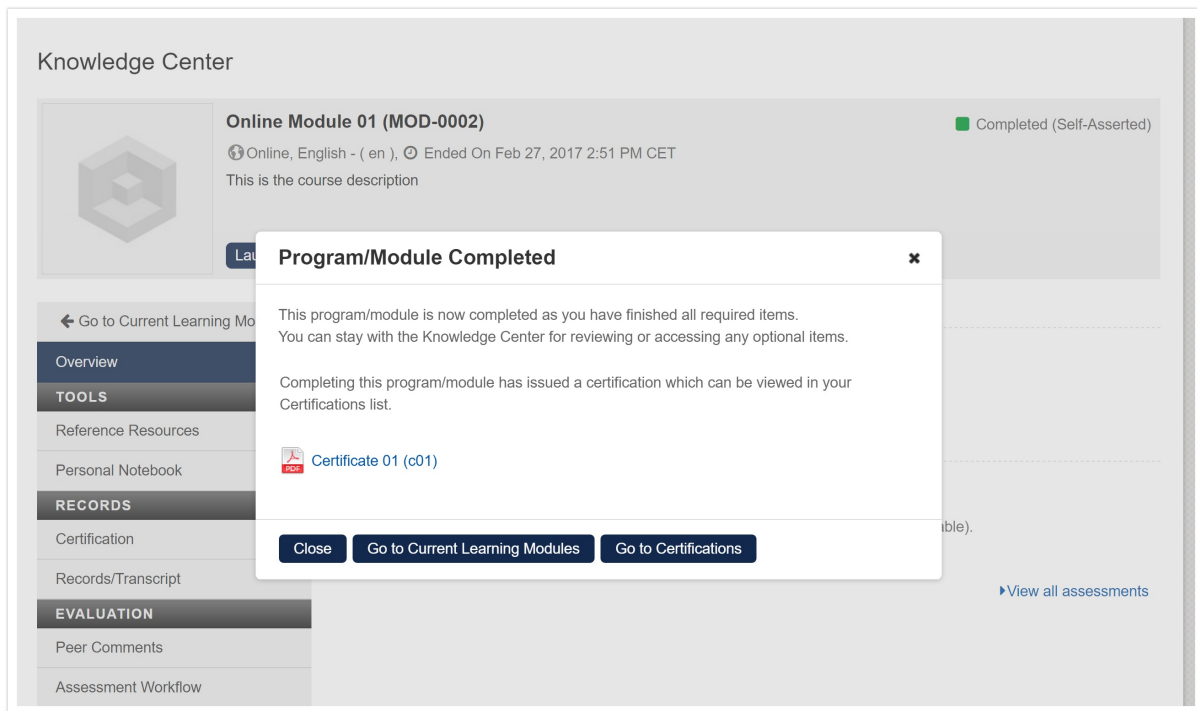
When viewing a Knowledge Center which contains a long page, an indicator icon will be visible at the bottom right of the screen, allowing users to quickly navigate to the top when desired.



Back-To-Top link available on long Knowledge Center page

Knowledge Center Remains Open after Course Completion

Upon completing the course, the Users will see the "*Program/Module Completed*" dialog box. They can choose to stay in the Knowledge Center to view additional items, or to go to the Current Learning Modules or Certifications page.



Note:

If the setting "**Status change to COMPLETED removes module from active list**" under **Manage Center > SYSTEM > GENERAL SETTINGS > System Configuration > General** is enabled, the module will still be removed from all active course listing in the background even the Users decide to stay in the Knowledge Center at the time of completion. This just allows the Users to stay with the Knowledge Center at that time. After navigating to another page or re-login, the Users will have to reopen the Knowledge Center as per usual.

Change Your Enrollment in the Course Module

If the course owner configured the course to allow the learner to withdraw and/or mark the course as complete, after you have enrolled in a learning object, you may:

- **Finish** (i.e. Remove) your enrollment, which will cause the module enrollment status to be changed to finished and it will be removed from your active session list. This is how to get rid of a module that you no longer want on your desktop, although you can reference the permanent records in your transcript.
- **Withdraw** your enrollment, which will delete all references to this module from your transcript.

Note:

- For modules that you have already begun work on, you will find that the status has been set to "accessed". Generally speaking, you can only "remove" a module that is in progress, and you can only "withdraw" from a module that has not yet been used. Therefore, a status of "enrolled" will allow withdrawals, and "accessed" will allow "removals".
- For a Learning Program it is slightly more complicated as the status of the program is dependent upon all of the modules. To allow a "removal" from a Learning Program, all modules must have a status of "accessed". If any module has a status of "enrolled", "waitlisted", or "pending approval", only a withdrawal is allowed. If you have successfully completed a module it will remain in your Training History after the withdrawal.

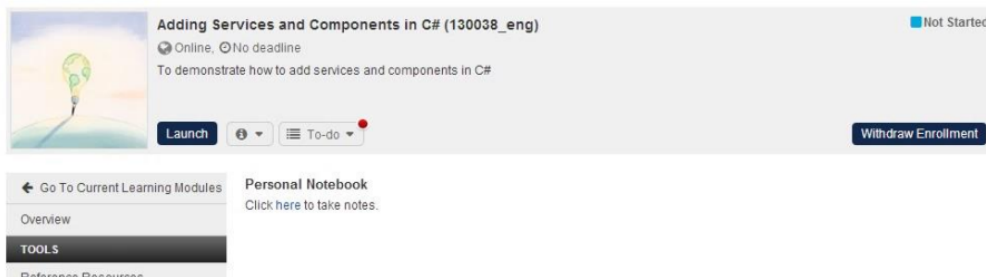
To withdraw or remove your enrollment for a learning program from the Knowledge Center:

1. Click **Go** to the Knowledge Center.

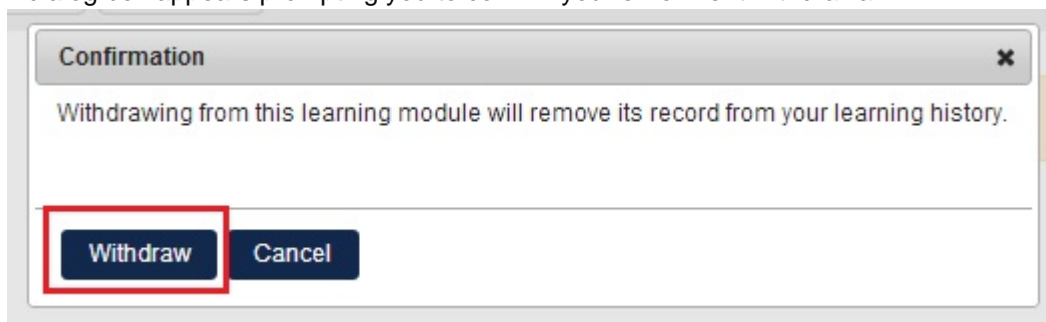
2. Click the **Finished** button.

Note: A Withdraw Enrollment button will appear if you have not started the course.

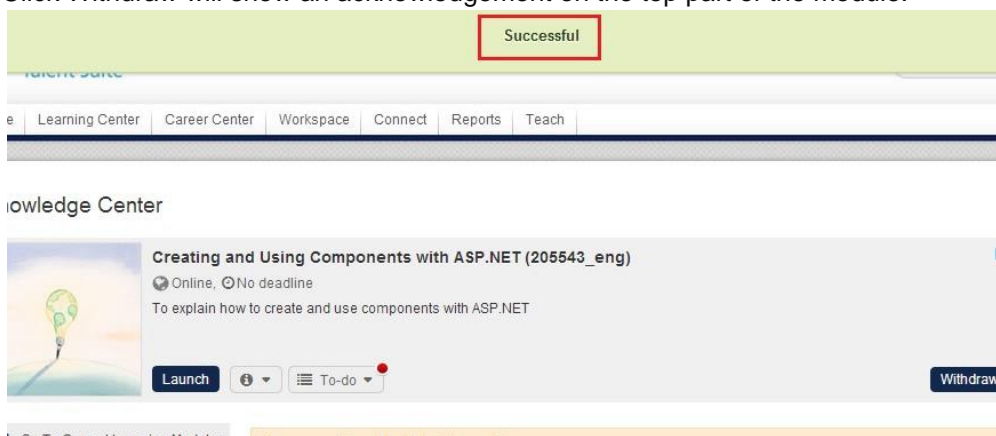
Knowledge Center



A dialog box appears prompting you to confirm your enrollment withdrawal.



Click Withdraw will show an acknowledgement on the top part of the module.

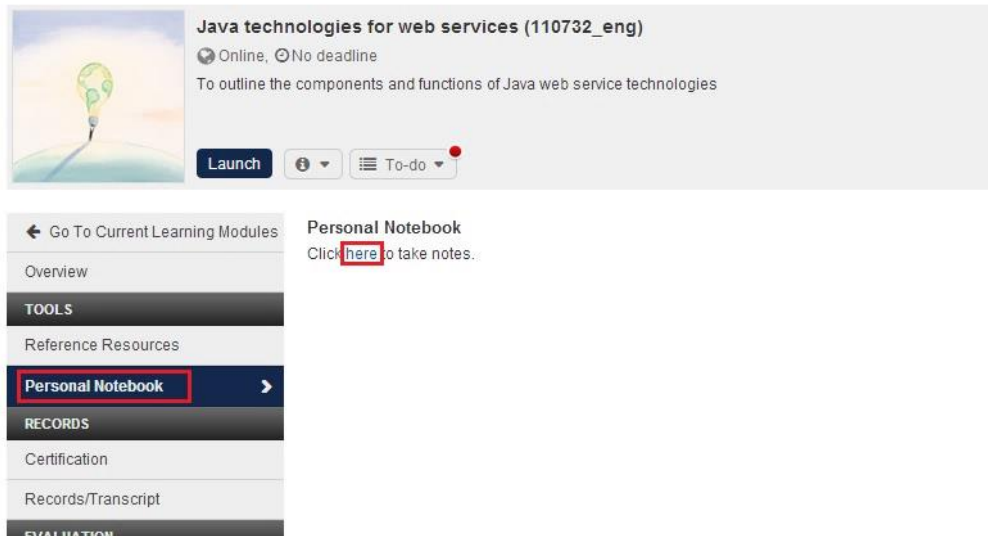


Make Online Notes for the Selected Learning Program/Module

NetDimensions Talent Suite incorporates a personal notebook that allows you to take notes for specific modules or learning programs. To access the notebook from the Knowledge Center of a particular course:

1. Select **Personal Notebook** on the column, the right side of the screen will show a link that
2. Click **here** in the *Click here to take notes.*

Knowledge Center



Java technologies for web services (110732_eng)
Online, No deadline
To outline the components and functions of Java web service technologies

Launch [Info] [To-do]

Go To Current Learning Modules

Overview

TOOLS

Reference Resources

Personal Notebook

RECORDS

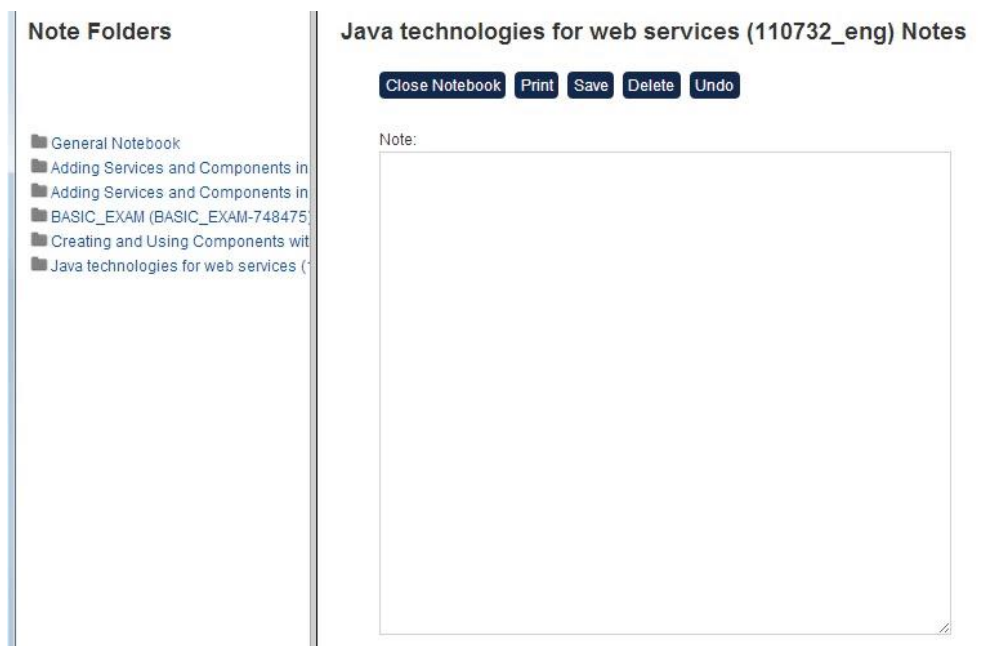
Certification

Records/Transcript

EVALUATION

Personal Notebook
Click [here](#) to take notes.

3.The *Note Folders* screen appears in a new window. Click on the desired folder from the Note Folders column on the left.



Note Folders

- General Notebook
- Adding Services and Components in
- Adding Services and Components in
- BASIC_EXAM (BASIC_EXAM-748475)
- Creating and Using Components wit
- Java technologies for web services (

Java technologies for web services (110732_eng) Notes

Close Notebook Print Save Delete Undo

Note:

4.Notice that if you select the **General Notebook** from the list of Note Folders, the **Delete** button is not visible (though it appears for other notebooks).

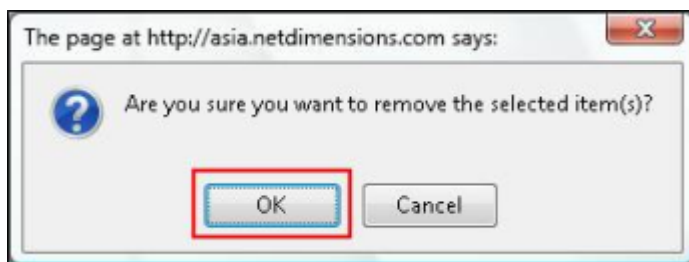
5.Type your notes in the Note area.

6.Click Save to save your notes or click Undo to erase the notes you have just typed.

7.If you wish to enter notes for another learning program/module, click on the desired learning program/module in the Note Folders column on the left.

8.To print these notes, click Print. A separate Windows print box appears.

9.To delete the entire notebook, click Delete. A confirmation dialog box appears.



10.Click **OK** to delete the notebook or **Cancel** to keep it.

Online Evaluation of the Selected Learning Program/Module

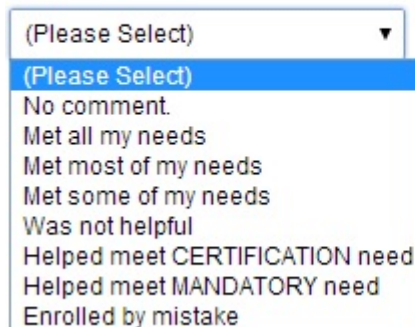
To participate in an online evaluation:

1.If an online evaluation has been assigned to a module, you will see the Overall Experience Rating notification.

2. Clicking on the drop down menu will reveal the ratings options.

Overall Experience Rating

Please rate your overall experience before marking this module finished:



A screenshot of a dropdown menu for rating overall experience. The menu is open, showing the following options: (Please Select), No comment, Met all my needs, Met most of my needs, Met some of my needs, Was not helpful, Helped meet CERTIFICATION need, Helped meet MANDATORY need, and Enrolled by mistake. The first option, (Please Select), is highlighted in blue.

3. Click the **Submit** button to submit the evaluation.

Peer Comments

Peer Comments allows you to review evaluations of the learning program or module from other users or add your own comments. From here you may:

- Comment on the usefulness of a course review
- Add or remove comments of your own

Write Peer Comments

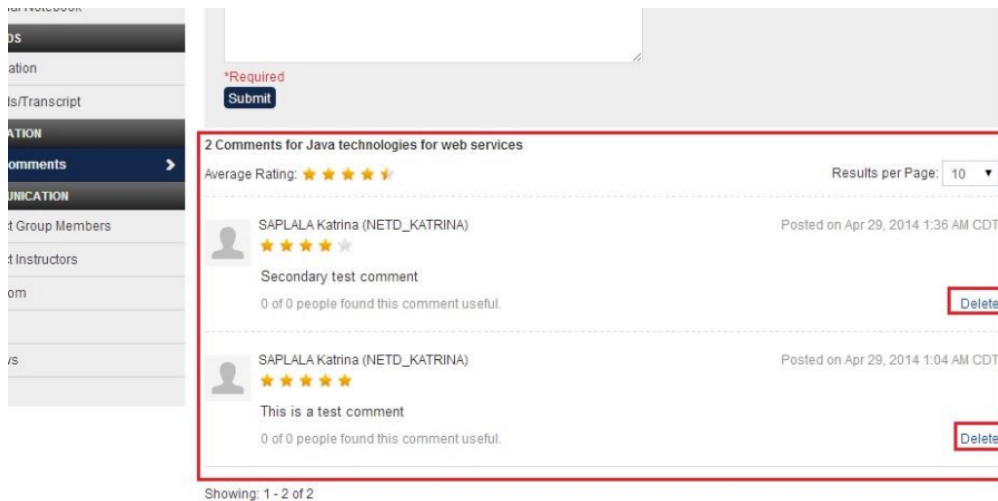
1. Once the **Peer Comments** is clicked the entry field for entering comments appears on the right hand side.



A screenshot of the LMS interface showing the Peer Comments section. On the left is a sidebar menu with options: Go To Current Learning Modules, Overview, TOOLS, Reference Resources, Personal Notebook, RECORDS, Certification, Records/Transcript, EVALUATION, and Peer Comments (highlighted with a red box). The main content area is titled 'Peer Comments' and contains a 'Rate the Module*' section with five stars, a 'Your comment*' text area with a 'Required' label, and a 'Submit' button. Below the text area, it says 'There are no peer comments for this course.'

2. Rate the learning module by choosing the number of stars from the drop-down menu.

3. Type your comment and then click the **Submit** button. The new comment will be added on the queue of comments listed below.

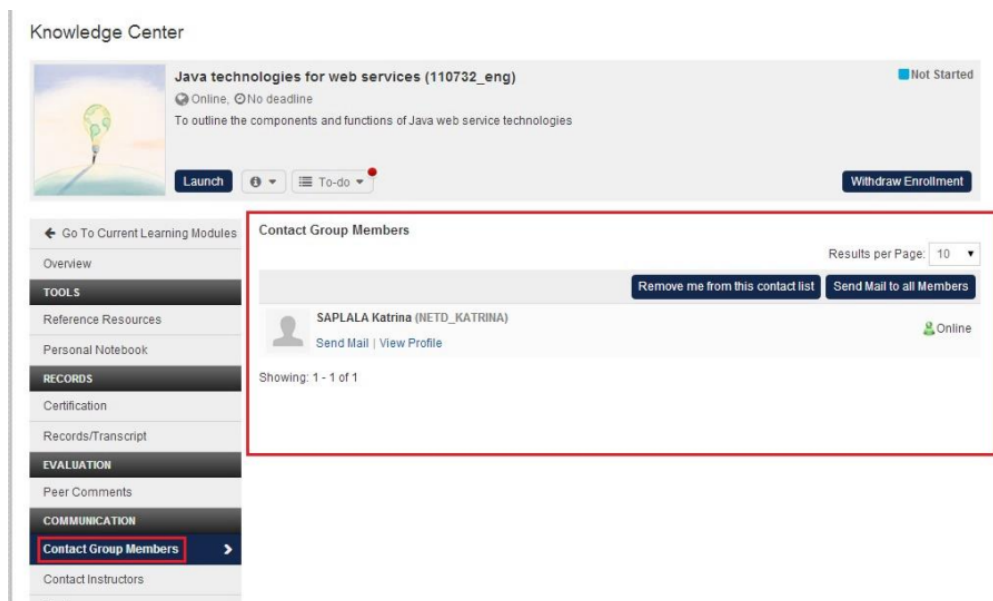


4. Click the **Delete** button if you want to remove the comment permanently.

Contact Your Learning Group

To communicate with members of your learning group by sending messages to other members of your learning group or view their online profiles, click on the Contact My Learning Group tab. From here you may:

- Send a message to another participant
- Send a message to all the members of your learning group
- Add or remove yourself from this Learning Group



Send a Message to another Participant

1. On **Contact Group Members** section, click the **Send Mail** link under the name of the participant to whom you wish to send the message to.



2. A message screen appears in a separate window.

From:
SAPLALA Katrina (netd_katrina)

To:
SAPLALA Katrina (netd_katrina)

CC:
0 selected

Search for a user

File Attachment:

Subject:

Send Cancel Reset

3. Type in a topic in the Subject field.

4. Type in the body of your message in the message space below the Subject field.

5. From here click the:

- Send button to send the message (the window automatically closes)
- Reset button to clear the screen
- Cancel button to close this window without sending a message

Send a Message to All Members of Your Learning Group

1. Click on the **Send mail to all members** hyperlink.

2. A message screen appears in a separate window. Follow steps 2-4 from Send a Message to Another Participant.

Add or Remove Yourself from this Learning Group

From the Contact My Learning Group screen you can:

1. Add your online profile to
 2. Remove your profile from
- **Add Your Online Profile**

1. To add your online profile to Learning Group, click the Add hyperlink from the Add/ Delete me from

this contact list.

2.A confirmation dialog box appears briefly and note that your entry has been added to the list.

- **Remove Your Online Profile**

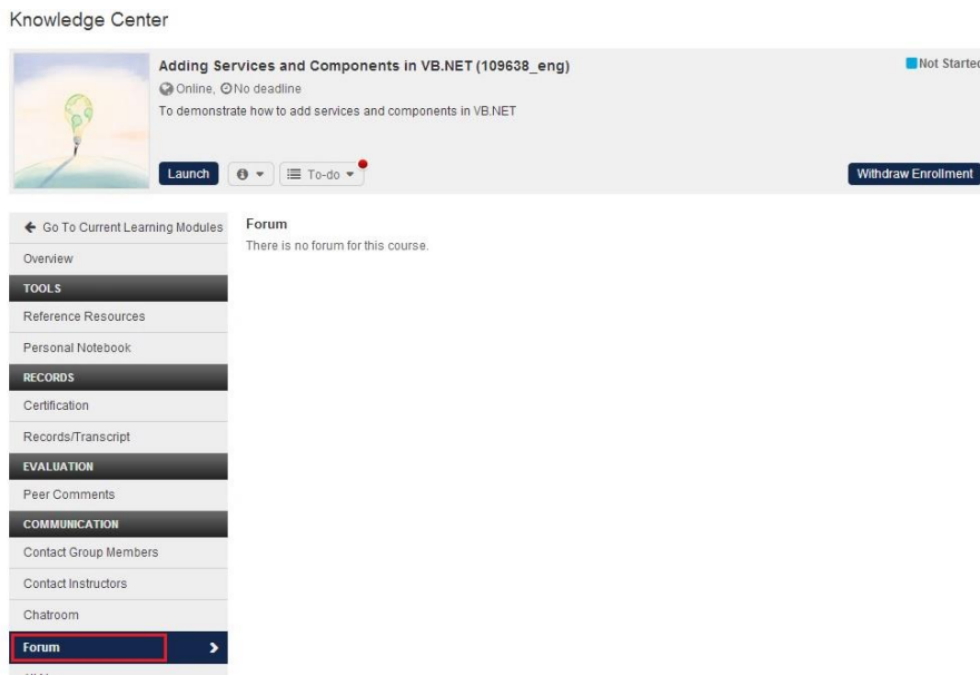
1.To remove your online profile from Learning Group, click the Delete hyperlink from the Add/Delete me from this contact list.

2.A confirmation dialog box appears briefly and note that your entry has been deleted from the list.

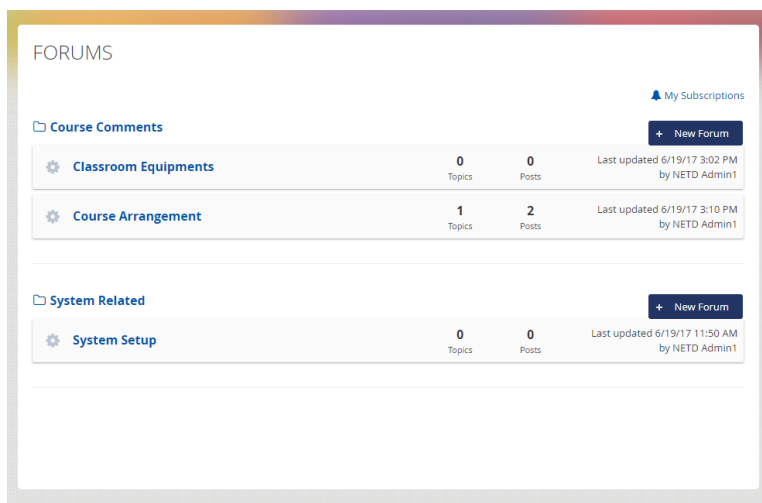
Access a Related Discussion Forum

If a learning program or module has an associated discussion forum, you can access the Discussion Forum from the Knowledge Center.

1.Click on the **Discussion Forum** tab. The list of forum associated with the course will be displayed.



2.Click on the discussion forum you are interested. The Discussion Forum screen opens in a separate window.



3.From here you may:

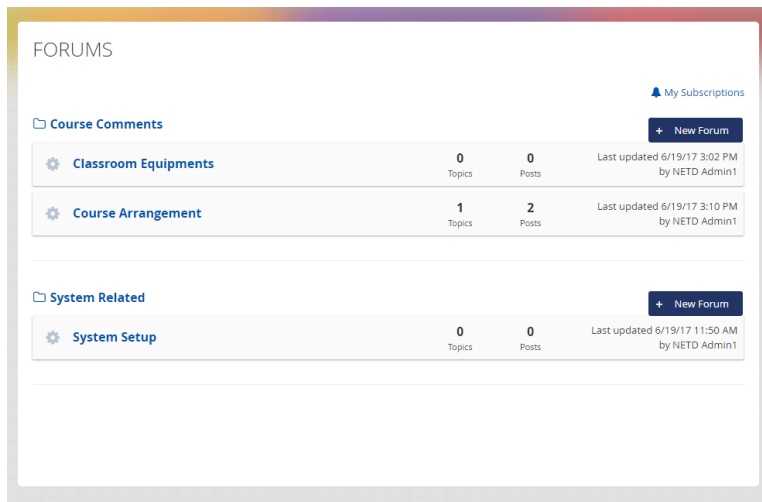
- Participate in a discussion forum
- Create a new forum

Note: The Discussion Forum may also be accessed through Connects tab in the main menu.

Participate in a Discussion Forum

To participate in a discussion forum:

1. Select from the list of Forums and sub-forums until a list of topics appears



2. Below is a topic page where users can click into a discussion.

General ⚙️

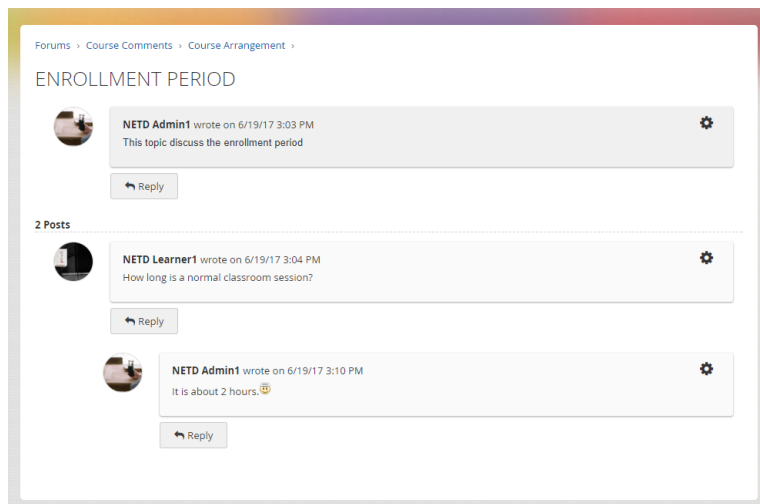
[Subscribe](#) [+ New Topic](#)

Results per Page: 25 ▼

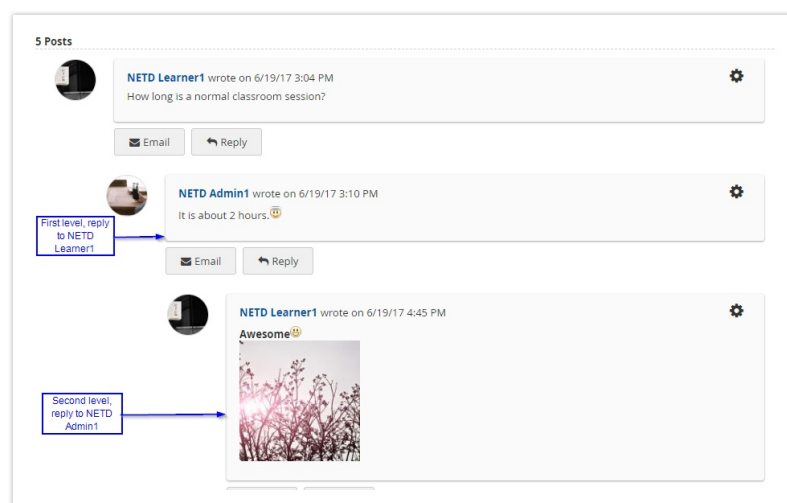
Showing: 1 - 4 of 4

⚙️	Travel Arrangements by BRADSHAW David on 8/29/16 11:05 PM	3 Posts	Last updated 6/15/17 2:36 PM by ZAHEER Ali
⚙️	How important is Accidentology for operationa... by GURRALA Shravan on 5/24/17 10:00 PM	0 Posts	Last updated 5/24/17 10:00 PM by GURRALA Shravan
⚙️	Feedback on Course by PARKER Alex on 8/29/16 10:42 PM	1 Posts	Last updated 8/29/16 11:06 PM by BRADSHAW David
⚙️	Group Social! by PARKER Alex on 8/29/16 10:51 PM	2 Posts	Last updated 8/29/16 10:54 PM by SINGER Barry

3. Selecting a topic allows users to read and reply to the main topic or to other posts below it.



4. Replying to a specific discussion is demonstrated below:



From the discussion forum, you may also:

- Send an email to the author of a reply
- View information about the learner
- Delete a reply that you posted by clicking the appropriate hyperlinks

Retrieve Reference Materials

Some courses include reference materials. To access these materials:

1. Access the Knowledge Center for the desired course.
2. Click on the **Reference Resources** link.

Knowledge Center

Adding Services and Components in C# (130038_eng) Not Started

Online, No deadline
To demonstrate how to add services and components in C#

[Launch](#) [To-do](#) [Withdraw Enrollment](#)

Go To Current Learning Modules

Overview

TOOLS

Reference Resources

Personal Notebook

RECORDS

Certification

Records/Transcript

EVALUATION

Reference Resources

File Name	Type	File Type	Size
There are no reference resources for this course.			

3.A list of reference materials will appear (if such references have been included in the course).

4.Click **Open** to access the materials. The reference materials will display in a new window.

Assessments

Take an Exam

An exam may be assigned to a particular learning object. You may even need to successfully complete a final exam in order to complete the course. To take an assigned exam:

- 1.Access the desired course. The course's Knowledge Center appears in a new window.
- 2.If there are exams available for this module, it will appear immediately under the overview of the module.

Knowledge Center

Cert Test (MOD-0038)

Online, No deadline

[Launch](#) [To-do](#)

Go To Current Learning Modules

Overview

TOOLS

Reference Resources

Personal Notebook

RECORDS

EVALUATION

You are on attempt 1 of 1 for this module.
Highest Score will be used as the scoring method.

Exams

Please take the following exams before marking this module finished.

[\(dd3b4d24-2294-4ec4-ab5a-8bf72d47dd24\) Incomplete](#)

3.Click on the exam. The exam appears in a new window.

EXAM TEMPLATE FOR MOBILE DEVICE INTERFACE

Participant: Gonzales, May

To create an exam that is compatible with mobile devices, these items should be followed:

- (1) "Allow Section/Question Navigation" in Presentation Properties should be unchecked.
- (2) Only add these question types to an exam: single choice, multiple choice true/false, rating, fill-in-the-blank, and essay. Other question types are not supported.
- (3) No media should be included in any question in an exam.
- (4) An exam should not include any random question section. In other words, every section in an exam should have a fixed set of questions.

This exam contains the following sections, each of which contains a sequence of questions. Carefully review each question and choose the correct answer by marking the appropriate radio button or check box(es) from the selection list. Hints (if any) may be viewed by clicking the "Hint" link.

Depending on the structure of the exam section, you may press the "Submit Response" to confirm your response(s) and proceed to the next question, or to the next section. Note that once the responses are submitted, they cannot be changed. Therefore, please take your time and review each question carefully.

SECTION	TITLE	QUESTIONS
1	Section 1	0

SUMMARY OF EXAM RESTRICTIONS	
Maximum Time Allowed (hh:mm)	No Limit
Incomplete attempts may be resumed later	No

To continue, please press the start button below.

Start The Exam Cancel

4. Click **Start the Exam**. The exam starts.

SECTION 1: SECTION 1

Default Question Pool
Question (1)

Did you observe the operator reversing the fork lift truck for 20 meters, following correct procedure?

☐ No
☐ Yes

Submit Response

Points: 1.0

Review Exam Results

At the end of an exam the *Exam Results* screen appears.

EXAM RESULTS

The table below summarizes the results of this exam. If at some later time you would like to review the individual question answers and responses, you can go to your transcript where the results have been filed.

EXAM SUMMARY

SECTION	SECTION NAME	QUESTIONS	# CORRECT	MAXIMUM POINTS	YOUR SCORE	ELAPSED TIME
1	Section 1	1	0	1.0	0.0	00:00:15
Totals		1	0	1.0	0 (0%)	00:00:15

PERFORMANCE BY AREA

AREA	QUESTIONS YOU ANSWERED CORRECTLY
Default Question Pool	0/1 0%

You did not pass the exam this time. Please review the course material and try again.

To jump to an immediate review of your exam questions, click [here](#).

[Close Exam Window](#)

To retrieve additional exam-related details click the [here](#) hyperlink. The Exam Review screen appears.

To review responses to individual questions:

1. Click Review Exam Responses. A summary of results appears with a green checkmark marking questions with correct responses and an X marking incorrectly answered questions.
2. Click on the question you wish to review. The question appears along with the correct response.

New Exam (ID101)

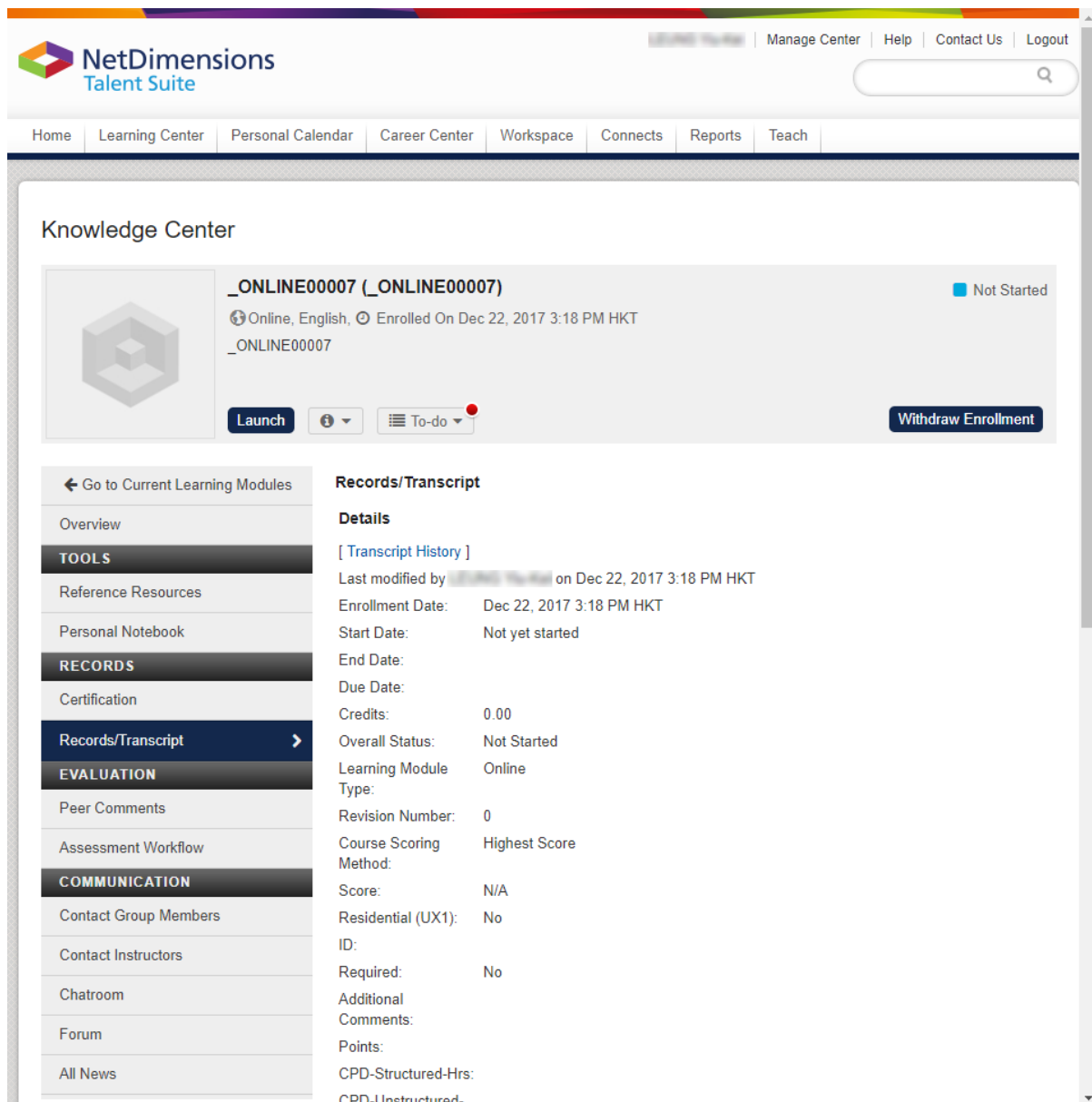
Records / Transcript

From the Home Page, you can review your learning history (i.e. a list of activities associated with a learning object), the status of the courses you have or are currently enrolled in, and the transcripts.

Review Records / Transcript for a Course

To view the Records / Transcript for a course:

1. Access the desired course and then its Knowledge Center.
2. Click **Records/Transcript**.



Knowledge Center

_ONLINE00007 (_ONLINE00007) Not Started

Online, English, Enrolled On Dec 22, 2017 3:18 PM HKT

_ONLINE00007

[Launch](#) [To-do](#) [Withdraw Enrollment](#)

Records/Transcript

Details

[\[Transcript History \]](#)

Last modified by [LEARNING THE WAY](#) on Dec 22, 2017 3:18 PM HKT

Enrollment Date: Dec 22, 2017 3:18 PM HKT

Start Date: Not yet started

End Date:

Due Date:

Credits: 0.00

Overall Status: Not Started

Learning Module Type: Online

Revision Number: 0

Course Scoring Method: Highest Score

Score: N/A

Residential (UX1): No

ID:

Required: No

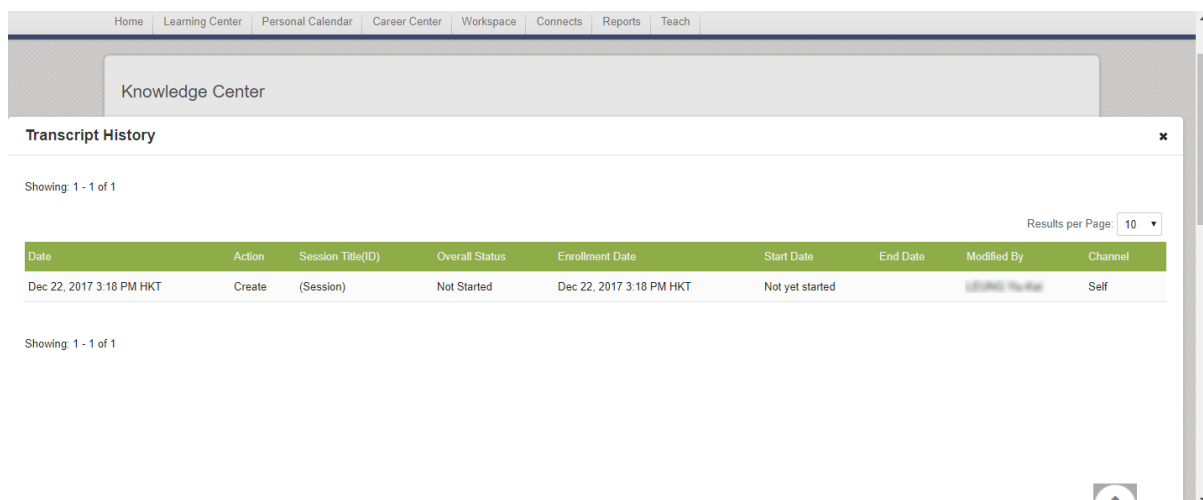
Additional Comments:

Points:

CPD-Structured-Hrs:

CPD-Unstructured-Hrs:

3. To view the chronicles of the Transcript, click **[Transcript History]**. The Transcript History will be shown as an overlay.



Transcript History

Showing: 1 - 1 of 1

Results per Page: 10

Date	Action	Session Title(ID)	Overall Status	Enrollment Date	Start Date	End Date	Modified By	Channel
Dec 22, 2017 3:18 PM HKT	Create	(Session)	Not Started	Dec 22, 2017 3:18 PM HKT	Not yet started		LEARNING THE WAY	Self

Showing: 1 - 1 of 1

Note: To view **Transcript History**, **GENERAL SETTINGS > System Configuration > Records/Trans**

cript > Enable Transcript History must be checked.

4. Click **Print** if necessary.

Assessment Workflow

When a user enrolls onto a course, the system will look for the correct workflow for the enrollment and assign the exam/evaluation in the workflow to the user.

In the Knowledge Center of the enrolled course, a new area will be added to display the assigned exam/evaluation from the workflow:

Knowledge Center

.NET Remoting (116782_eng)
 Online, No deadline
 To create and use specific .NET Remoting services
 Launch To-do Withdraw Enrollment

Go To Current Learning Modules
 Overview
TOOLS
 Reference Resources
 Personal Notebook
RECORDS
 Certification
 Records/Transcript
EVALUATION
 Peer Comments
Assessment Workflow
 COMMUNICATION
 Contact Group Members
 Contact Instructors

Assessment Workflow
Pre Course
 Please take the following pre course assessments according to the available date (if applicable).

Assessment	Available Date
There are no assessments for this course.	

Post Course
 Please take the following post course assessments according to the available date (if applicable).

Assessment	Available Date
There are no assessments for this course.	

Note:

- If the assessment is already available according to the Available Date, the link of the assessment will be displayed
- If the assessment is not yet available according to the Available Date, only the assessment name will be displayed and there will be no link
- Completed exams/evaluations within the workflow will be reviewable in user's transcript

Knowledge Center Available in Records / Transcript

For some courses, the Knowledge Center needs to be available for review from a learner's Records / Transcript at any time. The Knowledge Center is now available on the Records/Transcript page for:

- any transcript shown on "Current Learning Modules" page, and
- any transcript with a reopen link in the details page. In this case, on clicking the Knowledge Center icon, the transcript will be auto-reopened and the Knowledge Center will then be displayed.

Records/Transcript

Click on a learning program/module name to see more detail.

To reopen a course that has been removed from your Knowledge Center, click on the title of the course, and then click on (Reopen Course and Knowledge Center).

Show learning items for			
All			
Learning Program/Module	Date	Status	Score
Computer Science	Oct 22, 2013 11:56 AM CST	In Process	
Software Engineering	Oct 22, 2013 11:56 AM - Oct 30, 2013 4:20 PM CST	Completed	
Software Testing	Oct 30, 2013 4:20 PM - Oct 30, 2013 4:20 PM CST	Completed	
OO Analysis and Design	Oct 30, 2013 4:19 PM - Oct 30, 2013 4:19 PM CST	Completed	
Computer Programming	Oct 22, 2013 11:57 AM - Oct 22, 2013 11:57 AM CST	Completed	
Algorithm	Date to be confirmed	Not Started	
Seminar	Date to be confirmed	Not Started	
Ethik	Date to be confirmed	Withdrawn	

On clicking any book icon, the Knowledge Center will be shown.

After reopening a transcript, users may close the transcript again by clicking the "Remove from Active List" button inside the Knowledge Center.

Knowledge Center

Software Engineering Completed

Program, * Required

Software engineering (SE) is the application of a systematic, disciplined, quantifiable approach to the design, development, operation, and maintenance of software, and the study of these approaches; that ... [\(Show All\)](#)

[To-do](#)

[Remove from Active List](#)

Overview

TOOLS

Reference Resources

Personal Notebook

RECORDS

Certification

Records/Transcript

Active and Completed Modules

OO Analysis and Design Completed

Online, No deadline, * Required

[Launch](#) [Knowledge Center](#)

Computer Programming Completed

Online, No deadline, * Required

On clicking the "Remove from Active List" button, the Knowledge Center will be no longer available

Quick Poll

(applies to)

A poll is simply a survey type exam containing one multiple choice question. This type of question can be useful gauging informal opinions from users. The poll will be displayed as part of the news article and once the learner has answered the multiple choice question the current poll results are displayed immediately in the form of a bar chart. To participate in the poll:

1. Access the Home Page. The poll appears under News.


Home Page

News Enrolled Learning Modules Pending Enrollments Records

• [New Article_2009](#)

New Article_2009 (Nov 10, 2009)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer vel sa libero, id convallis orci vulputate sed. ([Contact Author](#))

 [RSS feed](#)

[Search News Articles...](#)

Quick Poll

Which is your preferred method of learning?

☐ Online

☐ Classroom

[Submit](#)

2.Click on your choice.

3.Click **Submit**. The current poll result appears.


Home Page

News Enrolled Learning Modules Pending Enrollments Records

• [New Article_2009](#)

New Article_2009 (Nov 11, 2009)

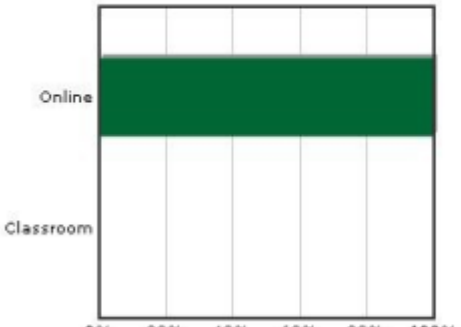
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer vel sapien et libero, id convallis orci vulputate sed. ([Contact Author](#))

 [RSS feed](#)

[Search News Articles...](#)

Quick Poll

Which is your preferred method of learning?



Method	Percentage
Online	100%
Classroom	0%

Communications Functions

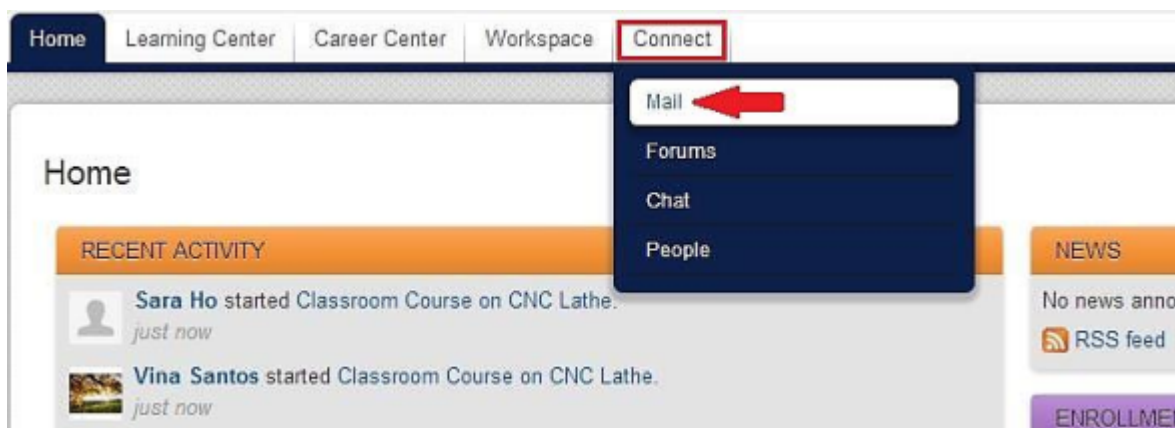
(applies to  NetDimensions Talent Suite)

NetDimensions Talent Suite incorporates several communications and communications-related features including News, Mail and Message Boxes.

Review Message Board Messages

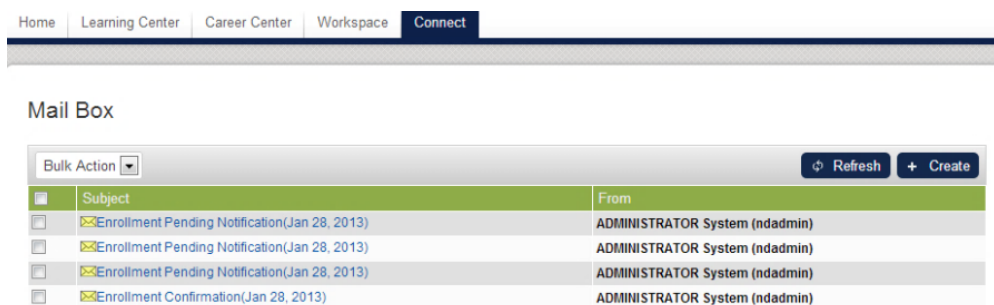
To review your message box messages:

1. On the **Home Page** menu, go to **Connect > Mail**.



2. A list of messages appears.

3. Click on the desired message.



4. The Message Contents screen appears.

Message Content

Reply
New Message
Delete
Back

From: ADMINISTRATOR System (ndadmin)
To: STUDENT2 New2 (EMPNO002)
CC:
Date: Nov 6, 2012 5:42 PM GMT+08:00

File Attachment:
Subject: Enrollment Pending Notification

Dear New2 Student2,

This is to acknowledge your request for enrollment in ENGLISH 101 - A. You will be notified when there are any changes to the status of your request. If you have any queries, please contact our Learning Systems Administrator (System Administrator).

Thank you for your attention.

5.From this window you can do the following tasks:

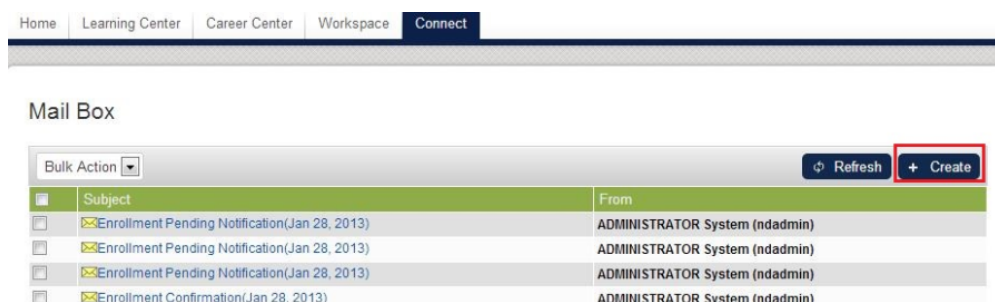
- Reply to the message by clicking the **Reply** button
- Create new message by clicking the **New Message** button
- Delete the message by clicking the **Delete** button

6.To close and return from the previous screen, click the **Back** button.

Send Mail Messages

To send a mail message:

- 1.On the **Home Page** menu, go to **Connect > Mail**.
- 2.A list of messages appears.
- 3.Click **Create** button.



4.The *Send a Message* screen appears.

Send A Message

To send external mail (e.g. internet), your external e-mail address must be entered in the system. This can be done in Personalize -> User Administration.

Send Details

From:

SANTOS Vina (empno005)

To:

0 selected

**CC:**

0 selected

**Subject:**

Message

Send **Cancel**

5. From this window, you can now start composing your message.

The Career Center

The Career Center is a consolidated view for learners and managers of all compliance, certification, and training plan related information. The NetDimensions Talent Suite offers appraisers the flexibility to partner with individual learners to carry out a learner's career planning and development but also lets learners take primary responsibility for their own career development.

The Career Center complements the current catalog, management review, and reporting functionality already provided within the Talent Suite by providing the essential training and course tracking requirements for learner job assignments and learning paths. It leverages the existing training data contained within the Talent Suite to provide a seamless, tightly integrated view of learners training requirements and progress. It offers a single view of training needs in relation to desired training outcomes consolidating the view learners and managers have of certifications, training plans, job profiles, competencies. The Career Development Center summarizes a student's current status and allows a user to self assign competencies and identify training gaps between their currently completed requirements and those that are a part of their overall development or other related job plan.

Functions included in the Career Center are:

- Summary of all assignments
- Assigned Job Profiles, with additional description and requirement details
- Completed Competencies; with additional description and requirement details
- Certificates Achieved
- Training Plan
- Performance Review
- Training Gap Analysis, to examine the gap between the current training history and the required courses for selected Job profiles.

Summary

(applies to  NetDimensions Performance  NetDimensions Learning)

The **Summary** Tab provides an overview of Job Profiles, Competencies, and Training information. It is under the **Career Center** menu allows you to view all of the following in one page:

- News
- Training Plan
- Assigned Job Profiles
- Competency Completion Status
- Certifications Awarded

NetDimensions Talent Suite

Alex Parker | Help | Contact Us | Logout

Home | Learning Center | Personal Calendar | Career Center | Workspace | Connect | Reports | Teach

Summary

News

Select the category relevant to your current needs to review job profiles, competencies, and certifications. The listed items enable you to determine how your qualifications and training map to current requirements.

Training Plan

Learning Module/Program	Priority	Complete By
Model Thinking Multi-Language	Medium	
Technical/Business Communication English - (en)	Low	
Computer Programming I English - (en)	High	
Computer Programming II English - (en)	Medium	

Assigned job profiles

Software Engineer

Competency Training Status

Competency	Status
Data analysis	0%
Database/repository design	0%
Network design	0%
Porting/software integration	100%
Programming/software development	0%
Systems development management	0%
Systems installation/decommissioning	100%
Systems integration	100%
Testing	0%

Proficiency Levels

Competency	Level
Data analysis	5
Database/repository design	6
Network design	6
Porting/software integration	6
Programming/software development	5
Systems development management	7
Systems installation/decommissioning	5
Testing	6
Systems integration	6

Certifications Awarded

Java SE 8 Programmer

Job Profiles

(applies to  NetDimensions Performance  NetDimensions Learning)

A Job Profile is a collection of competencies that describe a learner's overall training needs, based on the expected knowledge requirements of particular jobs. These profiles are usually directly assigned by a manager or administrator. Learners may have multiple job profiles. To view assigned Job Profiles:

1. On the **Home Page** menu, click **Career Center > Job Profile**.
2. The list of assigned job profiles will appear.

Home Learning Center **Career Center** Workspace Connect

My Job Profiles

The following job profiles have been assigned.

Name	Description	Reference Code
CNC Lathe Operator		JLO
Fire Safety Officer		New Job Profile

3. Clicking on the hyperlink will reveal the Job Profile screen.

Home Learning Centre Career Centre Workspace Connect Manage

Job Profile

Job Profile Reference Code: Quality Management
 Job Profile Name: Quality Management
 Job Profile Catalog: General
 Job Profile Description: Quality Management
 Allows Self-Assignment: Yes
 Allows Reviewer Assignment: Yes

The table below lists the competencies associated with this job profile.

Name	Reference Code	Date Assigned	Level	Assigned By
A1 - Manage your own resources	A1 - Manage your own resources			
New Competency 1	New Competency 1			

[Back](#)

Assign Job Profile

Assigning job profile: (for profiles that allow self assignment)

1. On the Home Page menu, click Career Center > Job Profile
2. The list of assigned job profile is displayed on your screen.
3. Click the **Assign Job Profile** button.

Home Learning Center **Career Center** Workspace Connect

My Job Profiles

The following job profiles have been assigned.

Name	Description	Reference Code
CNC Lathe Operator		JLO
Fire Safety Officer		New Job Profile

[Assign Job Profile](#)

4. This opens the Job Profile Search and Selection.
5. From the list, click the **Select** button of the job profile you want to assign

Home	Learning Center	Career Center	Workspace	Connect
------	-----------------	---------------	-----------	---------

Assign Job Profile

Reference Code	Name	Catalog	Category	
SE	Software Engineer	SH	(Unassigned)	Select
Encoder	Encoder	General	(Unassigned)	Select

Cancel

6.The screen returns to *My Job Profiles* screen and the selected job profile is added on the list.

Home	Learning Center	Career Center	Workspace	Connect
------	-----------------	---------------	-----------	---------

My Job Profiles

The following job profiles have been assigned.

Name	Description	Reference Code
CNC Lathe Operator		JLO
Encoder	Encoder	Encoder
Fire Safety Officer		New Job Profile

Assign Job Profile

Competencies

(applies to  NetDimensions Performance  NetDimensions Learning)

All completed competency assessments and competencies acquired are listed at **Career Center > Competencies**:

My Competencies

The competencies listed below have been awarded. Although many competencies are awarded by administrators, you can click on the button below to search for competencies that you are allowed to directly add to your personal record.

[+ Self-Award Competencies](#)

Name	Description	Date Assigned	Proficiency Levels	Level Code	Assigned By
Data analysis	The investigation, evaluation, interpretation and classification of data, in order to define and clarify information structures which describe the relationships between real world entities. Such structures... (Show All)	Nov 29, 2017 3:09 PM CST	<div><div></div></div>	3	System Administrator (NDADMIN)
Porting/software integration	The integration of software products into existing software environments to produce new platform-specific versions of the software products.	Nov 29, 2017 3:09 PM CST	<div><div></div></div>	6	System Administrator (NDADMIN)
Systems installation/decommissioning	The installation, testing, implementation or decommissioning and removal of cabling, wiring, equipment, hardware and appropriate software, following plans and instructions and in accordance with agreed s... (Show All)	Nov 29, 2017 3:09 PM CST	<div><div></div></div>	5	System Administrator (NDADMIN)
Systems integration	The incremental and logical integration and testing of components and/or subsystems and their interfaces in order to create operational services.	Nov 29, 2017 3:09 PM CST	<div><div></div></div>	4	System Administrator (NDADMIN)

[Update proficiency level](#)

Competency Assessments

Assessment Name	Date Signed Off
360 Assessment 2017	Nov 29, 2017 3:09 PM CST

[View assessment](#)

1. Summary of current competency proficiency levels
2. Self Award Competencies
3. Proficiency Level required by assigned Job Profiles (if applicable)
4. Red progress bars indicating a gap between current proficiency level and the level required for assigned job profiles
5. Update Proficiency Levels for self awarded competencies
6. View Competency Assessments

Viewing Competencies

The details of the competencies can be viewed on a new page by clicking the desired Competency **Name**.

NetDimensions Talent Suite

NETD Learner1 | Help | Contact Us | Logout

Home | Learning Center | Personal Calendar | Career Center | Workspace | Connect

[My Competencies](#) > **1**

(J) Java World

Current Proficiency Level **2** [Details](#) **3**

Level Title (Code): Bronze (B)

Description: This is Bronze Medal

Acquisition Summary: Acquired through training on Oct 25, 2017

Expiry: Valid Until: Jan 23, 2018

Last Updated: ADMINISTRATOR System (NDADMIN-1) on Oct 25, 2017

Competency Details

Name: Java World

Model: General

Reference Code: J

Description: This is a Java World

Acquisition Method

Training: Yes

Training Grace Period: New revisions of mandatory modules should be completed within 5 Day(s) of publication for successful retention

Assessment: No

Ad Hoc Self-Assessment: No

Ad Hoc Reviewer Assessment: No

Proficiency Levels

Level Code	Level Title	Description
B	Bronze	This is Bronze Medal
S	Silver	This is silver medal
G	Gold	This is Gold Medal

Learning Modules

This competency will be awarded when 1 of the learning modules below is completed. If it exceeds the number of assigned learning modules, then competency will be awarded when all modules are completed.

Module Title	Mandatory
(MOD-0117) Introduction to JAVA Multi-Language	Required
(MOD-0119) Intermediate JAVA	Optional
(MOD-0121) Advanced JAVA	Optional

[Back](#)

1. Breadcrumb
2. Information of the acquired competency
3. Clicking **Details** will open the **Current Proficiency Level Details** Window

Current Proficiency Level Details

This dialog will display information depending on how the competency was acquired. For competencies acquired through Training, information against each module will be displayed:

Current Proficiency Level Details

Module Title	Level Title (Code)	Mandatory	Status	Expiry
(MOD-0117) Introduction to JAVA Multi-Language	Bronze (B)	Yes	Completed	Jan 23, 2018
(MOD-0119) Intermediate JAVA	Silver (S)	No	Incomplete	
(MOD-0121) Advanced JAVA	Gold (G)	No	Incomplete	

Acquisition Summary: Acquired through training on Oct 25, 2017
 Last Updated: ADMINISTRATOR System (NDADMIN-1) on Oct 25, 2017

Save Cancel

If applicable, renewal period and grace period information for each module will also be available inline or via mouseover.

For Competencies acquired through Ad-hoc assessment:

Current Proficiency Level Details

Level Title (Code)	Description
Does Not Meet Any Criteria	
Bronze (B)	This is Bronze Medal
Silver (S)	This is silver medal
Gold (G)	This is Gold Medal

Expiry: Feb 22, 2018

Acquisition Summary: Acquired through ad-hoc assessment on Oct 25, 2017 by ADMINISTRATOR System (NDADMIN-1)

Last Updated: ADMINISTRATOR System (NDADMIN-1) on Oct 25, 2017

Save Cancel

Self-Award Competencies

For competencies that have been configured for self-award:

1. Click Self-Award Competencies

2. Filter by the Competency Model
3. Select the Proficiency Level to award
4. Enter expiry date if applicable
5. Save

Competency Center

Competency Model
Business change implement

Name	Description	Select level	Expiry Date
Portfolio management	The systematic appraisal, evaluation and management of the IT portfolio of programmes and projects in support of specific business strategies. The development and application of a portfolio management framework to ensure that all interdependencies are managed and that standards are maintained across the lifecycle of different programmes. The delivery and documentation of objective and independent investment appraisal and project review throughout the programme lifecycle. The consistent application of the project / programme delivery lifecycle, pre-approval check of business cases, putting projects/programmes into exception when they are unsafe and to escalate/engage/influence senior management to take corrective action. Supporting the continuous improvement through the review of project/programme structure, resourcing, risks, funding, and dependencies.	Level Code 6	Dec 31, 2018

Save Cancel

Competency Expiry, Renewal, and Grace Period Indicators

If a competency related training has an Expiry date, Renewal period or Grace period, there will be an icon with description displayed next to the Module name at:

- Competency Details
- User Review > Direct Appraiser Review / Assigned Group Review / Organization Review
- Learning Path

Note:

- Dates will only be shown for completed modules.
- A "Valid Until" date shown is the module expiry date or renewal end date, whichever is earlier.
- A "Valid for Now" description is shown for modules that have not yet entered a grace period, renewal period, or expiring period.
- For the dates to be shown, competencies must be configured with "Training" and have renewal/grace/expiry periods configured.

C1

Name: C1
Model: General
Reference Code: C1
Description: C1

Acquisition Method

Training: Yes
Training Renewal: Modules should be retaken no earlier than 100 Day(s) prior to expiry for successful renewal
Training Grace Period: New revisions of mandatory modules should be completed within 2 Day(s) of publication for successful retention
Assessment: No
Ad Hoc Self-Assessment: No
Ad Hoc Reviewer Assessment: Yes
Minimum Waiting Period for Re-Ad-Hoc Assessment: 0 Day(s)

Proficiency Levels

Level	Description
1	Default Proficiency Level

Learning Modules

This competency will be awarded when all of the learning modules below are completed.

Title	Valid Until	Renewal Period	Mandatory	ID
01 In Renewal Period	Valid Until: Jan 26, 2014 Renewal Period: Oct 18, 2013 - Jan 26, 2014		Required	MOD-0000

[Back](#)

On the Competency Detail page, on mouse-over of "In Renewal Period", the Expiry Date and Renewal Period will be shown. If a user has not yet acquired the competency, general information about the competency will be shown on this page.

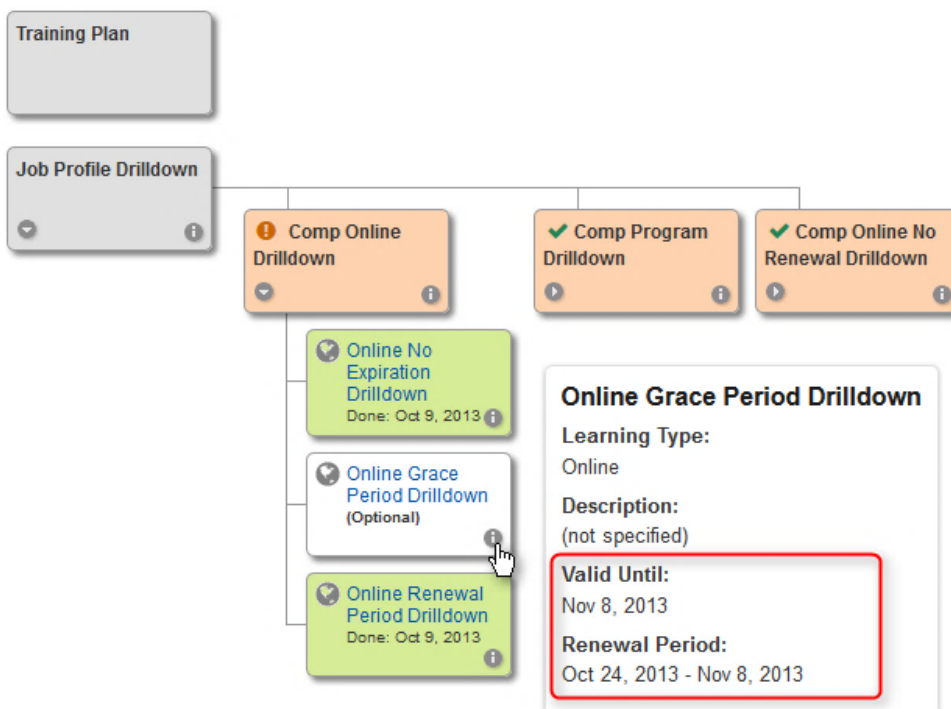
2 Learner (Pepsi)
Pepsi

Job Profile Drilldown

Job Profiles (1)

- Job Profile Drilldown
 - Required Competencies (3)
 - Comp Online Drilldown - Level 2 (Required Level 2)
 - Optional Learning Modules (3 required of 3)
 - Online Grace Period Drilldown
 - Online No Expiration Drilldown
 - Online Renewal Period Drilldown
 - Valid Until: Dec 8, 2013
Renewal Period: Nov 23, 2013 - Dec 8, 2013

On User Review screens, on mouseover of the clock icon, the Expiry Date and Renewal Period are shown.



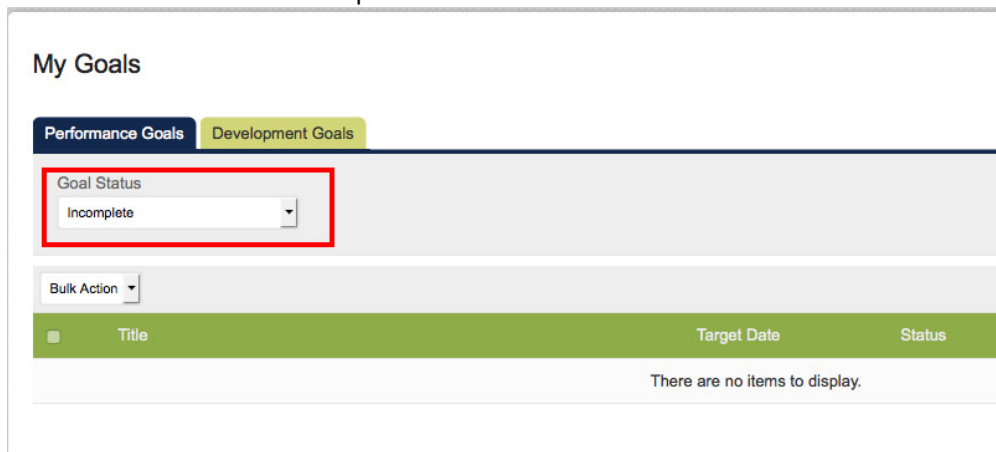
On Learning Path, on mouseover of the info icon, the Expiry Date and Renewal Period are shown.

Goals

(applies to  NetDimensions Performance  NetDimensions Learning)

Filtering of Goals

A filtering feature is available on the Goals screen to filter out completed goals and show only incomplete goals allowing users to focus on goals that they need to achieve. This filter is available on both Performance and Development Goals screen.

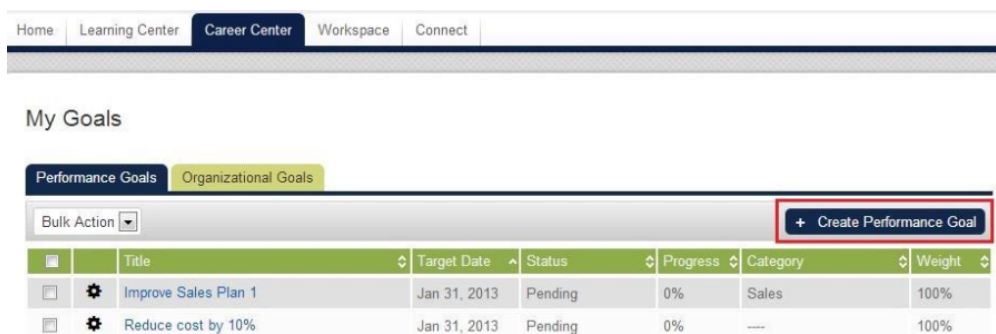


As shown in the above screen shot, users can select the status of the goals that they want to see. Available Goal Status in the filter are "All", "Incomplete" and "Completed".

Creating and Linking Performance Goals

This section teaches you the procedures on how a user can create his/her own personal goal:

1. On the Home Page menu select Goals under the Career Center tab.
2. This opens the *My Goals* screen.
3. The screen shows the list of available performance goals.
4. Click the Create Performance Goal.



5.This opens the *New Performance Goals* screen.

6.Click the **Link Goal** button, the **Select Organizational Goal** screen appears.

New Performance Goal

Details

Title*
Required

Weight*
Required %

Description (Maximum 2000 characters)

Start Date*
(not specified)

Target Date*
(not specified)

Measurement & Milestones

Date Closed
(not specified)

Linked Organizational Goal

5

Link Goal Unlink Goal

Save Cancel

7.Enter the following information:

- Title
- Weight
- Description
- Start Date / Target Date
- Measurement & Milestone
- Date Closed

Note:

During the creation of the new performance goal, you have an option to link the goal to an organizational goal. To do this, proceed to step 5, otherwise if you decided not to link your performance goal, proceed to step 10.

8.Select the goal program where the organizational goal you want to link to your performance goal is associated.

Note:

The **Select a Goal Program** drop down button displays only the list of goal programs where the user has the permission to access.

9.The list of organizational goal is displayed.

10.Click the **Tools** icon and then select the **Link Goal** button of the organizational goal you want to link.

Select an Organizational Goal

ZCorp Goal Program 2012

Organizational Goals

- ⚙️ Improve Profitability
 - ▶ Increase US profits by 10%
 - ▶ Increase EMEA Profits by 10%
- ⚙️ Link Goal (8)
 - ▶ Org1
- ⚙️ Decrease cost of sales by 15%
- ⚙️ Reduce Operating Costs
- ⚙️ Minimise Debt
- ⚙️ Efficient Billings
- ⚙️ Improve Customer Satisfaction
- ⚙️ Increase Customer Retention
- ⚙️ Extend Customer Loyalty Program
- ⚙️ Open New Regions
- ⚙️ Recruit Partners
- ⚙️ Launch New Products

Financial

Financial

Learning & Growth

Learning & Growth

Learning & Growth

Notice that goal that has no child goal has the expanded button disabled. While goal with child goal has the expanded button enabled.

In addition to this, you can click on the goal title to display the goal details page if user requires more information about the goal.

Use the scroll bar to browse the list of the organizational goals.

11.This returns you to *My Goals*. The organizational goal you linked is displayed on the Linked Organizational Goal section.

12.Click the **Save** button.

Increase Sales by 25%

Details

Title*

Increase Sales by 25%

Weight*

1 %

Description (Maximum 2000 characters)

Sample

Start Date*

Jul 23, 2012

Target Date*

Jul 27, 2012

Measurement & Milestones

Sample

Date Closed

Jul 30, 2012

Linked Organizational Goal

Link Goal

Unlink Goal

Goal Program: ZCorp Goal Program 2012

Improve Profitability > Increase US profits by 10%

Progress

+ Add

Event	Date	Who	Results	Progress	Status
Created	Jul 23, 2012	MOLINA Alon		0%	Pending

Save

Delete

Cancel

Removing the Link of the Performance Goal to Organizational Goal

This section teaches you on how to remove the link of the performance goal to organizational goal. To do this:

1. On the **Home Page** menu select **Goals** under the **Career Centre** tab.
2. This opens the *My Goals* screen. Select the performance goal by clicking the performance goal name under the title column.

Home Learning Center **Career Center** Workspace Connect

My Goals

Performance Goals Organizational Goals

Bulk Action + Create Performance Goal

	Title	Target Date	Status	Progress	Category	Weight
	Improve Sales Plan 1	Jan 31, 2013	Pending	0%	Sales	100%
	Reduce cost by 10%	Jan 31, 2013	Pending	0%	---	100%

3.This opens the performance goal details screen.

4.Click the **Unlink Goal** button.

Date Closed
Jul 30, 2012

Linked Organizational Goal

4

Goal Program: ZCorp Goal Program 2012
Improve Profitability > Increase US profits by 10%

Progress

Event	Date	Who	Results	Progress	Status
Created	Jul 23, 2012	MOLINA Alon		0%	Pending

5.The performance goal details refreshes and removes the orgnaizational goal.

Linked Organizational Goal

5

Progress

Event	Date	Who	Results	Progress	Status
Created	Jul 23, 2012	MOLINA Alon		0%	Pending

6

6.Click the **Save** button to keep the updates.

Modifying Performance Goal

This section teaches you on how to modify the details of your performance goal.

Note: A performance goal cannot be edited while an appraisal with goal is in progress.

1. Select the performance goal by clicking the performance goal name under the title column.

My Goals

Performance Goals Organizational Goals

Bulk Action + Create Performance Goal

	Title	Target Date	Status	Progress	Category	Weight
<input type="checkbox"/>	Improve Sales Plan 1	Jan 31, 2013	Pending	0%	Sales	100%
<input type="checkbox"/>	Reduce cost by 10%	Jan 31, 2013	Pending	0%	---	100%

3

Save Delete Cancel

2. This opens the performance goal details screen.

3. Start editing performance goal details.

4. Click the **Save** button to keep the updates.

Linked Organizational Goal

Link Goal Unlink Goal

Goal Program: ZCorp Goal Program 2012

Improve Profitability > Increase US profits by 10%

Progress

+ Add

Event	Date	Who	Results	Progress	Status
Created	Jul 23, 2012	MOLINA Alon		0%	Pending

3

Save Delete Cancel

Removing the Performance Goal

This section teaches you on how to remove performance goal.

Note: A performance goal cannot be edited while an appraisal with goal is in progress.

1. Tick the box of the the performance goal you want to remove.

2. Click the **Bulk Action** dropdown button and select **Delete**

Home Learning Center **Career Center** Workspace Connect

My Goals

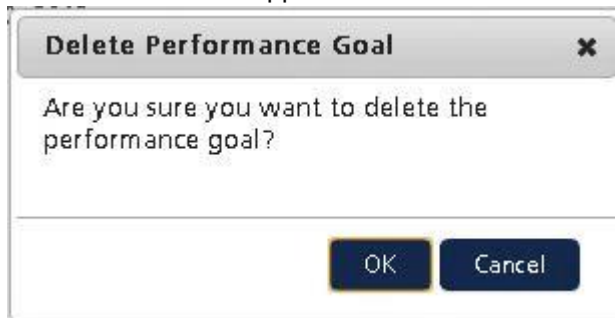
Performance Goals Organizational Goals

Bulk Action + Create Performance Goal

Bulk Action
Delete

		Target Date	Status	Progress	Category	Weight
<input checked="" type="checkbox"/>	Improve Sales Plan 1	Jan 31, 2013	Pending	0%	Sales	100%
<input checked="" type="checkbox"/>	Reduce cost by 10%	Jan 31, 2013	Pending	0%	----	100%

3.A confirmation box appears.



4.Click **Ok** to delete. Otherwise click the **Cancel** button to cancel the deletion of the personal goal.

Viewing the Performance Goal Hierarchy Graph

This functionality allows the user to get a better view on how the goals align to the organization's goals. The chart depicts the goal hierarchy of the organizational goal from the root-level. To view the Performance Goal Hierarchy Graph, from the *My Goals* screen, select **Performance Goal** tab, click the **Tools** icon performance goal you want to view.

My Goals

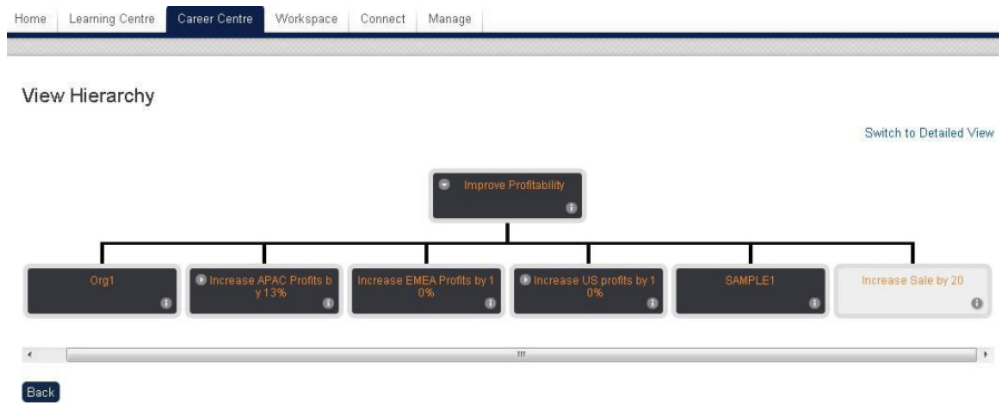
Performance Goals Organizational Goals


Bulk Action + Create Performance Goal

	Title	Target Date	Status	Progress	Category	Weight
<input type="checkbox"/>	Improve Sales Plan 1	Jan 31, 2013	Pending	0%	Sales	100%
<input type="checkbox"/>	Reduce cost by 10%	Jan 31, 2013	Pending	0%	----	100%

Goal Hierarchy

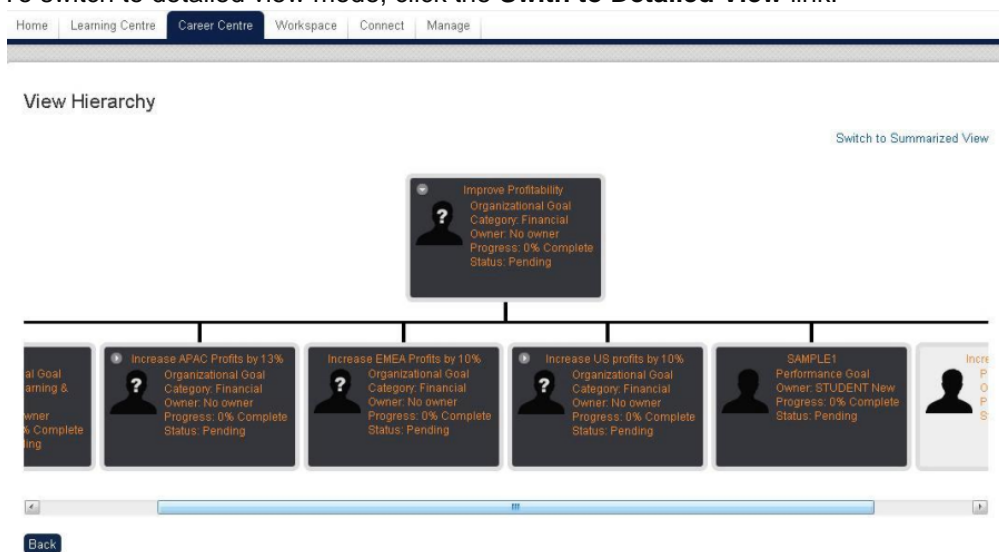
This opens the Performance Goal Hierarchy.



Goal hierarchy graph now contains two modes which are the **Detailed View** and the **Summarized View** and can be switched from one to another. The diagram above shows the Summarized View of the Performance Goal Hierarchy. The Summarized View shows only the title which allow users to view highly cascaded goal hierarchy structure easily. Users can preview the Detailed View of a goal by mouse over the "info icon" () as shown on the image below.



To switch to detailed view mode, click the **Switch to Detailed View** link.

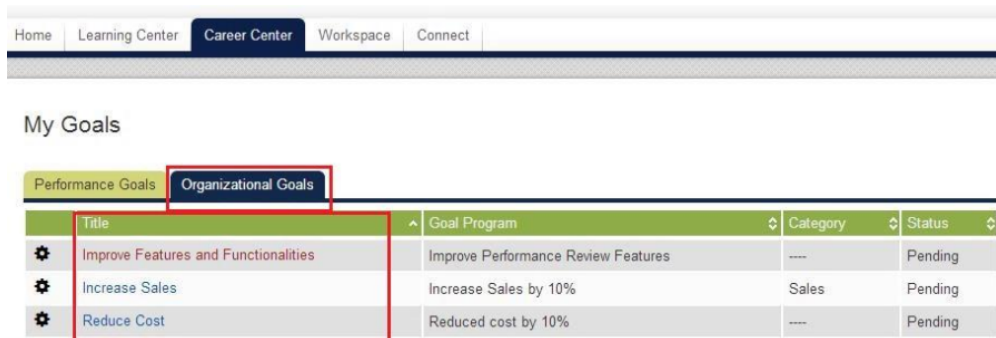


The Detailed View shows the title, category, owner, progress and status of goals.

Modifying Organizational Goal

This section teaches you on how to modify the details of organizational goal. To do this:

1. Click the **Organizational Goals** tab and then select the organizational goal you want to modify.



My Goals				
Performance Goals		Organizational Goals		
	Title	Goal Program	Category	Status
⚙	Improve Features and Functionalities	Improve Performance Review Features	----	Pending
⚙	Increase Sales	Increase Sales by 10%	Sales	Pending
⚙	Reduce Cost	Reduced cost by 10%	----	Pending

2. This opens the organization goal details screen.

3. Start editing the organizational goal details.

4. Click the **Save** button to keep the updates.

Improve Performance Review Features >

Improve Features and Functionalities

Details

Title*

Improve Features and Functionalities

Category

(none)

Description

Improve Features and Functionalities

Owner

SANTOS Vina (EMPNO005)

☒ Automatically update tracking from subordinate goals

☒ Show all trackings

☒ Allow inclusion in owner's appraisal

Progress

+ Add

Event	Date	Who	Results	Progress	Status
Updated	Feb 1, 2013	MOLINA Alon		0%	Pending
Created	Jan 29, 2013	MOLINA Alon		0%	Pending

3

Save Cancel

Viewing the Organization Goal Hierarchy Graph

This functionality allows the user to get a better view on how the goals align to the organization's goals. The chart depicts the goal hierarchy of the organizational goal from the root-level. To view the Organizational Goal Hierarchy Graph, from the *My Goals* screen, select **Organizational** tab, click the **Tools** icon performance goal you want to view.

Home | Learning Center | **Career Center** | Workspace | Connect

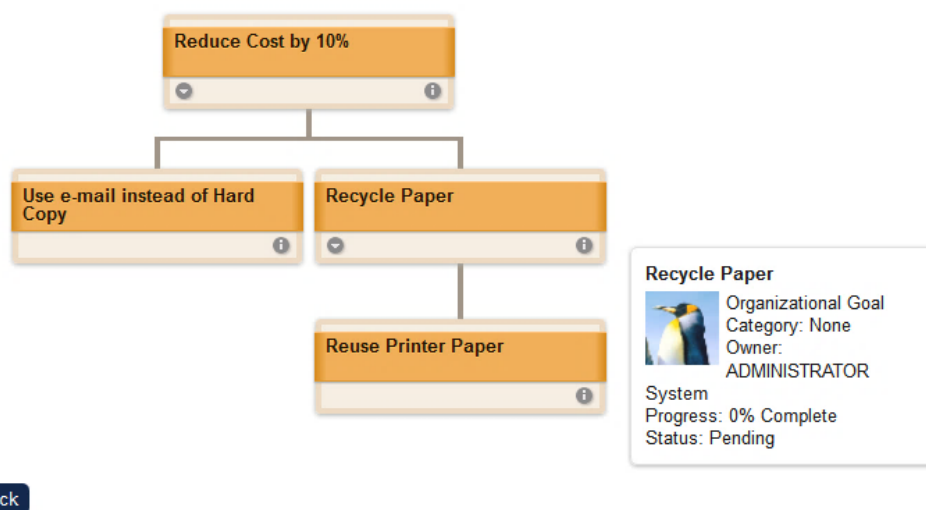
My Goals

Performance Goals | **Organizational Goals**

	Title	Goal Program	Category	Status
⚙	Improve Features and Functionalities	Improve Performance Review Features	----	Pending
⚙	Increase Sales	Increase Sales by 10%	Sales	Pending
	Goal Hierarchy	Reduced cost by 10%	----	Pending

This opens the Organizational Goal Hierarchy.

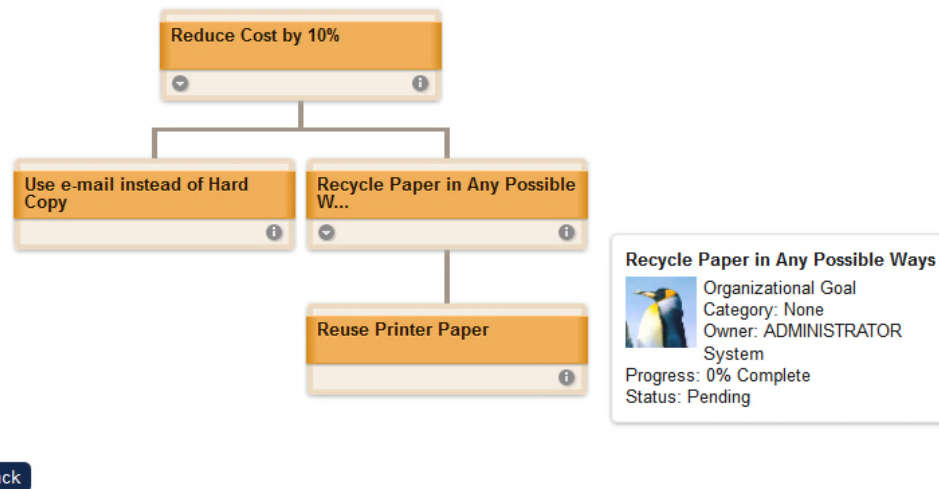
View Hierarchy



Goal hierarchy graph now contains two modes which are the **Detailed View** and the **Summarized View** and can be switched from one to another. The diagram above shows the Summarized View of the Organizational Goal Hierarchy. The Summarized View shows only the title which allow users to view highly cascaded goal hierarchy structure easily. Users can preview the Detailed View of a goal by mouse over the "info icon" () as shown on the image below.

A goal's title is truncated if too long. One may mouse over the goal to show the full name.

View Hierarchy

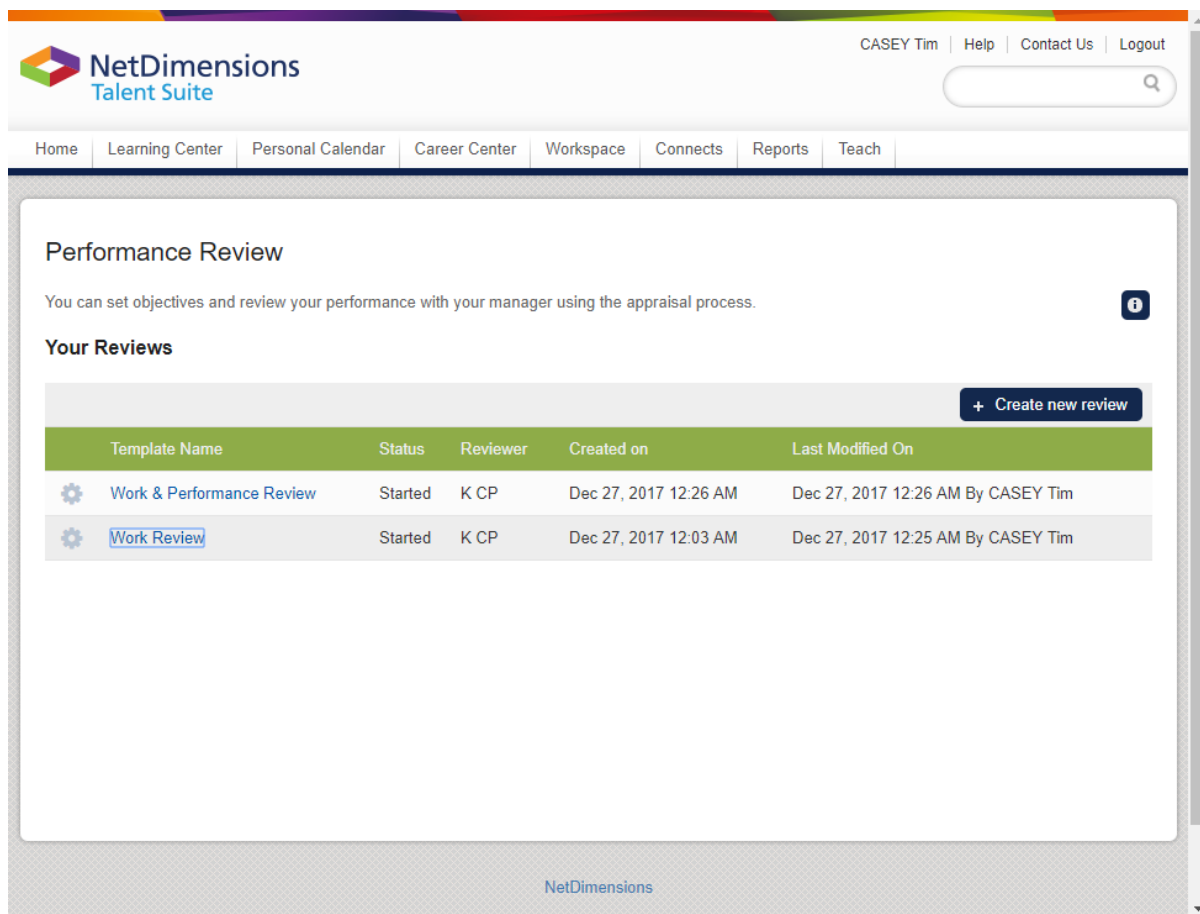


Performance Review

Performance Review allows the user to do the following:

- View the list of reviews
- View the reviewed performance.
- Clone a performance template
- Create a new review

The **Performance Review** under the **Career Center** menu shows the list of performance reviews.



Performance Review

You can set objectives and review your performance with your manager using the appraisal process.

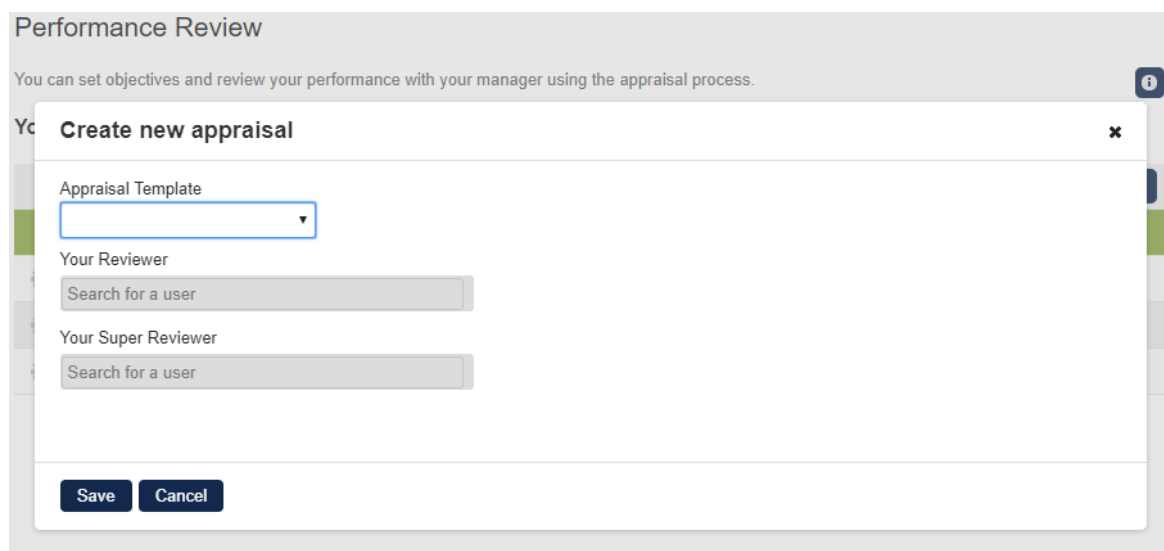
Your Reviews

[+ Create new review](#)

Template Name	Status	Reviewer	Created on	Last Modified On
Work & Performance Review	Started	K CP	Dec 27, 2017 12:26 AM	Dec 27, 2017 12:26 AM By CASEY Tim
Work Review	Started	K CP	Dec 27, 2017 12:03 AM	Dec 27, 2017 12:25 AM By CASEY Tim

Start a New Appraisal

- Click **Create new review**.
- The **Create New Appraisal** window will appear on the screen. Select the **Appraisal Template**, **Your Reviewer** and **Your Super Reviewer**.



Create new appraisal

Appraisal Template

Your Reviewer

Search for a user

Your Super Reviewer

Search for a user

[Save](#) [Cancel](#)

- Click **Save**. The first *Performance Review* screen will be shown.

Performance Review for CASEY Tim

You are about to start your performance review. Before starting, there are a few things you should be aware of.

The appraisal form is divided into a number of logical parts. Each part contains a series of tabbed pages which you are advised to traverse in sequence. If a page requires input from you, its tab's title will appear in *italic*. If the title is not in *italic*, it means no further input is required or perhaps its completion is optional, or even the page is in for your information only and is hence read-only.

After filling in a page, please press the "Save" button. If you forget to save the information and attempt to leave the page by, for example, clicking on another tab, there will be a warning with the option to either discard your changes and continue or to stay on the page.

At the end of the appraisal form, you will be able to submit it so that the performance review can go onto the next stage.

Continue

- iv. Click **Continue**. The second *Performance Review* screen appears.
- v. Set up the Performance Review. Click **Save** or **Print Preview** when finished.

[? Print Preview](#) [Save](#) [Save and Close](#)

Performance Review for CASEY Tim

1. Future Planning



2. Sign Off

Planning

+ Select goals

+ Create goal

	Title	Target Date	Status	Progress	Category
⚙	First Six Month Jan 1, 2018 - Jun 30, 2018 Weight 40% Goals from Jan to June (Click to show details.)	Jun 30, 2018	Pending	0%	----
⚙	Second Half Year Jul 1, 2018 - Dec 31, 2018 Weight 40% Goals from July to Dec (Click to show details.)	Dec 31, 2018	Pending	0%	----

+ Select goals

+ Create goal

Title	Target Date	Status	Progress	Category
There are no items to display.				

+ Select goals

+ Create goal

Title	Target Date	Status	Progress	Category
There are no items to display.				

Save

Save and Close

There is an auto save facility that prevents input from being lost. There is also a new "Save and Close" button alongside the existing "Save" button. A green message bar at the top of the screen indicates successful auto saving of data:

Your changes have been saved

Performance Review for HK_OFFICE user001

1. Past Achievements
2. Future Planning
3. Sign Off

Past achievements

past achievement description.

Objectives Label Key	Target Date Label Key	How Label Key	Details Label Key	Copy
aa	<div>Jan 24, 2013</div> <div> </div>	dd	bb	<div>Copy</div>

Audit Log for Status Change of Appraisal Form

Users with appraisal administrative rights can view the change logs of appraisals. To view the change logs of an appraisal, click Change Logs when an appraisal is opened.

The appraisal change logs display all the details of status changes associated with the current appraisal.

Appraisal Change Logs

[Close Change Logs](#)

User	Role	Date	From Status	To Status	Reason
jblow	Appraisee	Sep 28, 2010 4:25 PM	Started	STAGE1	
danny	Appraiser	Sep 28, 2010 4:26 PM	STAGE1	Started	www
jblow	Appraisee	Sep 28, 2010 4:37 PM	Started	STAGE1	
danny	Appraiser	Sep 28, 2010 4:37 PM	STAGE1	Started	abc
jblow	Appraisee	Sep 28, 2010 4:39 PM	Started	STAGE1	
danny	Appraiser	Sep 28, 2010 4:40 PM	STAGE1	Started	scv
jblow	Appraisee	Sep 28, 2010 4:52 PM	Started	STAGE1	
danny	Appraiser	Sep 28, 2010 4:54 PM	STAGE1	Started	kswdf
jblow	Appraisee	Sep 30, 2010 3:40 PM	Started	STAGE1	
danny	Appraiser	Sep 30, 2010 3:41 PM	STAGE1	STAGE2	
ndadmin	Super-Appraiser	Sep 30, 2010 4:41 PM	STAGE2	STAGE3	
danny	Appraiser	Sep 30, 2010 4:44 PM	STAGE3	Completed	

Prompt for Reason when Reversing/Re-opening Appraisal Status

The system will prompt for the reason of appraisal manual status change and appraisal re-open actions. The reason is mandatory, and will be shown in the appraisal change logs.

Signature and Circulation Records on Sign-Off Page

The signature and circulation records are shown in the sign-off page of an appraisal if any of the status in the appraisal flow requires a signature. It displays the date and time that each status is completed, and if the status requires a signature, the user ID of the signer is also displayed.

Appraiser's Final Comments

Outstanding year. Keep up the good work!

Compliance attitude

Please record here the extent to which the individual has understood and complied with all applicable laws, rules, and regulations. Please indicate the individual's general attitude towards compliance.

- ☐ Separate career development dialogue required
- ☐ Appraisee acceptance
- ☐ Appraiser acceptance

Appraisal Signatures and Circulation

Status	Signed by	Date Submitted / Signed
Started	No specific signature required	Oct 15, 2010 3:36 PM
STAGE1		
STAGE2		
STAGE3		
Completed		

[Submit Current Review](#)

[Save](#)

The input boxes for user ID and password are displayed at the appropriate status when a signature is required.

Appraiser's Final Comments

Outstanding year. Keep up the good work!

Compliance attitude

Please record here the extent to which the individual has understood and complied with all applicable laws, rules, and regulations. Please indicate the individual's general attitude towards compliance.

☐ Separate career development dialogue required
☐ Appraisee acceptance
☐ Appraiser acceptance

Appraisal Signatures and Circulation

Status	Signed by	Date Submitted / Signed
Started	No specific signature required	Oct 15, 2010 3:36 PM
STAGE1	No specific signature required	Oct 15, 2010 3:40 PM
STAGE2	<div> <div>User ID</div> <div> <input type="text" value="jblow"/> </div> </div> <div> <div>Password</div> <div> <input type="password" value="*****"/> </div> </div>	
STAGE3		
Completed		

Submit Current Review

Save

In the environments using SAML, appraisals can be signed off with SAML single sign-on credentials. The Users will be redirected to a page within the SAML provider after entering their credentials.

Training Gap Analysis


An individual user may ask the system for a list of courses he/she needs to complete in order to fulfil the requirements for a specific job profile. This capability is only available for job profile catalogs for which the user has read permission as determined by the Job Profile Catalog permissions settings. A user can run a Training Gap analysis by:

1. On **Career Centre** in main menu, click the **Training Gap Analysis**.
2. A list of courses the learner needs to take to fulfill the requirements of his/her profile appears.

Training Gap Analysis

those required as a part of the selected job profile(s), but which are not yet a part of your training record (e.g. are not currently enrolled or previously completed).

Filter Gap Courses by Job Profile

CNC Lathe Operator 

Title	Action
Guidelines and SOP for CNC Lathe	Go to Catalog Page
Module M1	Go to Catalog Page

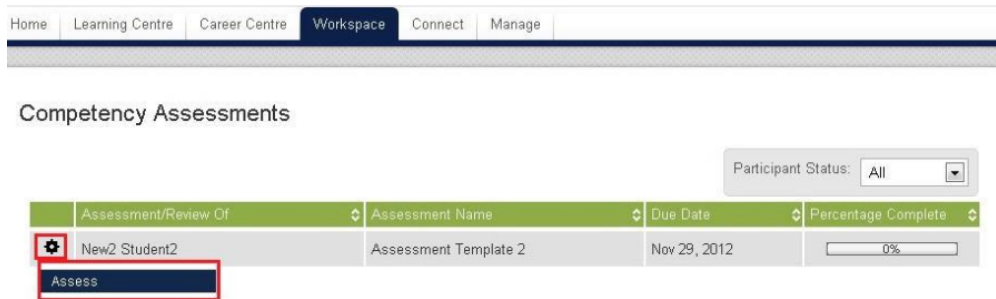
[Click here for more information on this profile...](#)

Competency Assessment

(applies to  NetDimensions Performance)

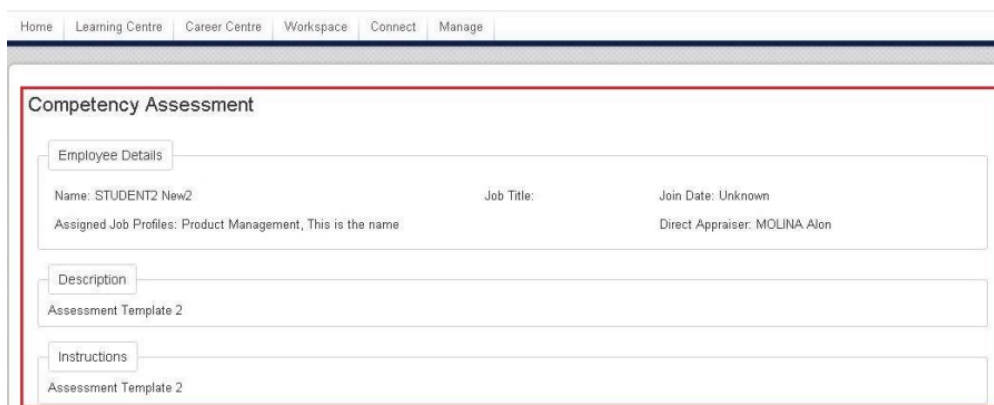
Competency assessment allows the user to perform self competency assessment. To do this:

1. On the **Workspace** menu, select **Competency Assessment**.
2. This opens the Competency Assessment page.
3. Click the **Tools** icon of competency you want to assess and then select **Assess**.

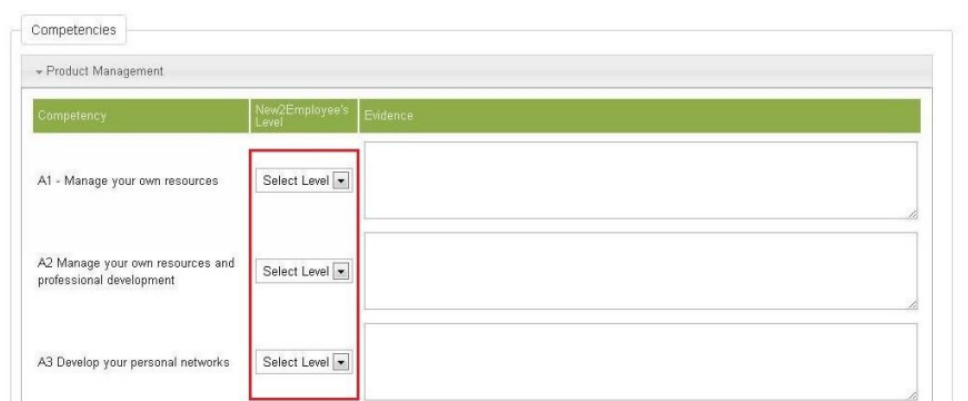


Assessment/Review Of	Assessment Name	Due Date	Percentage Complete
New2 Student2	Assessment Template 2	Nov 29, 2012	0%

4. The *Competency Assessment* screen displays the details about the reviewee, description about the assessment template, and instruction (if specified) on how to execute the assessment template.



5. To assess one competency, the reviewer can select the proficiency level by clicking the **Select Level** drop down list button.



Competency	New2Employee's Level	Evidence
A1 - Manage your own resources	Select Level	
A2 Manage your own resources and professional development	Select Level	
A3 Develop your personal networks	Select Level	

6. Select the proficiency level of the competency.

Level	Description
	Does not meet any criteria
1	No knowledge or experience
2	Awareness (needs direction)
3	Understanding (application but needs some support)
4	Good (confident)
5	Competent (expert - no guidance)

7. A manager or employee is able to down grade an employee's proficiency level of a competency in ad-hoc competency assessments if he feels the employee or himself does not meet the criteria any more.

8. After selecting the level, you can put the justification on the **Evidence** field.

9. You can also provide an overall comments.

If you are not finish with the assessment, click the **Save** button to keep the information you have provided. Incomplete assessment will show the percentage completed when view on the *Competency Assessment* screen.

Competency Assessments

Participant Status: All

	Assessment/Review Of	Assessment Name	Due Date	Percentage Complete
⚙	New2 Student2	Assessment Template 2	Nov 29, 2012	<div><div></div>29%</div>

To resume on the assessment, click the **Assess** button on the **Tools** icon.

Once the reviewer completed the assessment, click the **Finish** button. This returns to *Competency Assessment* screen with the updated percentage completion.

Competency Assessments

Participant Status: All

	Assessment/Review Of	Assessment Name	Due Date	Percentage Complete
⚙	New2 Student2	Assessment Template 2	Nov 29, 2012	<div><div></div>100%</div>

Personal Settings

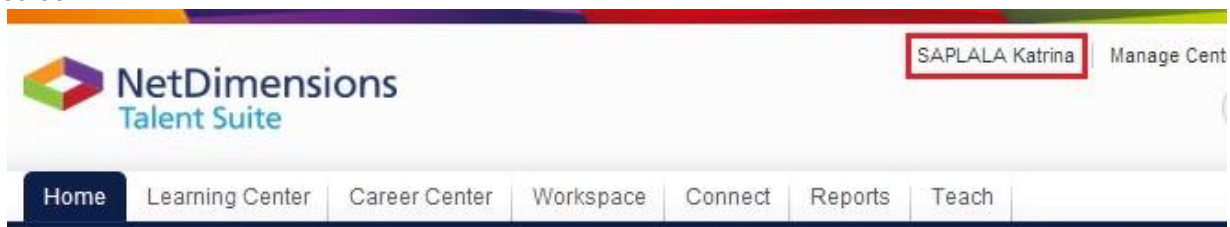
(applies to  NetDimensions Talent Suite)

Introduction

From the User Profile page you can:

- * Edit your user preferences
- Personalize your biography
- Keep your contact information up to date
- Change your password
- View your account details

To access the User Profile page, click the **Login Name** link located at the upper right corner of your screen.



The *Setting* page appears.

Settings

User Preferences		
Attribute	Choice	Comments
Skin Selection:	NTS-83	The skin selections at the left determine the screen layout, background, colors, and related user interface characteristics.
Language:	English	Language for the Menu Messages and Labels
Time Zone:	(GMT-06:00) America/Chicago: C	The time zone used to display dates and times relative to your location. Please choose the STANDARD daylight savings time will be accounted for automatically for those time zones that make use of this co
Minimize Use of Pop-ups:	No	Typically, new windows are used to make navigation of list results (e.g., catalog searching) more conv this option is set to YES, info will more often be rendered in the current window instead of a new wind reducing the overall number of pop-ups.
First Screen:	Home	The First Screen to appear When You Log In

Note

The Systems Administrator may also change some of this information. NetDimensions Talent Suite will retain the most recent settings depending on who changed these last.

User Preferences

The User Preferences page is where you can do the following:

- Update your skin selection
- Update your language selection
- Choose your time zone
- Choose whether or not to allow pop-ups
- First Screen

- Automatic Mail Lists
- Content Server
- Use External Mail
- Use E-mail forwarding
- Appraise Enrollment Approval Messages
- Edit Preference Targets

Skin Selection

Skins allow you to change the look of NetDimensions Talent Suite. The skin selections determine the screen layout, background, colors, and related user interface characteristics.

To select a skin, click on the drop-down menu for Skin Selection:

Settings

Attribute	Choice	Comments
Skin Selection:	NTS-83	The skin selections at the left determine the screen layout, background, colors, and related interface characteristics.
Language:	EKP70-TopNav EKP71-Frameless EKP72-TopNav EKP73 EKP Monsters Emdeon-LeftNav L&Q k90 3-12-14 Metropolitan K83a NetD Customized Menu NetD Left Menu NetD Sky NetD Tabs NetD Top Menu NTS-80 NTS-81-04.30 NTS-81-Appraisal NTS-81-DropDown NTS-81-DropDown-Wiki NTS-81-Tab NTS-83	Language for the Menu Messages and Labels
Time Zone:		The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:		Typically, new windows are used to make navigation of list results (e.g., catalog searching) convenient. If this option is set to YES, info will more often be rendered in the current window of a new window, thus reducing the overall number of pop-ups.
First Screen:		The First Screen to Appear When You Log In.
Automatic Mail Lists:		If yes, you will automatically be added to individual course mail lists whenever you enroll in course.
Content Server:		Specify preferred server for serving your online course content.

Language

To choose the language for the menu messages and labels, click on the drop-down menu next to the Language field to make your choice:

Settings

Attribute	Choice	Comments
Skin Selection:	NTS-83	The skin selections at the left determine the screen layout, background, colors, and related user interface characteristics.
Language:	English Bahasa Indonesia (Indonesia) Bahasa Melayu (Malaysia) Čeština (Česká republika) Deutsch (Deutschland) English English (Canada) English (United Kingdom) Español (Colombia) Español (España) Français (France) Italiano (Italia) Magyar (Magyarország) Nederlands (Nederland) Polski (Polska) Português (Brasil) Português (Portugal) Slovenčina (Slovenská republika) Tagalog (Philippines) Tiếng Việt (Việt Nam) Ελληνικά (Ελλάδα)	Language for the Menu Messages and Labels
Time Zone:		The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:		Typically, new windows are used to make navigation of list results (e.g., catalog searching) more convenient. If this option is set to YES, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups.
First Screen:		The First Screen to Appear When You Log In.
Automatic Mail Lists:		If yes, you will automatically be added to individual course mail lists whenever you enroll in the course.
Content Server:		Specify preferred server for serving your online course content.
Use External Mail:		If yes, the system will try to route all mail messages to your company e-mail account instead of the internal mail account.

Time Zone

The time zone used to display dates and times relative to your location. To choose a time zone, click on the drop-down menu next to the Time Zone field to make your choice:

Settings

Attribute	Choice	Comments
Skin Selection:	NTS-83	The skin selections at the left determine the screen layout, background, colors, and related user interface characteristics.
Language:	English	Language for the Menu Messages and Labels
Time Zone:	(GMT-06:00) America/Chicago: Central Standard Time	The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:	No	Typically, new windows are used to make navigation of list results (e.g., catalog searching) more convenient. If this option is set to YES, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups.
First Screen:	SystemV/MST7MDT: Mountain Standard Time	
Automatic Mail Lists:	SystemV/MST7MDT: Mountain Standard Time	
Content Server:	SystemV/MST7MDT: Mountain Standard Time	
Use External Mail:	SystemV/MST7MDT: Mountain Standard Time	
E-mail Forwarding:	SystemV/MST7MDT: Mountain Standard Time	
Alternative Mail:	SystemV/MST7MDT: Mountain Standard Time	

Note: Choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.

Minimize the Use of Pop-ups

Typically, new windows are used to make navigation of list results (e.g. catalog searching) more convenient. If this option is set to Yes, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups. To choose whether to minimize the use of pop-ups, click on the drop-down menu next to the Minimize Use of Pop-ups field to make your choice:

Settings

Attribute	Choice	Comments
Skin Selection:	NTS-83	The skin selections at the left determine the screen layout, background, color, and related user interface characteristics.
Language:	English	Language for the Menu Messages and Labels
Time Zone:	(GMT-06:00) America/Chicago: Central Standard Time	The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:	No	Typically, new windows are used to make navigation of list results (e.g., catalog searching) more convenient. If this option is set to YES, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups.

First Screen

User can configure the first screen to appear once the user logs in the NetDimensions Talent Suite. To select the first screen to appear, click on the drop-down menu next to the First Screen field to make your choice:

Settings

During configuration, if the user does not have access to a screen, the screen will be filtered out from the dropped down list. Here are the areas where first screen can be configured:

- User Preference > First Screen
- User Editor > First Screen
- Report Wizard > Select a Report > Filter > First Screen
- The initialUrl field of User Data Loader

After logged on, if the user does not have access to the configured screen, the user will be directed to the Home Page instead. The following lists the access control settings associated with the new first screen options:

First Screen Option	Access Control Setting (require Read only/Unrestricted for access)
Administrative Access	Instructor
Career Center Summary	Career Development Center
Catalog Browser	Catalog Browser
Catalog Search	Catalog Browser
Dashboard	Dashboard
Learning Path	Learning Path
Records/Transcript	Records/Transcript
Review	Direct Appraiser Review, Group Review, Organization Review

Automatic Mail List

NetDimensions Talent Suite allows the user to configure whether to add him/her self to individual course mail lists whenever he or she enrolls in the course. To configure the automatic mail list, click on the drop-down menu next to the Automatic Mail Lists field to make your choice:

Settings

User Preferences		
Attribute	Choice	Comments
Skin Selection:	NTS-83	The skin selections at the left determine the screen layout, background, colors, and related user interface characteristics.
Language:	English	Language for the Menu Messages and Labels
Time Zone:	(GMT-06:00) America/Chicago: C	The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:	No	Typically, new windows are used to make navigation of list results (e.g., catalog searching) more convenient. If this option is set to YES, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups.
First Screen:	Home	The First Screen to Appear When You Log In.
Automatic Mail Lists:	Yes, add me.	If yes, you will automatically be added to individual course mail lists whenever you enroll in the course.
Content Server:		Specify preferred server for serving your online course content.

Note: If yes is selected, the user will be automatically added to individual course mail lists whenever he or she enrolls in the course.

E-mail Forwarding

NetDimensions Talent Suite has the configuration option whereas the administrator can enable the "E-mail Forwarding" feature for the user by selecting a role in the drop down selector. All mail messages will then be forwarded to the selected person instead of the user him/herself. Users will also be able to turn on the feature and select the recipient of their e-mails through User Preference. If selected, the system will forward all mail messages to the user indicated in the drop-down.

To specify the use of e-mail forwarding, click on the drop-down menu next to the use E-mail forwarding field to make your choice:

Settings

User Preferences		
Attribute	Choice	Comments
Skin Selection:	NTS-83	The skin selections at the left determine the screen layout, background, colors, and related user interface characteristics.
Language:	English	Language for the Menu Messages and Labels
Time Zone:	(GMT-06:00) America/Chicago: C	The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:	No	Typically, new windows are used to make navigation of list results (e.g., catalog searching) more convenient. If this option is set to YES, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups.
First Screen:	Home	The First Screen to Appear When You Log In.
Automatic Mail Lists:	Yes, add me.	If yes, you will automatically be added to individual course mail lists whenever you enroll in the course.
Content Server:	No content server	Specify preferred server for serving your online course content.
Use External Mail:	Yes, use my company mail address	If yes, the system will try to route all mail messages to your company e-mail account instead of the internal mail account.
E-mail Forwarding:	N/A	If selected, the system will forward all mail messages to the user indicated in the drop-down.
Alternative Mail:	Direct Appraiser	
Employee Enrollment	HR Manager E-mail	
	Organization Approver	
	E-mail Address as Entered Below	

There are five options for the choice of the target recipient:

- (N/A)
- Direct Appraiser
- HR Manager e-mail
- Organization Approver

- E-mail address as entered below| **Note**
The system will only look up the forwarding e-mail for one level and will not keep forwarding the e-mail if the target user has also enabled the on-behalf feature.
For example,
User A has turned on the e-mail forwarding feature and is forwarding his e-mail to his Direct Appraiser (User B).
- Case 1 – If User B does not have an e-mail, the e-mail will be lost.
- Case 2 – If User B has also turned on the e-mail forwarding feature, the forwarded e-mail will only send to his/her e-mail address, but not the forwarded e-mail.

Forwarded E-mail

For the forwarded email, the subject and the email body will be modified as follow:

- Original Recipient: May Brown
- Forwarded to: John Smith

Original Email	Modified Email (received by John Smith)
Subject: Enrollment Confirmation	Subject: Attn: May Brown – Enrollment Confirmation
Dear May Brown, you have been enrolled ...	This e-mail was sent to you for the attention of May Brown. Please forward this information accordingly.
	<new line>
	<new line>
	Dear May Brown, you have been enrolled ...

Note:

- Both "Attn: {original user name} --" and "This e-mail was sent to you for the attention of {original user name}.
- Please forward this information accordingly.<new line><new line>" are configurable by language file.

Appraiser Enrollment Approval messages

User can configure if he or she wants to send enrollment approved e-mail messages for any direct appraisees' class enrollments.

To set up the appraise enrollment approval messages, click on the drop-down menu next to the use Appraiser Enrollment Approval Messages field to make your choice:

Settings

User Preferences		
Attribute	Choice	Comments
Skin Selection:	NTS-83	The skin selections at the left determine the screen layout, background, colors, and related user interface characteristics.
Language:	English	Language for the Menu Messages and Labels
Time Zone:	(GMT-06:00) America/Chicago: C	The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:	No	Typically, new windows are used to make navigation of list results (e.g., catalog searching) more convenient. If this option is set to YES, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups.
First Screen:	Home	The First Screen to Appear When You Log In.
Automatic Mail Lists:	Yes, add me.	If yes, you will automatically be added to individual course mail lists whenever you enroll in the course.
Content Server:	No content server	Specify preferred server for serving your online course content.
Use External Mail:	Yes, use my company mail addre:	If yes, the system will try to route all mail messages to your company e-mail account instead of the internal mail account.
E-mail Forwarding:	N/A	If selected, the system will forward all mail messages to the user indicated in the drop-down.
Alternative Mail:		
Employee Enrollment Approval Messages:	Yes, send me the messages.	Send "enrollment approved" e-mail messages for any direct employees class enrollments.
	Yes, send me the messages.	
	No, don't send.	

Edit Preferences Targets

User can edit or specify the list of catalogs where he or she can automatically receives news article associated to the specified catalogs.

To edit preference targets,

1. click the **Edit Preferences Targets** link. The menu for selecting catalog will be displayed.
2. Select the catalog and then click the **Ok** button.
3. User will be returned to **User Preferences** tab where the selected catalog will be displayed on the box next to the **Edit Preferences Target** links.

Settings

User Preferences		
Attribute	Choice	Comments
Skin Selection:	NTS-83	The skin selections at the left determine the screen layout, background, colors, and related user interface characteristics.
Language:	English	Language for the Menu Messages and Labels
Time Zone:	(GMT-06:00) America/Chicago: C	The time zone used to display dates and times relative to your location. Please choose the STANDARD zone, as daylight savings time will be accounted for automatically for those time zones that make use of this concept.
Minimize Use of Pop-ups:	No	Typically, new windows are used to make navigation of list results (e.g., catalog searching) more convenient. If option is set to YES, info will more often be rendered in the current window instead of a new window, thus reducing the overall number of pop-ups.
First Screen:	Home	The First Screen to Appear When You Log In.
Automatic Mail Lists:	Yes, add me.	If yes, you will automatically be added to individual course mail lists whenever you enroll in the course.
Content Server:	No content server	Specify preferred server for serving your online course content.
Use External Mail:	Yes, use my company mail addre:	If yes, the system will try to route all mail messages to your company e-mail account instead of the internal mail account.
E-mail Forwarding:	N/A	If selected, the system will forward all mail messages to the user indicated in the drop-down.
Alternative Mail:		
Employee Enrollment Approval Messages:	Yes, send me the messages.	Send "enrollment approved" e-mail messages for any direct employees class enrollments.
Edit preferences targets		By selecting from the list of catalogs, you will automatically receive news articles associated with the selected catalog(s).

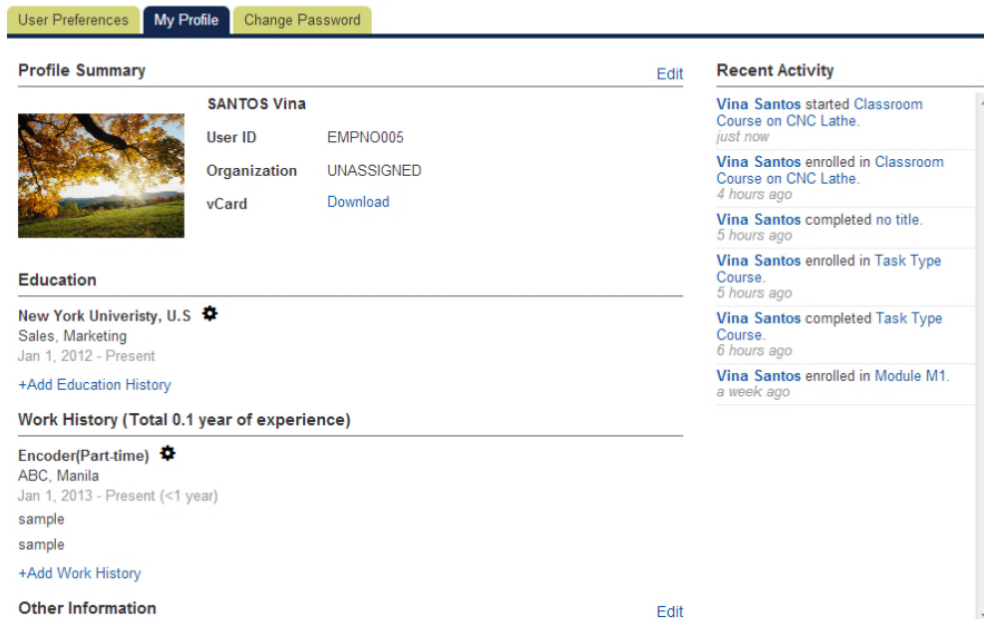
Submit Back

Personalize

(applies to  NetDimensions Talent Suite)

NetDimensions Talent Suite allows you to record basic background details that may be useful to other participants and managements as you collaborate on various learning projects. Information entered here (and it is optional) may be marked private so that the general user population cannot access these background details.

Settings



The screenshot shows the 'My Profile' tab in the settings menu. The profile summary for VINA SANTOS includes a profile picture, user ID (EMPNO005), organization (UNASSIGNED), and a vCard download link. The education section lists 'New York University, U.S.' with a gear icon for settings. The work history section lists 'Encoder(Part-time)' with a gear icon. The 'Recent Activity' sidebar shows a list of recent actions like 'started Classroom Course on CNC Lathe' and 'enrolled in Classroom Course on CNC Lathe'.

With Read Only or Unrestricted Role access control, users can now view or edit their profile summary section under **Settings -> My Profile**.

Settings



This screenshot shows the 'My Profile' tab for a user named 'FOUR User'. The profile summary section includes a profile picture, user name, organization (UNASSIGNED), and a vCard download link. An 'Edit' link is highlighted with a red box in the top right corner of the profile summary section. The 'Recent Activity' sidebar shows a list of recent actions like 'enrolled in Demo Task 01' and 'started TestApproval'.

If a user has Unrestricted role access, an edit link will appear on the top right hand corner. Clicking on

the edit link will allow the user to edit details such as the Viewing Constraints, whether they want to allow others to see their recent course activities, and profile pictures.

Employment Information

With appropriate access control, users can view or edit their employment information.

Contact Details

With appropriate access control, users can view or edit their contact details.

Contact Details[Edit](#)

Company Name: Net Dimensions
Address 1: 17/F
Address 2: Siu On Centre
City: Lockhart Road
Province/State: Wan Chai
Postal Code/ZIP: 852
Country: Hong Kong
Phone: 21224500
Telefax: 28698760
Mobile: 11111111

Contact Details

Company Name	<input type="text" value="Net Dimensions"/>
Address 1	<input type="text" value="17/F"/>
Address 2	<input type="text" value="Siu On Centre"/>
City	<input type="text" value="Lockhart Road"/>
Province/State	<input type="text" value="Wan Chai"/>
Postal Code/ZIP	<input type="text" value="852"/>
Country	<input type="text" value="Hong Kong"/>
Phone	<input type="text" value="21224500"/>
Telefax	<input type="text" value="28698760"/>
Mobile	<input type="text" value="11111111"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Education Details

With appropriate access control, users can view or edit their education details.

Education

University, Hong Kong 

CS, Master

Jan 7, 2012 - Sep 7, 2012

[+Add Education History](#)

[Edit](#)

[Delete](#)

Users can add more education history records by clicking on the +Add Education History link, or edit/remove records by clicking the gear icon on the right.

Education

University, Hong Kong



Institution*

Location



Degree*

Field of Study*

Start Date*

End Date

☐ Present

Work History

With appropriate access control, users can view or edit their work history.

Work History (Total 0.5 year of experience)

Documentations Manager (Full-time) 

Net Dimensions, Manila

Oct 15, 2013 - Present (<1 year)

[+Add Work History](#)

[Edit](#)

[Delete](#)

Users can add more work history records by clicking on the +Add Work History link, or edit/remove records by clicking the gear icon on the right.

Work History (Total 1 year of experience)**Engineer(Full-time)**

Net Dimensions, Hong Kong

Jan 9, 2012 - Present (1 year)

Add Work History

Company Name*

Required



Job Title*

Required



Location*

Required

Start Date*

(not specified)  

End Date

(not specified)  

☐ Present

Employment Status*

Select ▼

Key Achievements*

Required

Awards

Save Cancel

Language Skills

The Language Skills section of the user profile allows users to specify their language skills and corresponding proficiency levels. The user may edit or delete the language skills information.

Language Skills

English



Read: Intermediate | Write: Intermediate | Speak: Fluent

Chinese

Read: Native | Write: Native

Edit

Delete

Language Skills

English

Read: Native | Write: Native | Speak: Native

Add Language Skills

Language*

Required

Read

Select a level

Write

Select a level

Speak

Select a level

Save

Cancel

Language Skills

Edit Language Skills

Language*

English

Read

Intermediate

Write

Intermediate

Select a level

Native

Fluent

Intermediate

Elementary

Save

Cancel

Relocation Interests

The Relocation Interests section of the user profile allows users to setup their Relocation Interests information.

By default, user has the Relocation Interests's "Willingness" field set to "Not Specified".

Relocation Interests

[Edit](#)

Willingness: Not Specified

To modify the relocation interest, click the **Edit** link.

Relocation Interests

Edit Relocation Interests

Do you have interests to relocate?

☐ Yes

☐ No

Save **Cancel**

If "Yes" is selected, you can fill in more information about "Desired Location", "Financial Assistance Needed" and "Reason for Selecting the Desired Location".

Relocation Interests

Edit Relocation Interests

Do you have interests to relocate?

☒ Yes

☐ No

Desired Location

Financial Assistance Needed

☐ Yes

☐ No

Reason for Selecting the Desired Location

Save **Cancel**

Click **Save** to keep the records.

Uploading Resume

The resume section of the user profile allows users to upload their resume to the user profile.

Resumé[Upload](#)

A resumé was not uploaded.

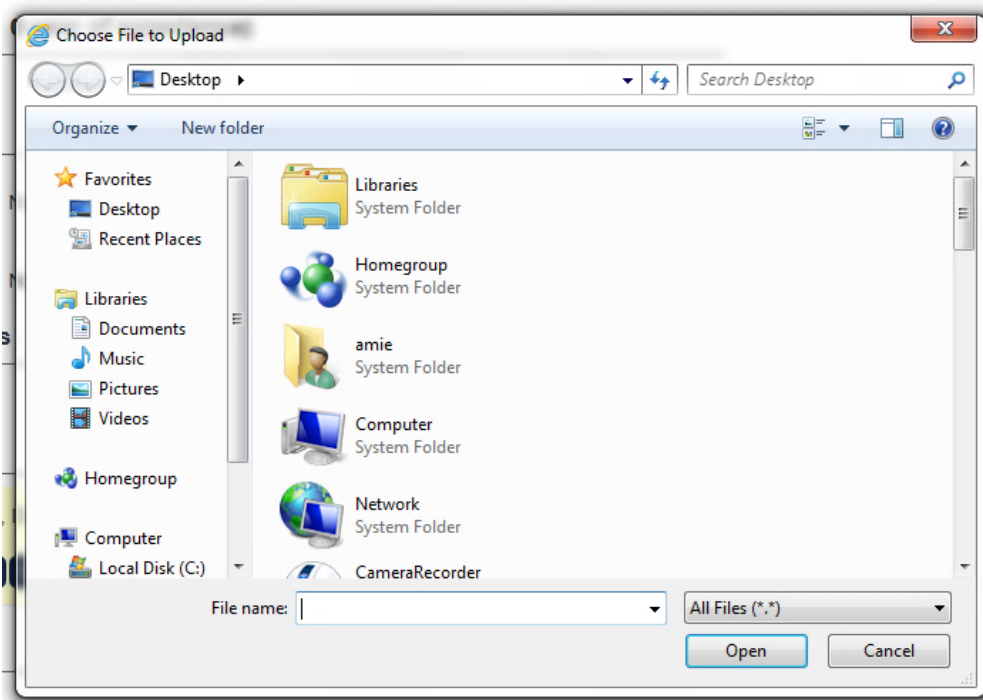
Click the **Upload** link.

Resumé

You can upload a PDF, DOC, DOCX, RTF or TXT file. The file cannot be larger than 4MB.


[Select and upload file](#) [Cancel](#)

A reminder is displayed that you can upload PDF, DOC, RTF, or TXT file. To continue, click the **Select and Upload File**. The window for selecting the file is displayed



Select the file to upload.

Resumé[Upload](#)

[resume_alon.txt\(1KB\)](#) 

Uploaded on Sep 24, 2013 10:10 PM

The uploaded file will be displayed. Once the resume is uploaded, you can download or delete the resume of the learner. Uploading another resume will replace the existing one.

Resumé

[resume_alon.txt\(1KB\)](#)

Uploaded on Sep 24,



Download

Delete

Other Information

Other Information

This section is used for the migration of existing user profile data. Existing clients having User Profile information on Summary, Education History and Work Experience can find their information in this free-text section called Other Information to help migrate all the useful information to the new page.

Other Information

[Edit](#)

Other Information:

Important Information to migrate

Other Information

Other Information:
Important Information to migrate

Save Cancel

Printing a User Profile as PDF

On the "My Profile" page and "Employee Information" page (when reviewing an employee), a button labeled called "Print to PDF". Clicking this button will generate the PDF version of the User Profile page.

[User Preferences](#)**[My Profile](#)**[Change password](#)

Profile Summary

[Edit](#)

1 Learner

User ID: LEARNER1_PID
Job Title: Engineer
Organization: Engineering/Development/Team A
vCard: [Download](#)
Other Information: Other information

Education History

[+Add Education History](#)

Work History (Total 0 year of experience)

[+Add Work History](#)

Language Skills

Englishhh

Read: Native | Write: Fluent | Speak: Intermediate

[+Add Language Skills](#)

Relocation Interests

[Edit](#)

Willingness: Not Specified

Resumé

[Upload](#)

A resumé was not uploaded.

Other Information

[Edit](#)

Other information blah blah

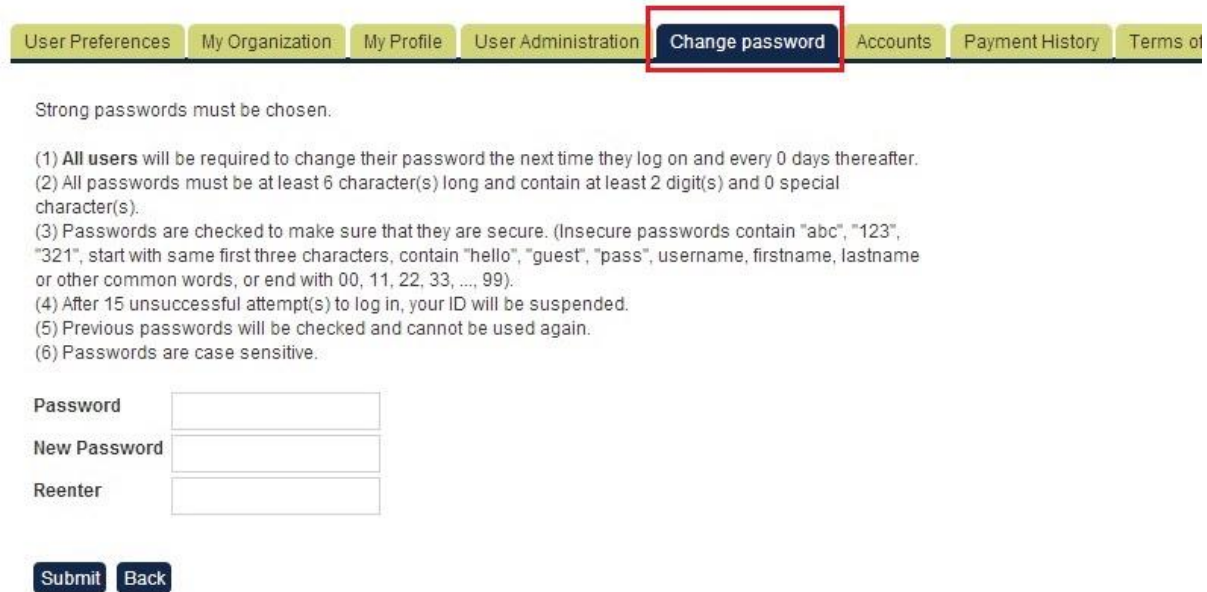
[Print to PDF](#)

Changing Your Password

(applies to)

To change your password:

Settings



Strong passwords must be chosen.

(1) **All users** will be required to change their password the next time they log on and every 0 days thereafter.

(2) All passwords must be at least 6 character(s) long and contain at least 2 digit(s) and 0 special character(s).

(3) Passwords are checked to make sure that they are secure. (Insecure passwords contain "abc", "123", "321", start with same first three characters, contain "hello", "guest", "pass", username, firstname, lastname or other common words, or end with 00, 11, 22, 33, ..., 99).

(4) After 15 unsuccessful attempt(s) to log in, your ID will be suspended.

(5) Previous passwords will be checked and cannot be used again.

(6) Passwords are case sensitive.

Password

New Password

Reenter

1. Access the *Setting* page.

2. Click the **Change Password** Tab.

- Enter your current password in the *Password* field.
- Enter your new password in the *New Password* field.
- Re-enter your new password in the *Re-Enter* field.

Note: Be mindful of the password policy listed on your screen when creating your new password.

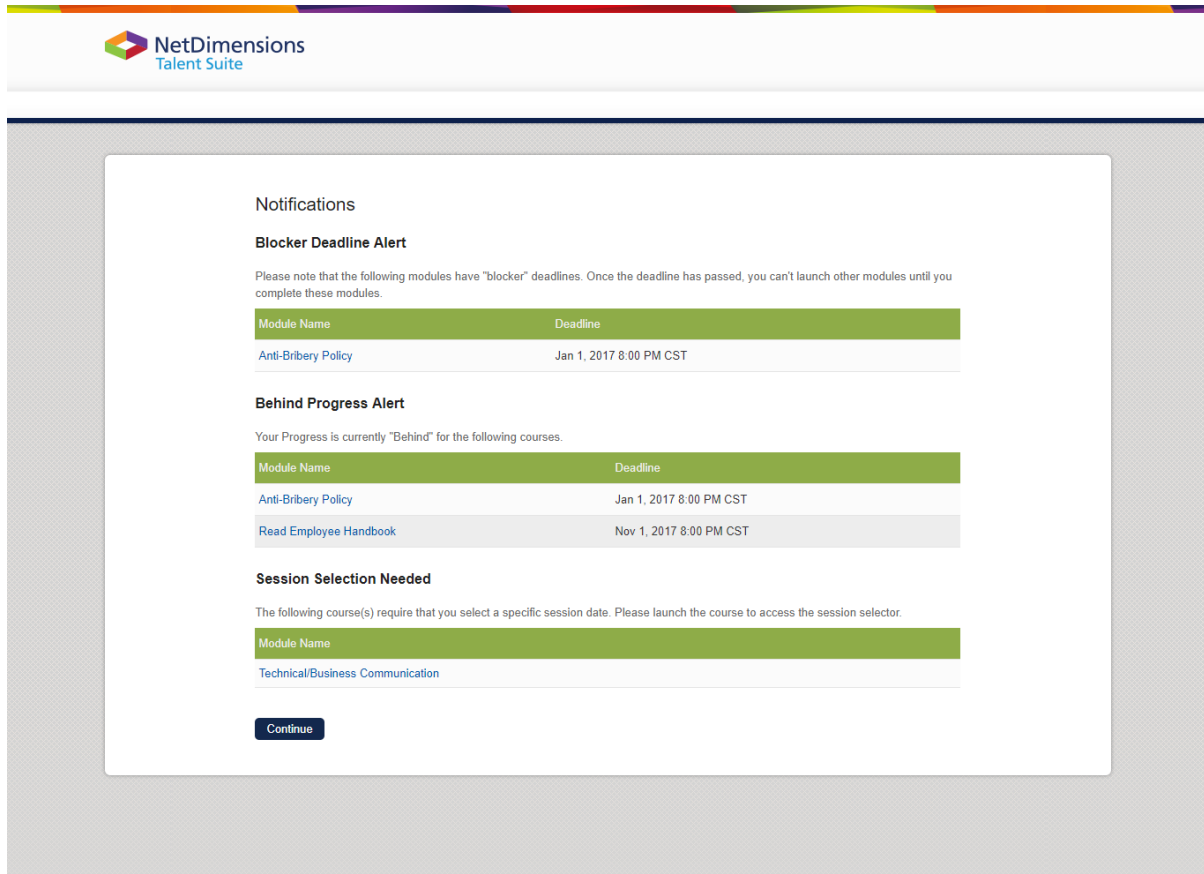
3. Click **Submit**. If you have successfully changed your password, an acknowledgement appears.

Login Notifications

On logging into the system, you may be notified of training that falls into one of the following categories:

1. **Blocker Deadline Alert:** You should try to complete these courses before the deadline in order to avoid disrupting other training
2. **Behind Progress Alert:** The deadline for these courses have already passed and you should try to complete these as soon as possible
3. **Session Selection Needed:** You need to select a session for the given course

Following the Module Name links will allow you to take the necessary actions:



NetDimensions Talent Suite

Notifications

Blocker Deadline Alert

Please note that the following modules have "blocker" deadlines. Once the deadline has passed, you can't launch other modules until you complete these modules.

Module Name	Deadline
Anti-Bribery Policy	Jan 1, 2017 8:00 PM CST

Behind Progress Alert

Your Progress is currently "Behind" for the following courses.

Module Name	Deadline
Anti-Bribery Policy	Jan 1, 2017 8:00 PM CST
Read Employee Handbook	Nov 1, 2017 8:00 PM CST

Session Selection Needed

The following course(s) require that you select a specific session date. Please launch the course to access the session selector.

Module Name
Technical/Business Communication

[Continue](#)

Disclaimers

Discrepancies in Screen Appearance

Due to changes in the application software, the menu screens depicted in the online help may be different from the ones on your system resulting from:

- Customization
- Changes to your preferences or configuration
- Access rights granted to you by your Systems Administrator or
- Upgrade work
- The operating system used

Functional Limitations

Some functions on your system may have been disabled due to:

- Customization
- Configuration
- Access rights granted to you by your Systems Administrator
- Licensing restrictions

Terminology

In this document, the following words may be used interchangeably:

- "instructor" and "tutor"
- "user" and "participant"
- "direct report" and "appraisee"
- "line manager" and "direct appraiser"

In addition, the terms "page" and "screen" may be used interchangeably where they make reference to screen shots.

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- This document may be revised from time to time. Please contact support@netdimensions.com to obtain the most recent version. Errors or problems with this document should be reported to support@netdimensions.com.
- An individual user may ask the system for a list of courses he/she needs to complete in order to fulfil the requirements for a specific job profile. This capability is only available for job profile

catalogs for which the user has read permission as determined by the Job Profile Catalog permissions settings.