PeopleFluent

Recruit, Develop, Perform, Reward

NetDimensions LMS

15.1

Learner Guide

A document intended for the Users of
PeopleFluent Learning NetDimensions LMS Version 15.1

www.peoplefluent.com/products/learning

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This document may be revised from time to time.

Legal Notices

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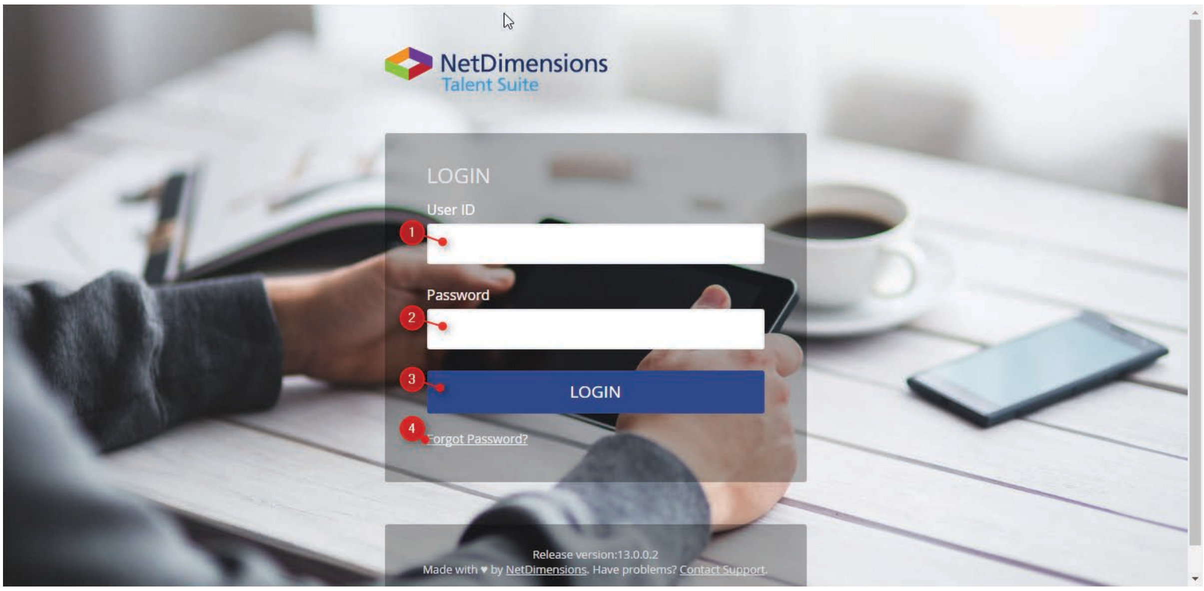
Getting Started

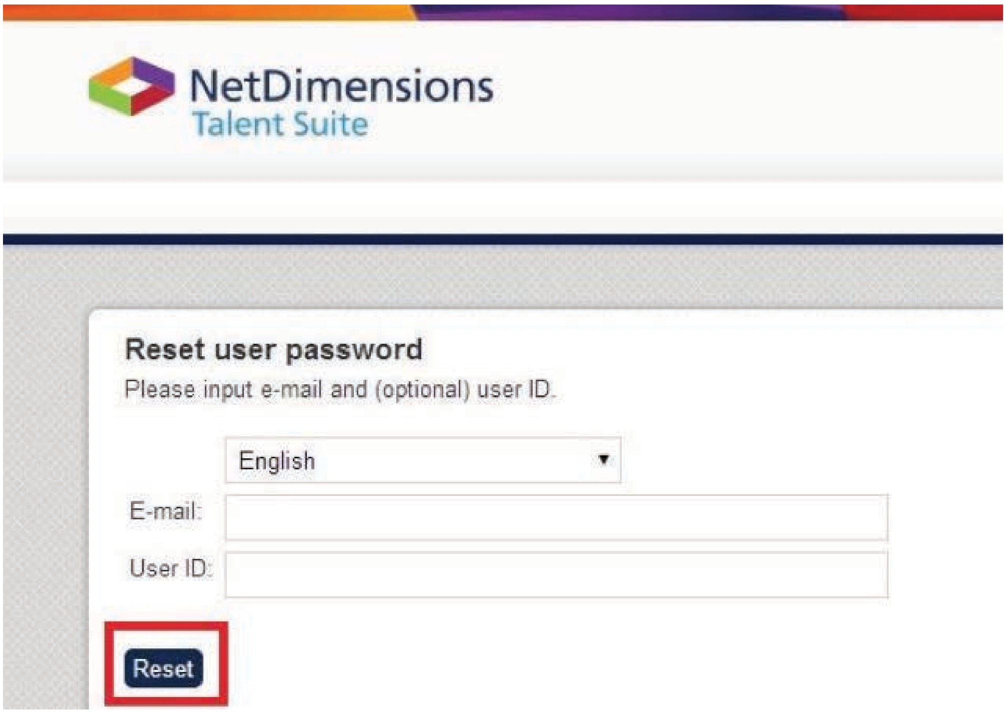
Login

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



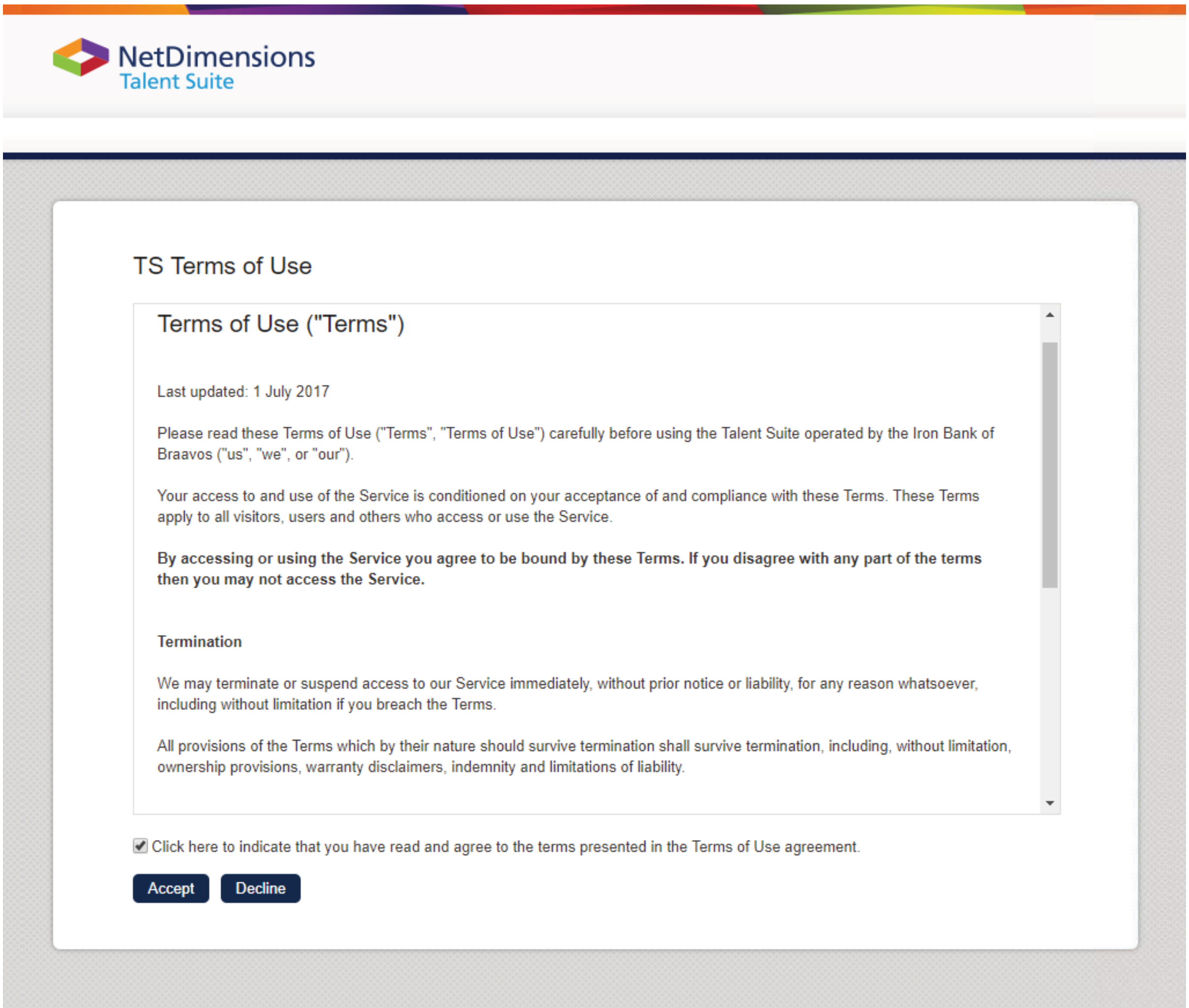
After clicking on the "Forgot Password?" link you can enter your e-mail address and user ID to have a new system generated password sent to you by e-mail.



Terms of Use

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.

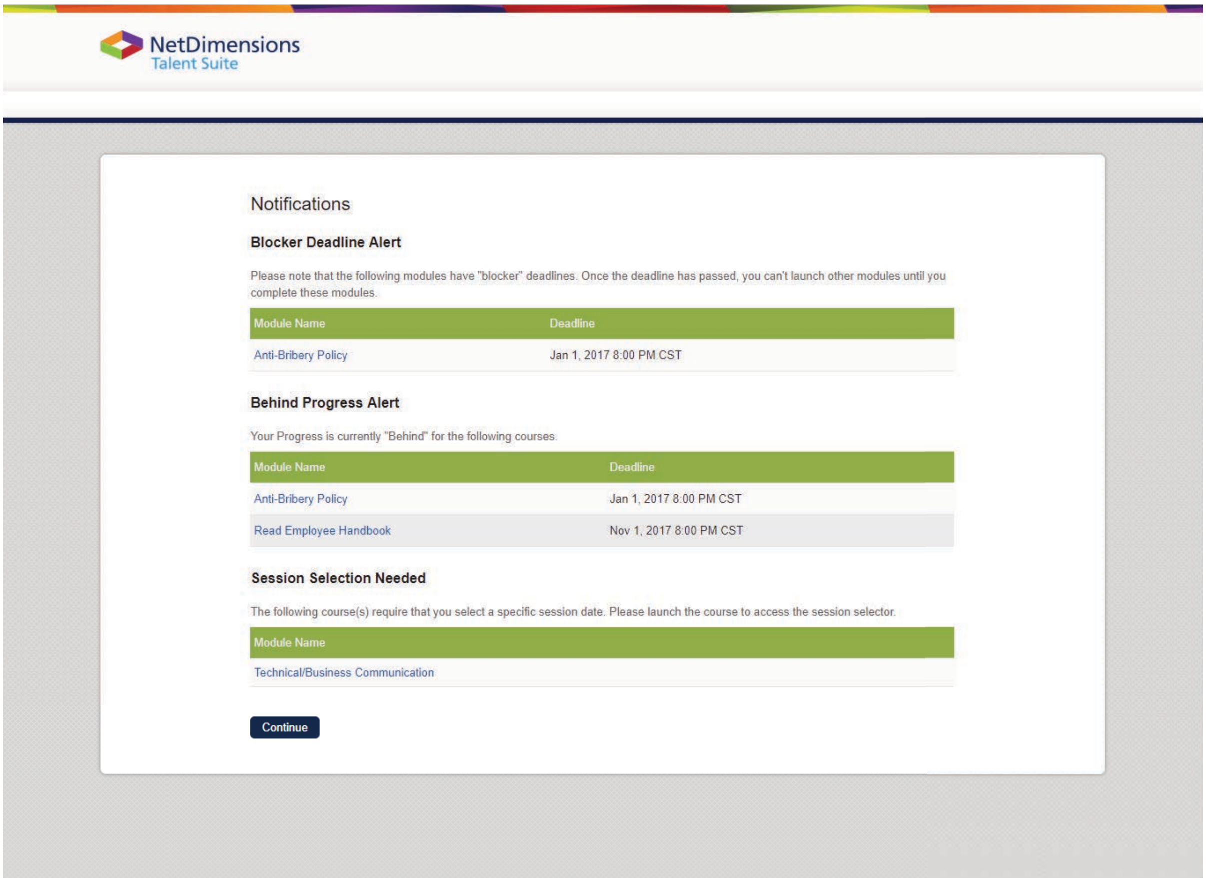


Login Notifications

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:

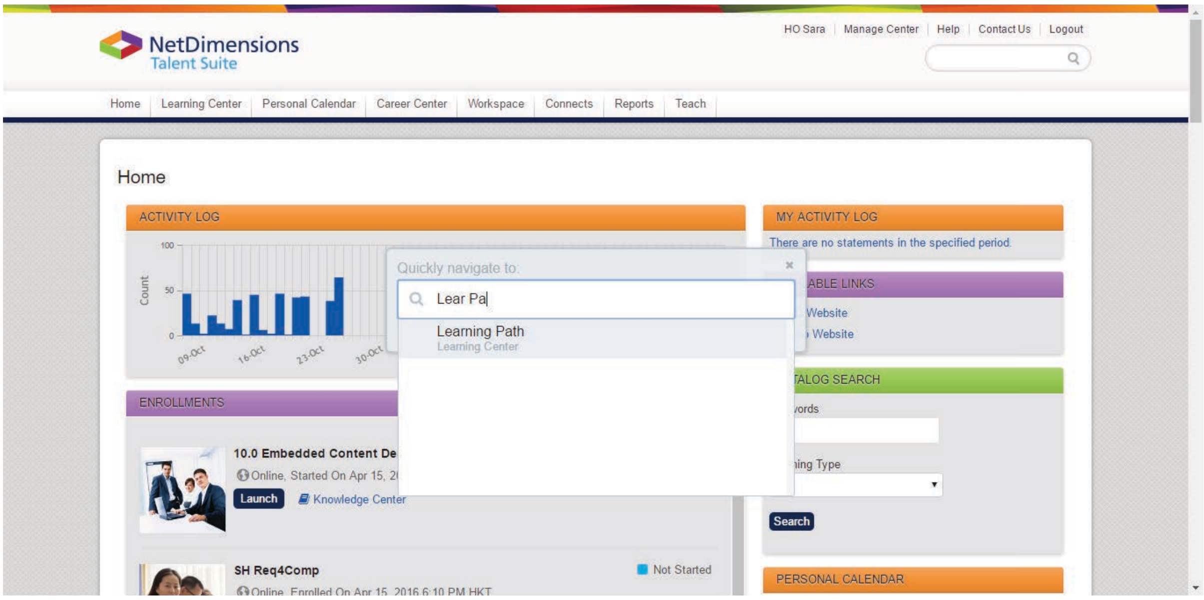


Quick Navigation

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.

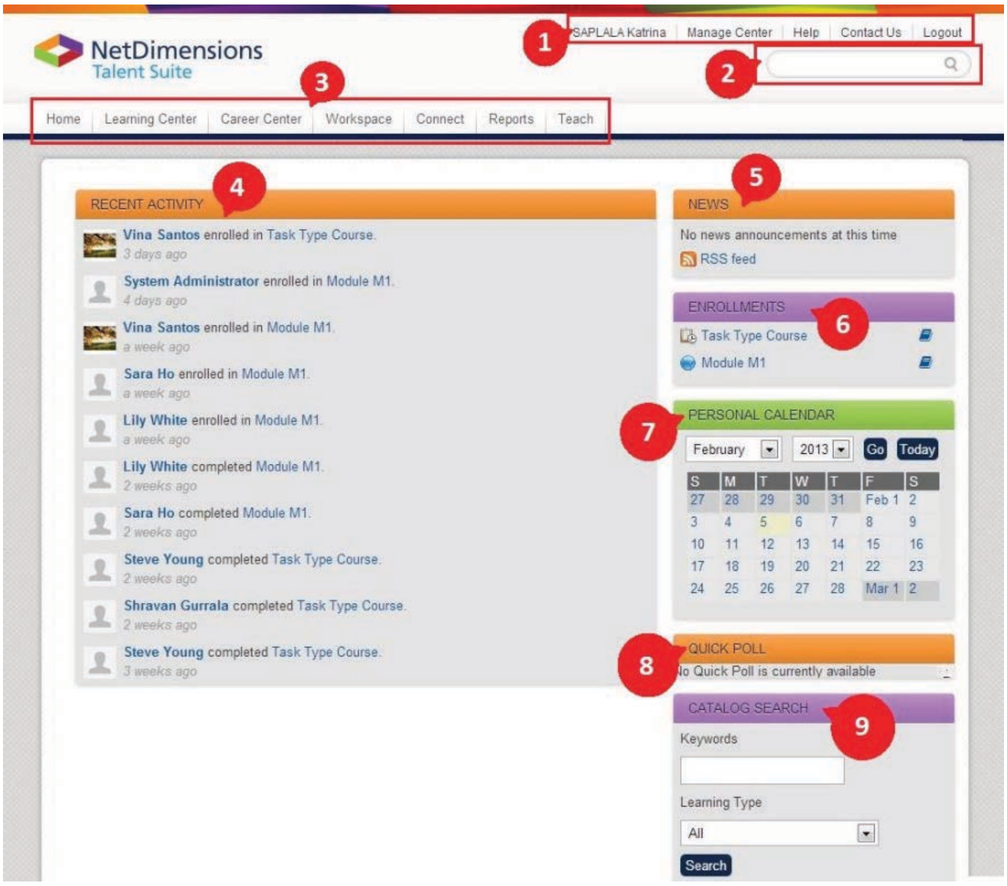
Press the keyboard "Shift" key twice, the "Quick Navigation" dialog box will appear (press the "Shift" key twice again to close). Once you have successfully logged in, you can navigate the application pages by clicking through the menu system or on links that may be displayed in the main window. You can also use "Quick Navigation", which allows you to access pages via the keyboard. To use Quick Navigation:

1. 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")
2. Use arrows to select the correct page from the search results and click enter



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:

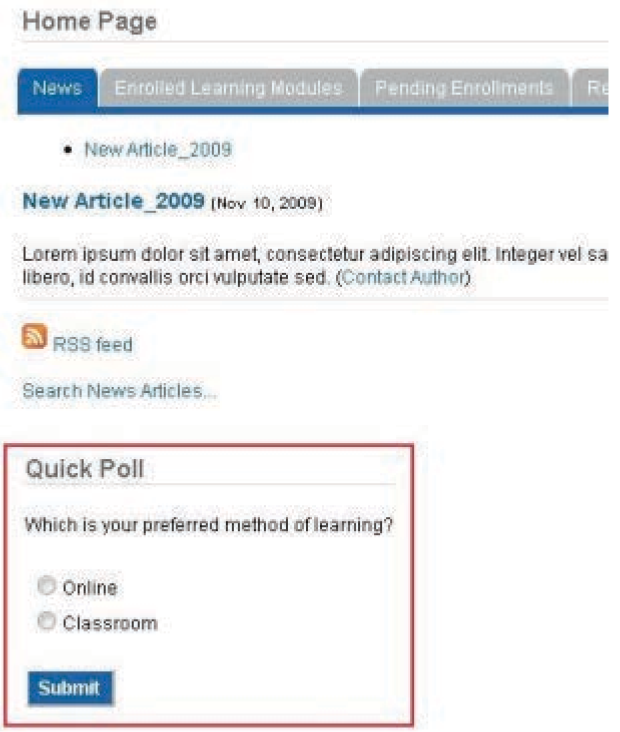
	Widget	Description
4	Recent Activity	Display recent activity for your peers including enrollments, course status changes, and forum activity
5	News	Displays news articles
6	Enrollments	A summary of your enrollments
7	Personal Calendar	A condensed view of your personal calendar
8	Quick Poll	Displays a 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.

Quick Poll

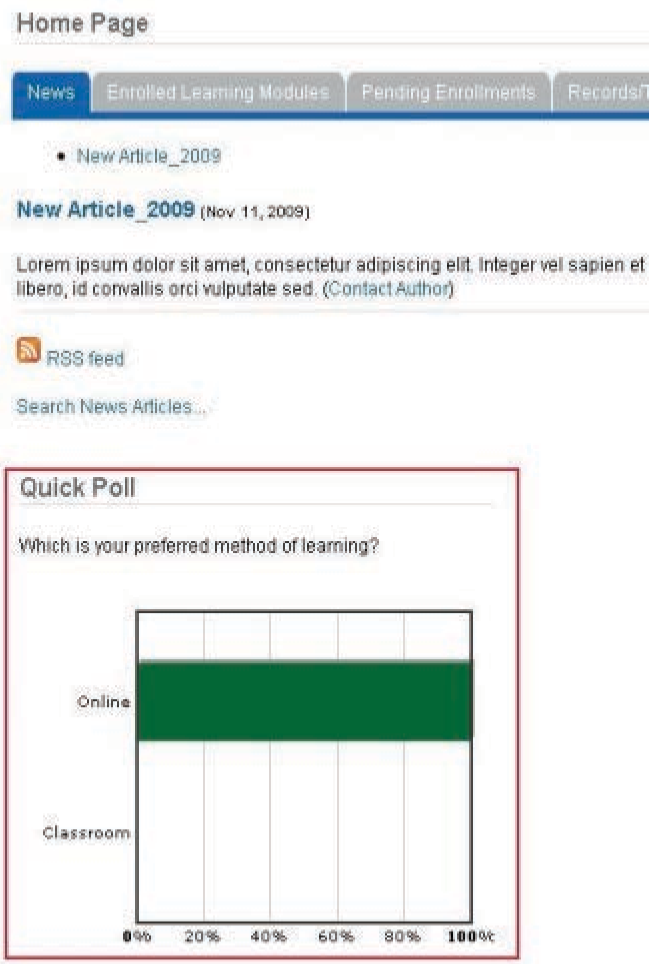
A poll is a survey type exam containing one multiple choice question, useful when gauging informal opinions from users. The poll will be displayed as part of the news article and once the learner has answered the multiple choice question the current poll results are displayed immediately in the form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

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



2.Click on your choice.

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

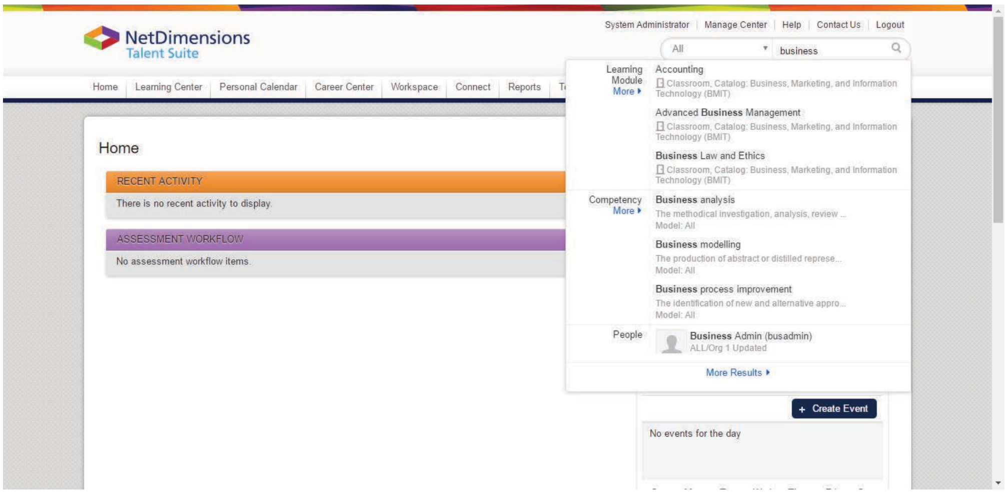


Searching

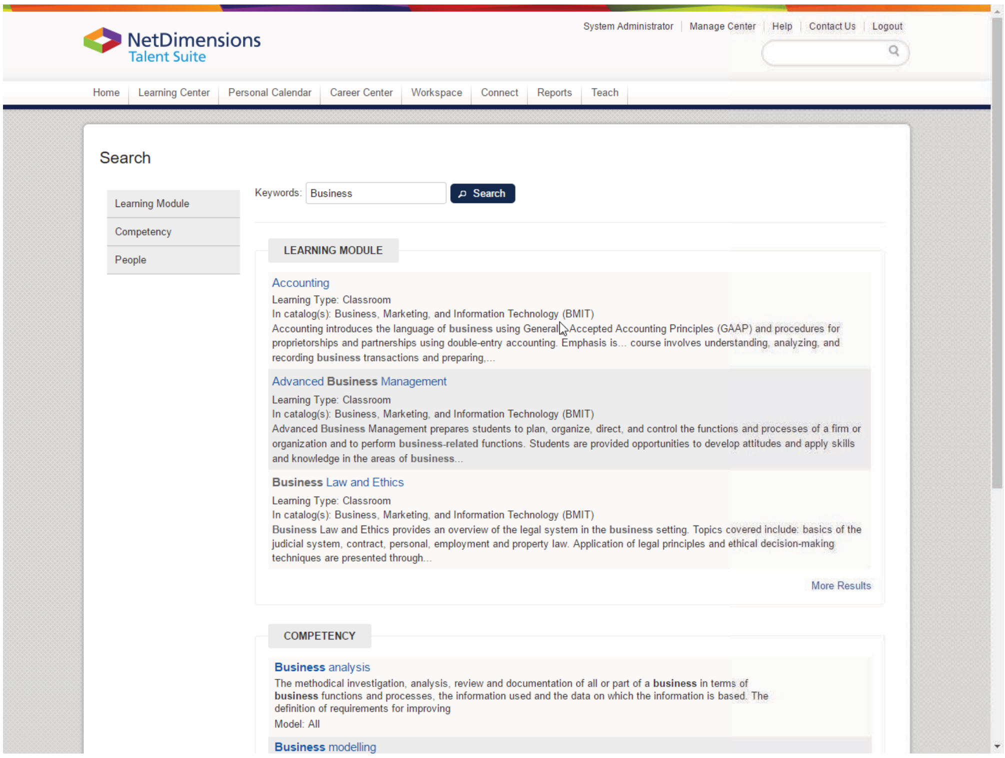
Using a single search field, users are able to search across Job Profiles, People, News articles, Learning Objects, Reference Resources, and Competencies. The search term is matched against the following:

- 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:



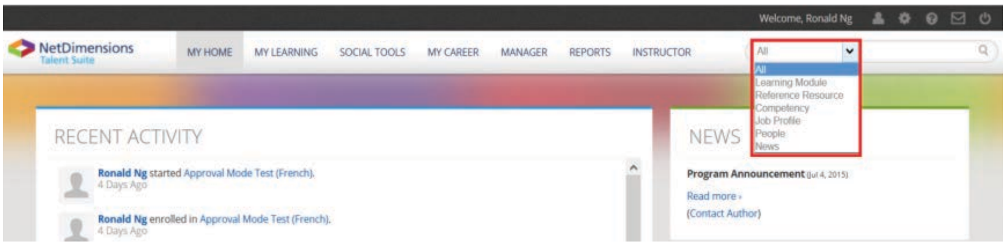
The search results are grouped by object type with tabs on the left to quickly jump to the relevant section when necessary. Text matching the keyword is highlighted and there are links to further information for each search result. Categories with results exceeding five in number will also have a "More 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:

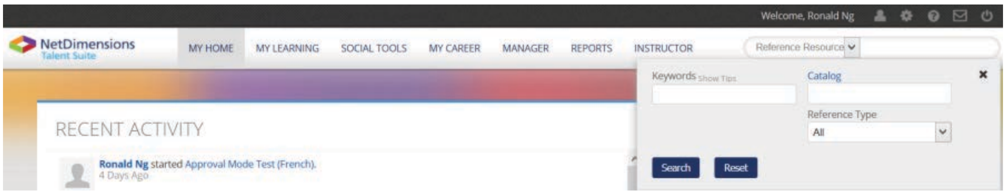
- Ä - Ae
- Ö - Oe
- Ü - Ue
- ä - ae
- ö - oe
- ü - ue
- ß - ss

Advanced Filters

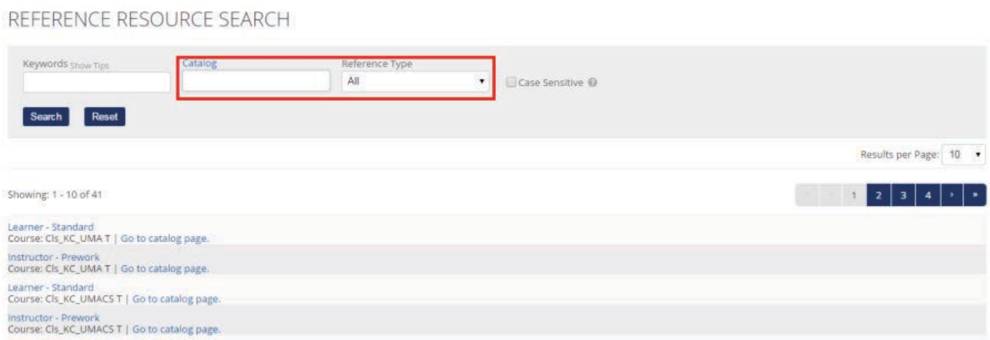
On focusing on the Search Field, an object type drop down appears and you can opt to search within a specific object type only:



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:



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

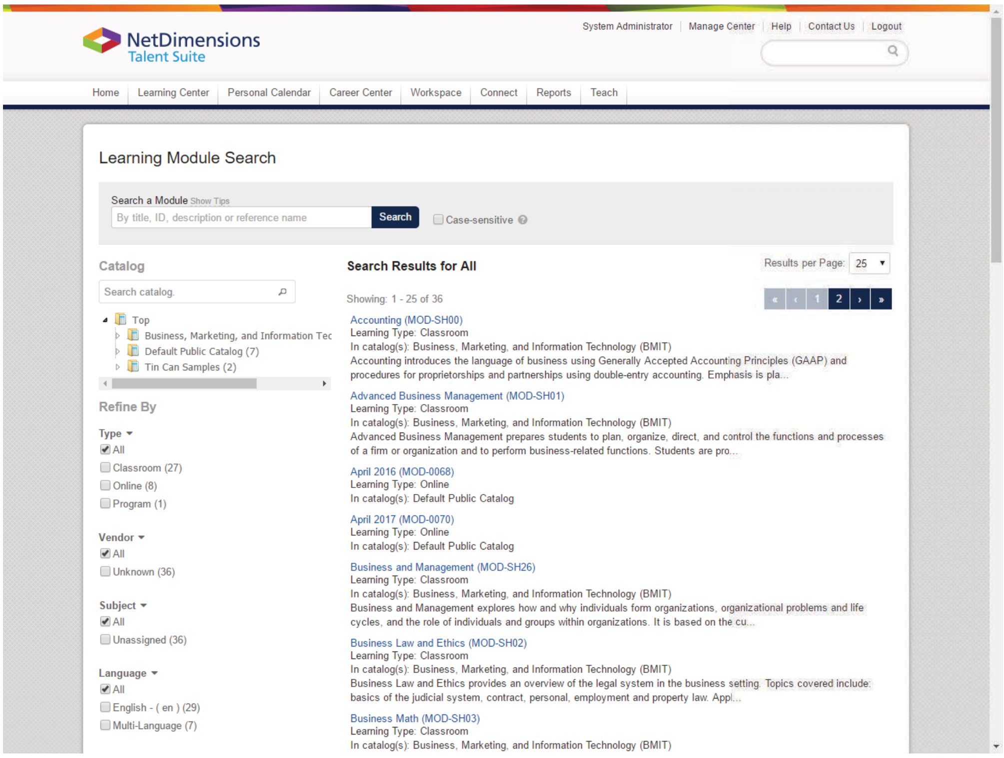
News	Beginning Post Date, Ending Post Date, Category, Include Expired News Articles

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



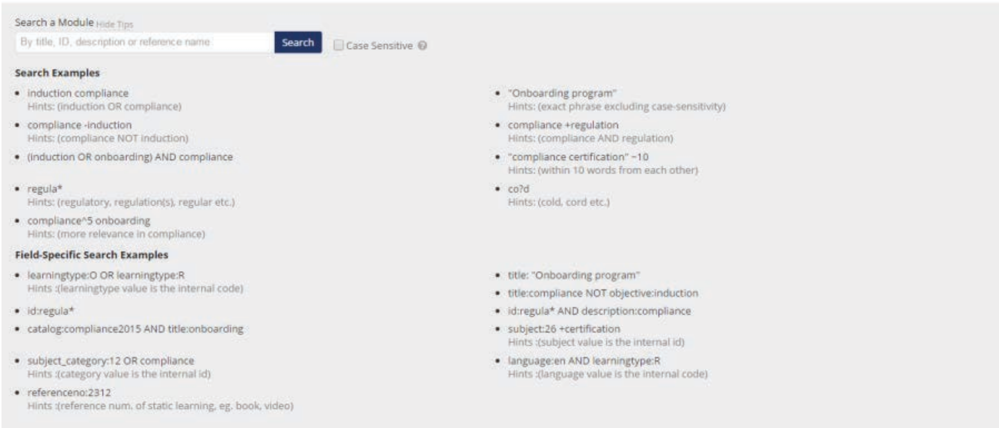
Filters are located on the left side while the results table is displayed on the right. The catalogs can be filtered via an expandable/collapsible tree display. There is a keyword search in case there are a lot of levels to drill down to help with the catalog level selection. Suggestions are also available 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.

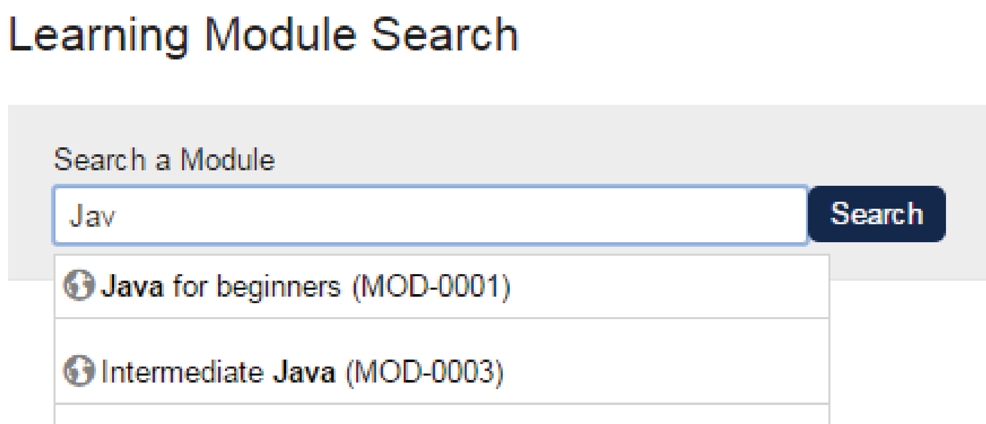
Info

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:



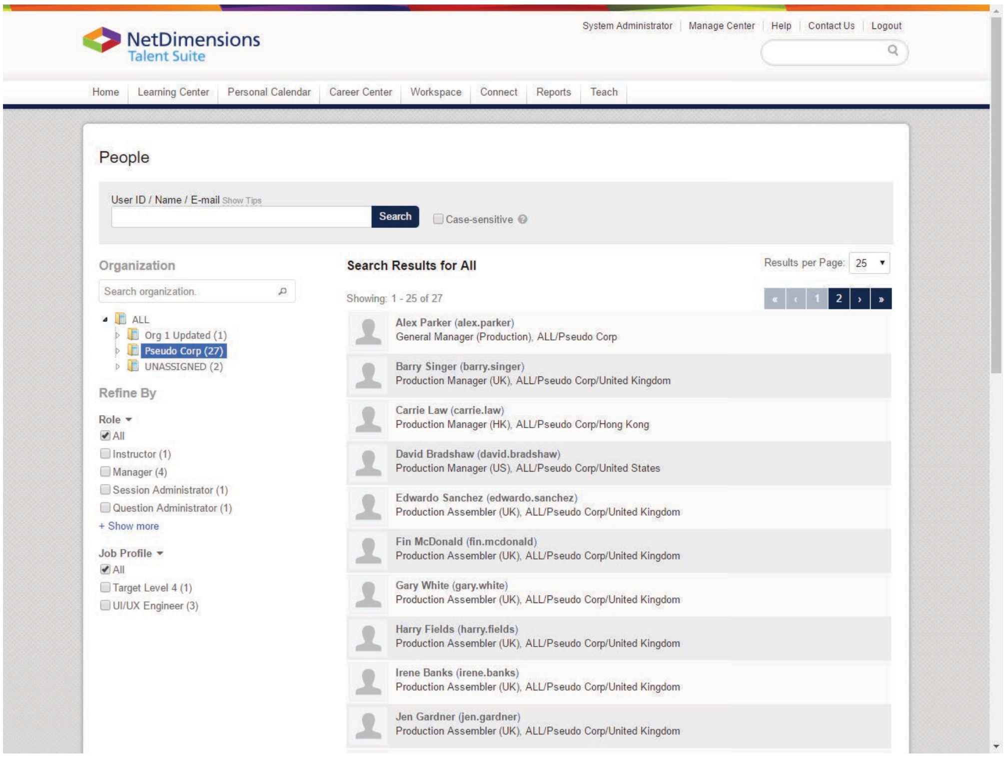
Once a learning object/module/program (from the Search Catalog) is located, the Users can:

- 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.

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

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.



Competency Search

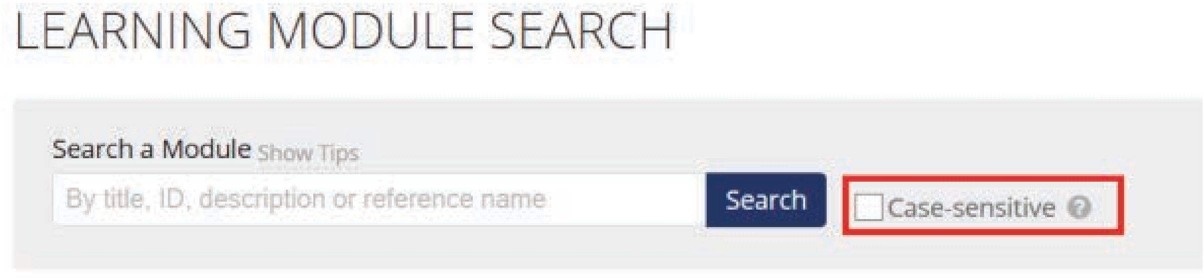
You can search competencies in a specific Competency Model or matching keywords:

Job Profile Search

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

Case Sensitivity in Search

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.



The Learning Center

Learning

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

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

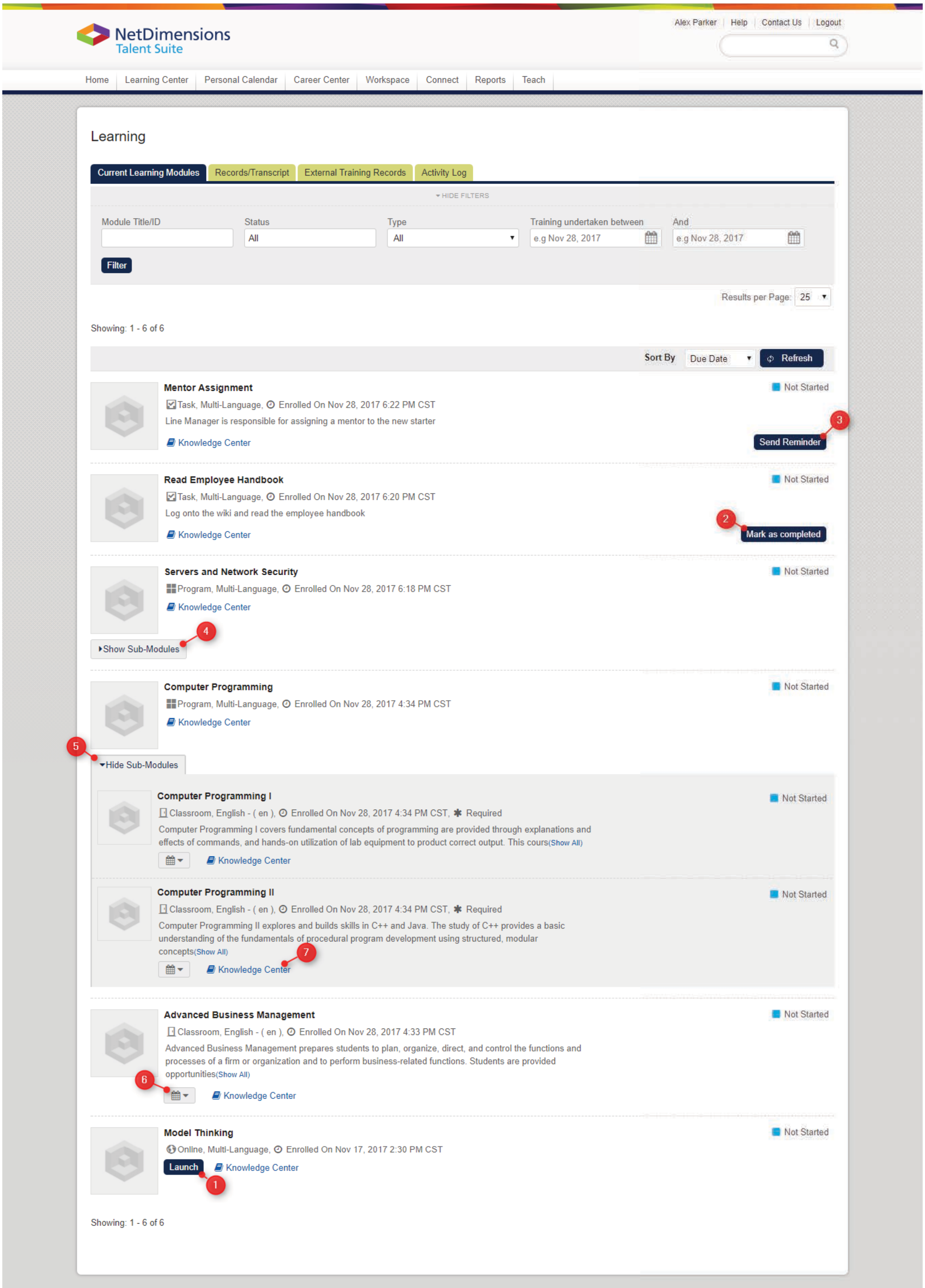
Each tab supports filtering of top level modules on

- Status
- Type
- Dates during which Training was taken

Current Learning Modules

The *Current Learning Modules* 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)



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

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

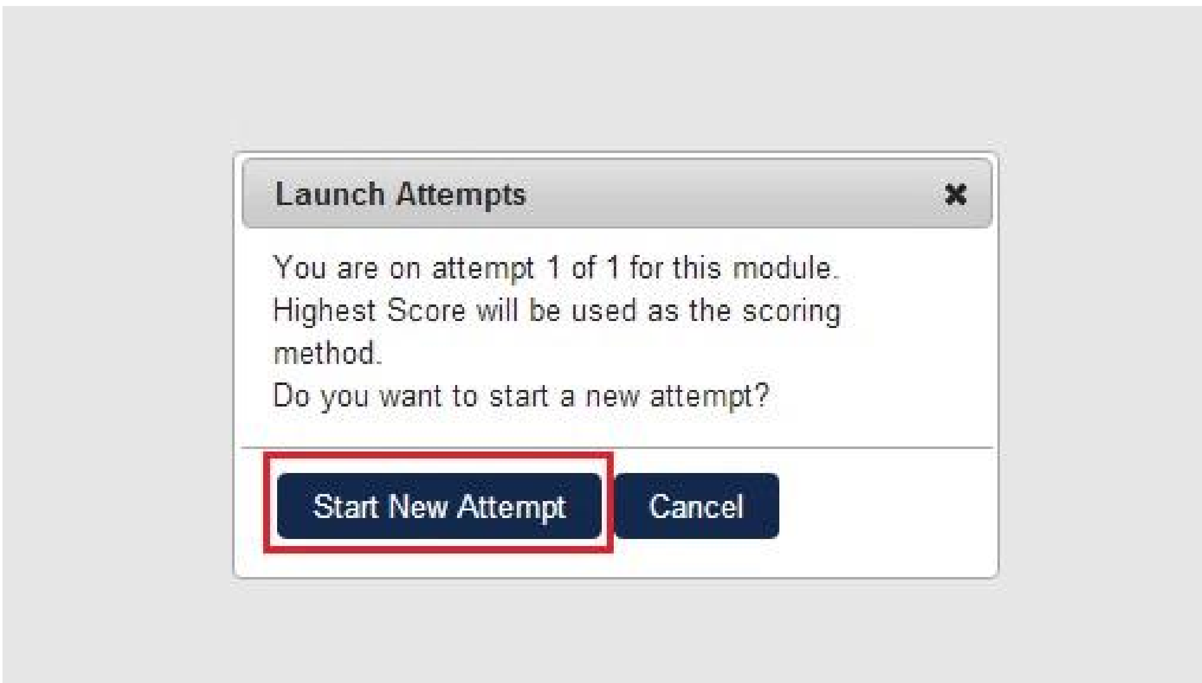
Actions are also accessible from within the course's Knowledge Center.

> **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.

Launching Courses

To launch a course, click the Launch button:

Where applicable, you will be asked to confirm starting a new attempt:



Taking Exams

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. Launch the exam

MATHS KNOWLEDGE TEST (MATHS-1)

Participant: Ho, Sara

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.

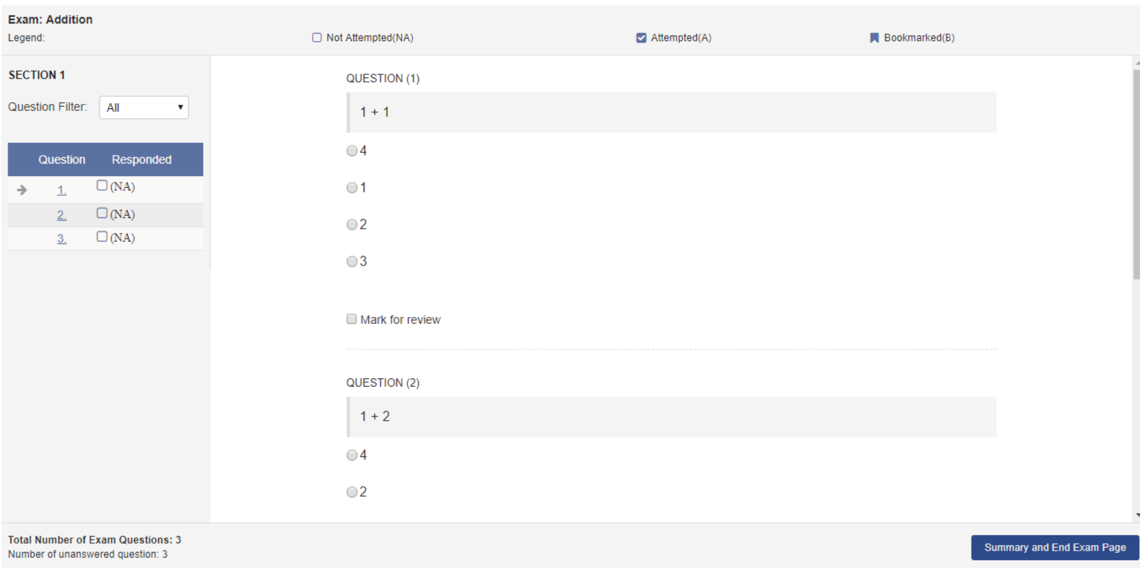
Section	Title	Questions
1	Addition	3
2	Subtraction	3
3	Multiplication	3

Summary of Exam Restrictions	
Maximum Time Allowed (hh:mm)	No limit.
Incomplete attempts may be resumed later.	No
Number of attempts permitted	9999
Attempts Taken	0
Number of attempts remaining	9999

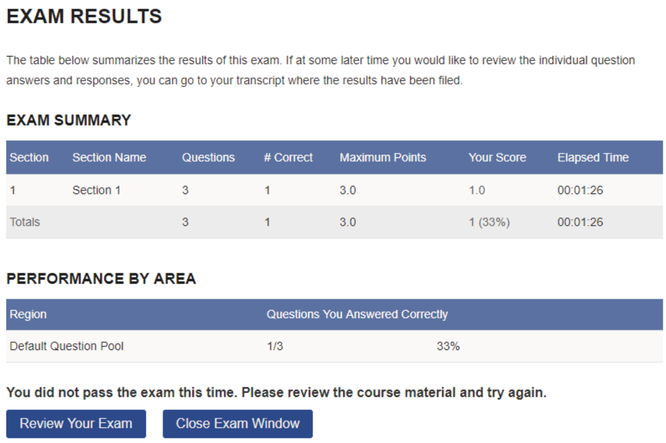
To continue, please press the Start button below.

Start the exam Cancel

2. "Start the Exam" and submit your responses



3. Review the exam results



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	3	1	3.0	1.0	00:01:26
Totals		3	1	3.0	1 (33%)	00:01:26

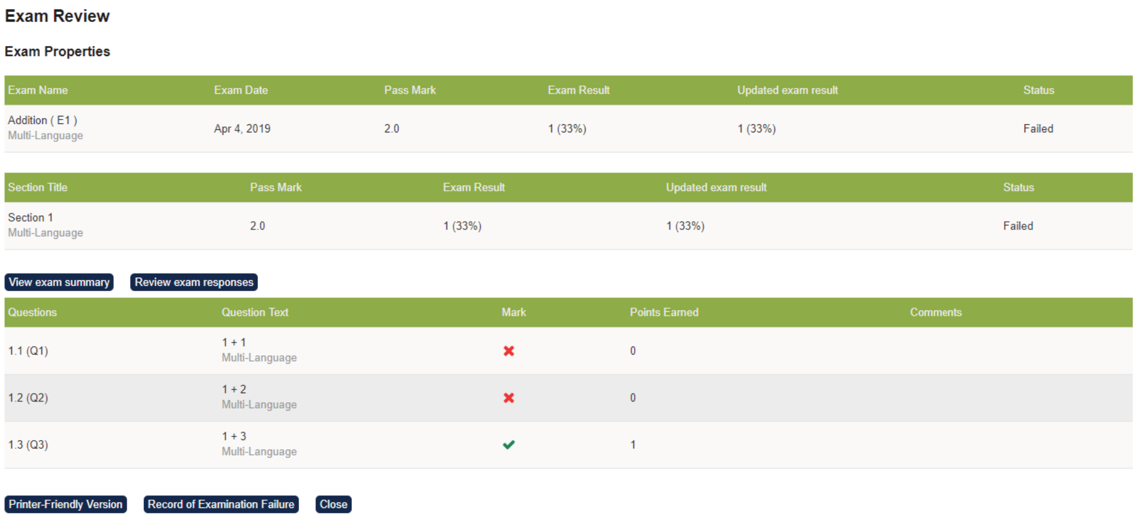
PERFORMANCE BY AREA

Region	Questions You Answered Correctly	
Default Question Pool	1/3	33%

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

Review Your Exam Close Exam Window

4. If available, you can click "Review Your Exam" to review responses



Exam Review

Exam Properties

Exam Name	Exam Date	Pass Mark	Exam Result	Updated exam result	Status
Addition (E1) Multi-Language	Apr 4, 2019	2.0	1 (33%)	1 (33%)	Failed

Section Title	Pass Mark	Exam Result	Updated exam result	Status
Section 1 Multi-Language	2.0	1 (33%)	1 (33%)	Failed

View exam summary Review exam responses

Questions	Question Text	Mark	Points Earned	Comments
1.1 (Q1)	1 + 1 Multi-Language	✖	0	
1.2 (Q2)	1 + 2 Multi-Language	✖	0	
1.3 (Q3)	1 + 3 Multi-Language	✔	1	

Printer-Friendly Version Record of Examination Failure Close

5. To review responses to individual questions:
    a. 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.
    b. Click on the question you wish to review. The question appears along with the correct response.

The Knowledge Center

(Available for Performance and Learning only)

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 Knowledge Center:

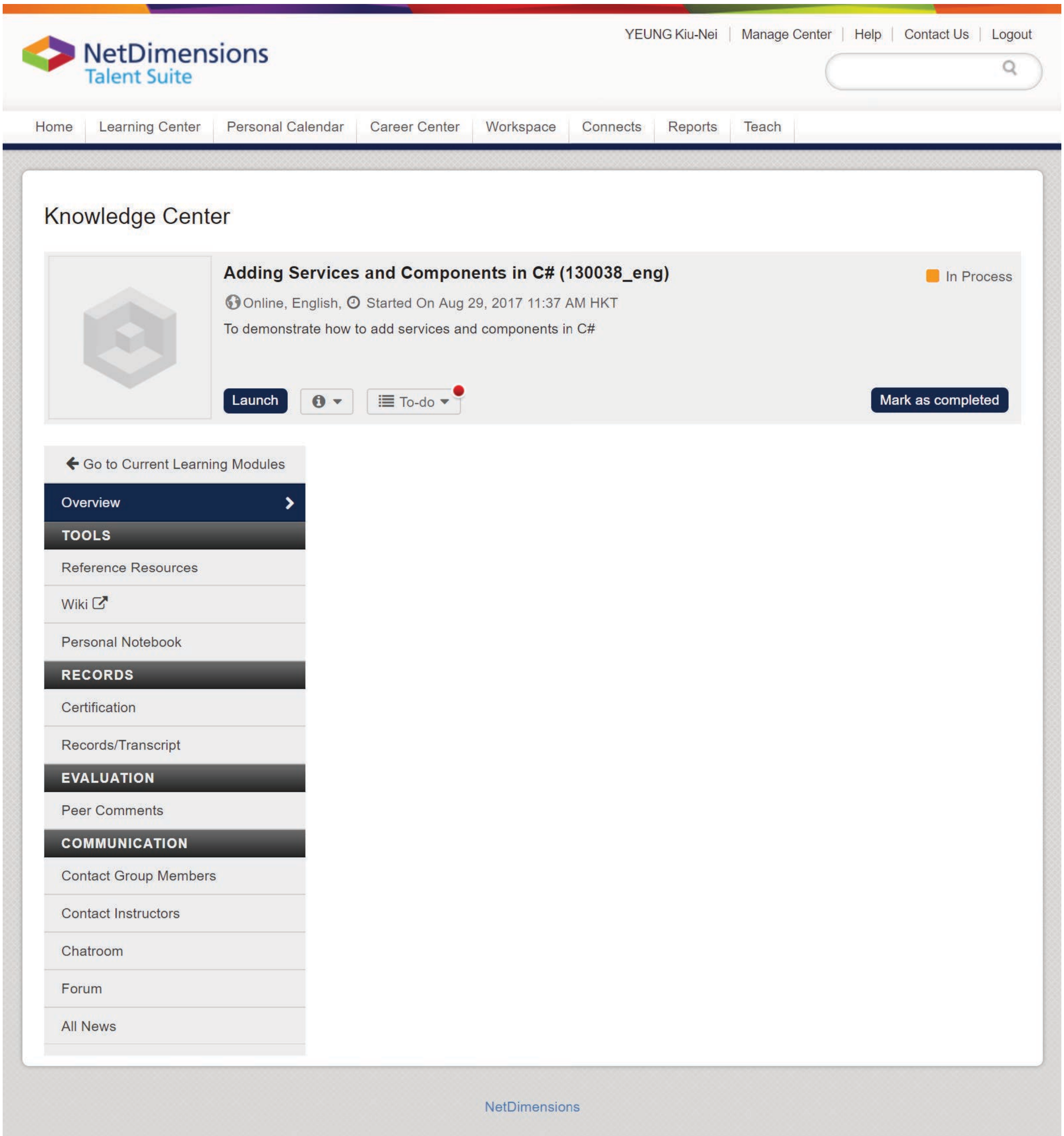
- From the Home Page > **Learning Center** > **Learning**, click **Knowledge Center** on the desired course from the list. The KC of that course will appear.

  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.)

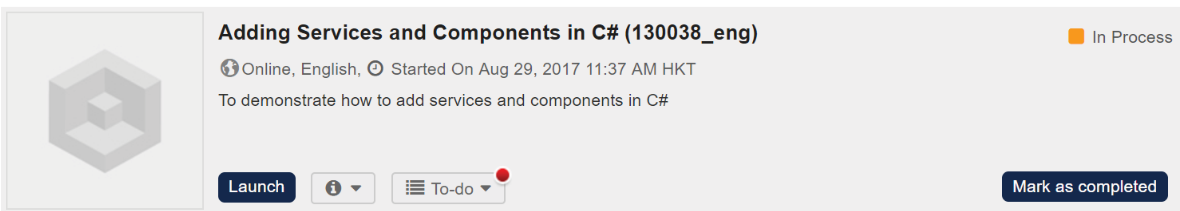
The Knowledge Center Page

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:



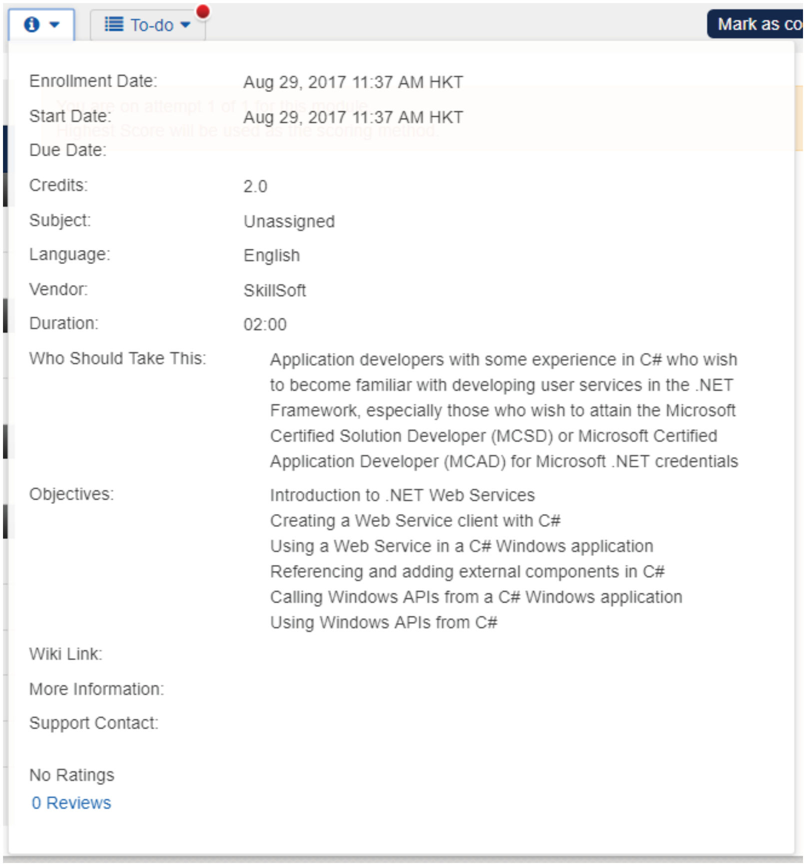
Header

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:

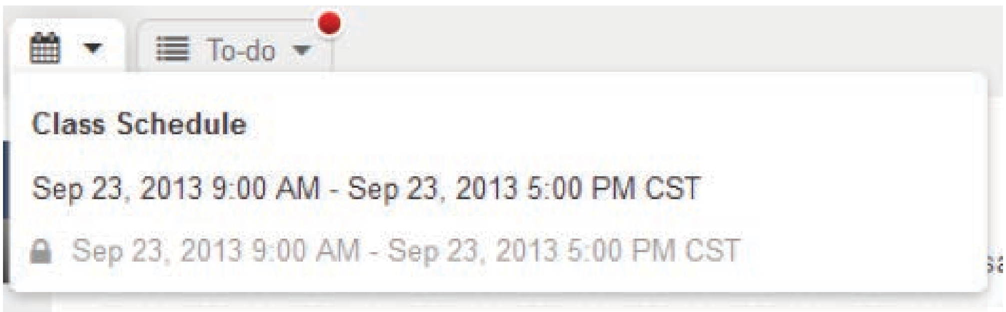


Catalog Description

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

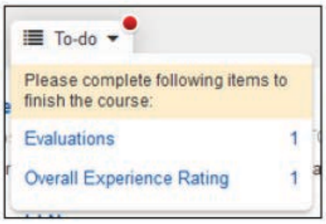


For courses that have class schedule information, an additional schedule icon will be shown in the Knowledge Center header. The schedule drop down area contains the overall class schedule start/end date and all sub class schedules for the course with past schedules having a grayed out "lock" icon to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

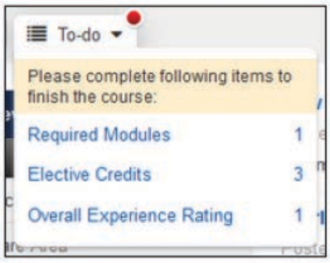


The To-do List provides a quick overview of items requiring action. When there is at least one item requiring action, a red dot indicator will be displayed on the top right corner of the To-do list drop down. Some items that might be found in the To-do list are:

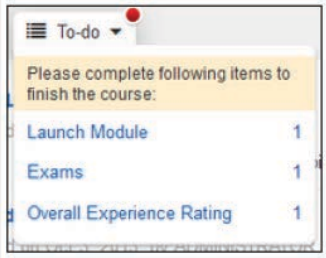
- Required Modules (for program only)
- Launch Module
- Elective Credits (for program only)
- Exams
- Evaluation
- Overall Experience Rating



Classroom To-do List



Program To-do List

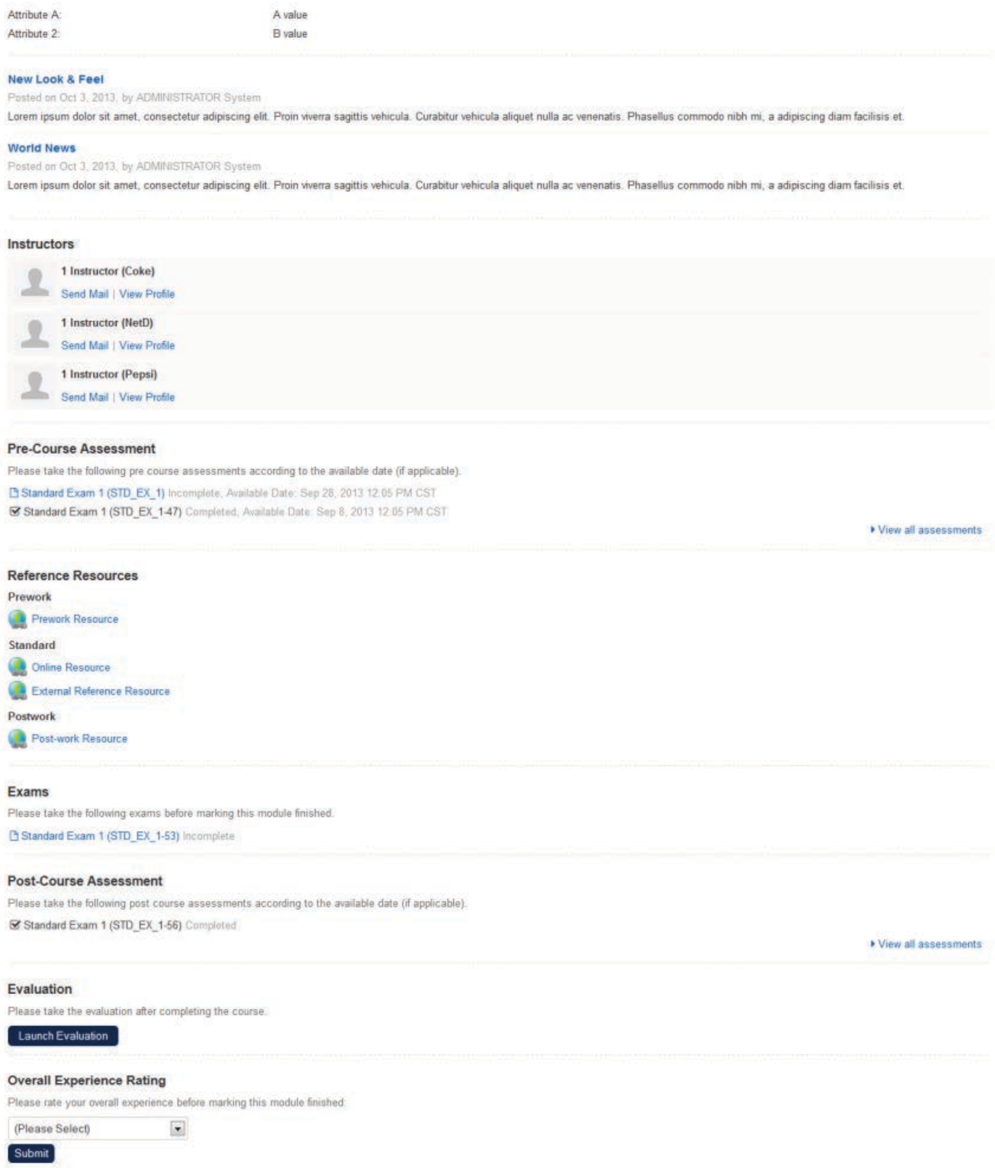


Online Module To-do List

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



Contact Group Members/Contact Instructors

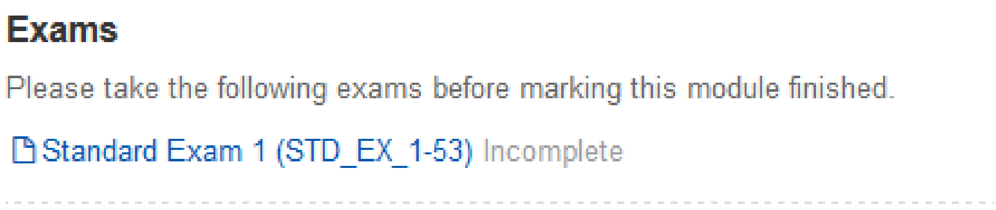
The former "Contact Learning Group" menu is now separated into 2 menu items: Contact Group Members and Contact Instructors.The group members / instructors results are now paginated in a more user-friendly display.

Contact Instructors Page

Contact Group Members Page

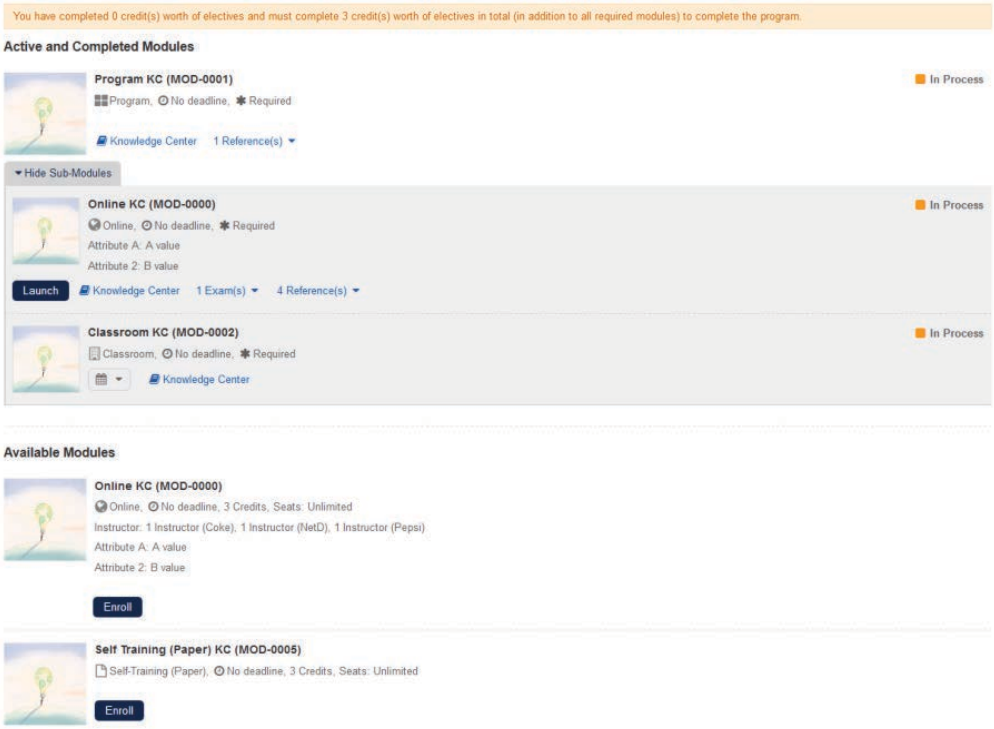
Exams

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

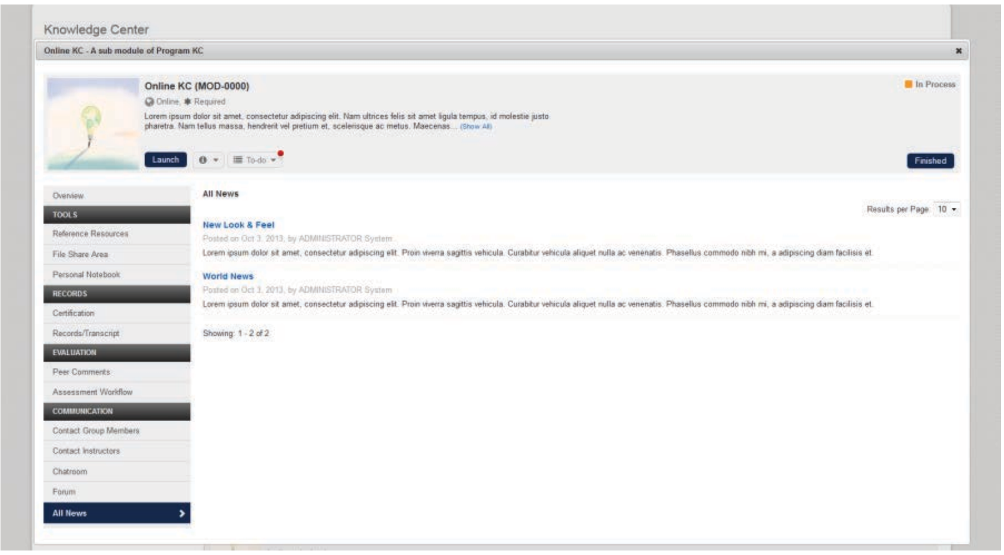


Sub Modules

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.



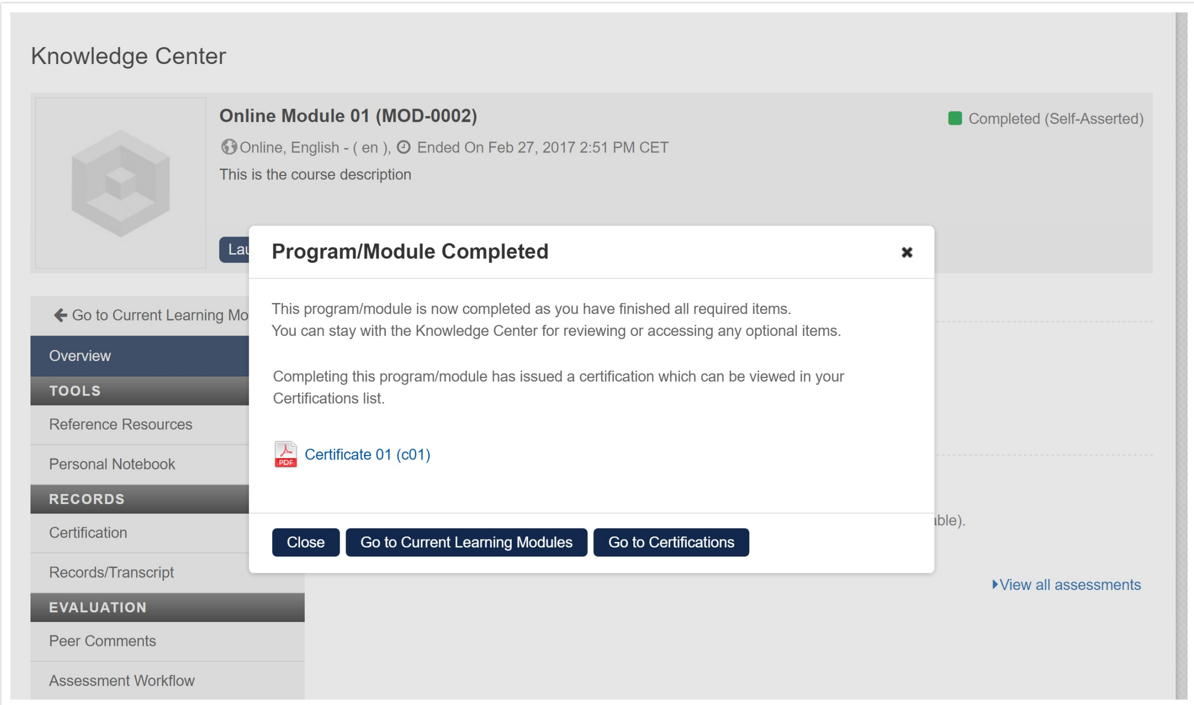
Program Sub Modules Display



Sub Module Knowledge Center Overlay

Course Completion in Knowledge Center

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 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.

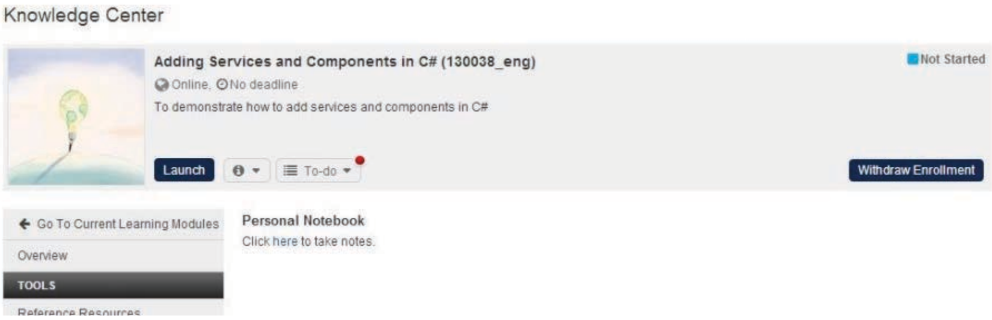
Note:

- 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.

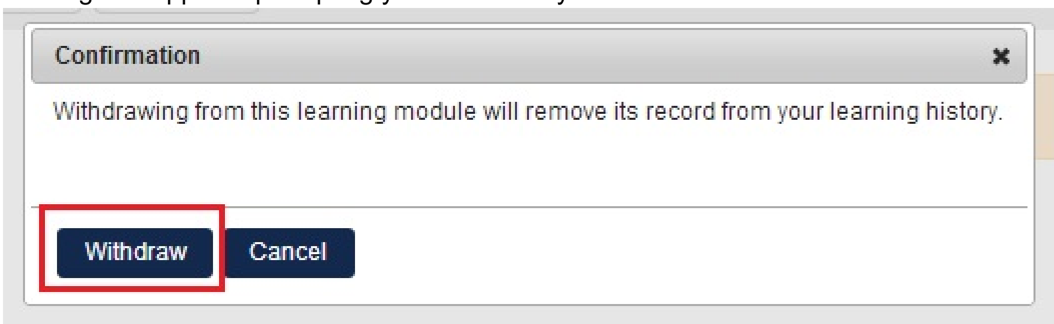
To withdraw or remove your enrollment for a learning program from the Knowledge Center:

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.



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



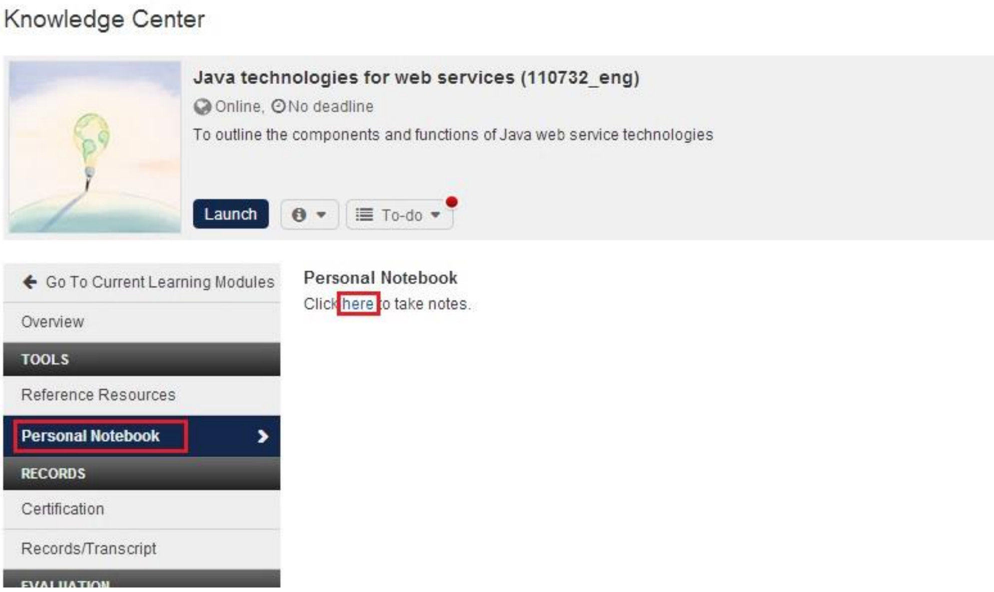
Click Withdraw will show an acknowledgement on the top part of the module.

Make Online Notes for the Selected Learning Program/Module

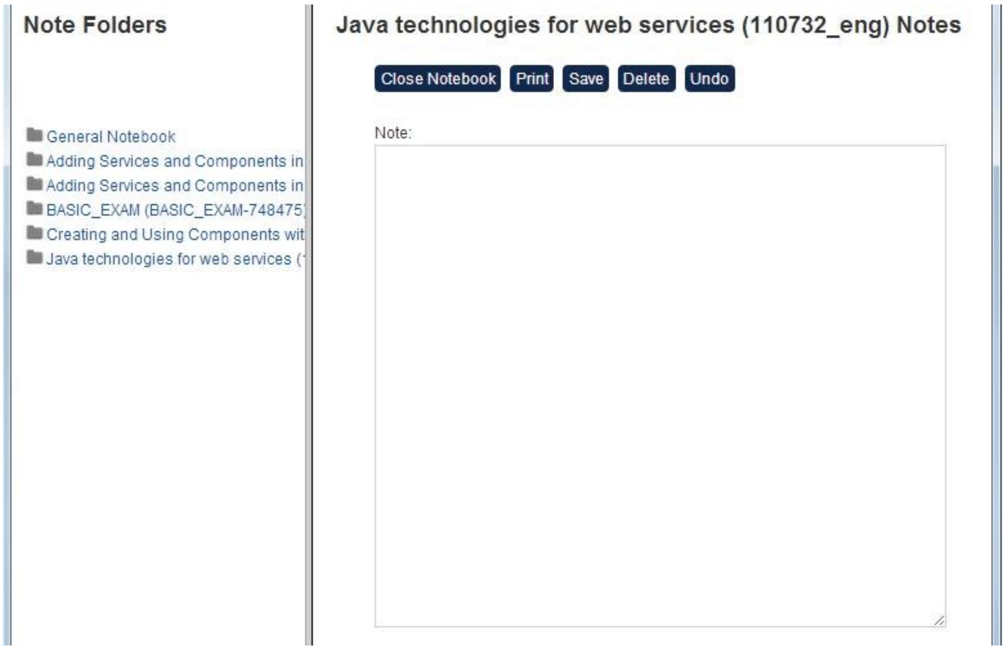
NetDimensions Talent Suite incorporates a personal notebook that allows you to take notes for specific modules or learning programs. To access the notebook from the Knowledge Center of a particular course:

1.Select **Personal Notebook** on the column, the right side of the screen will show a link that

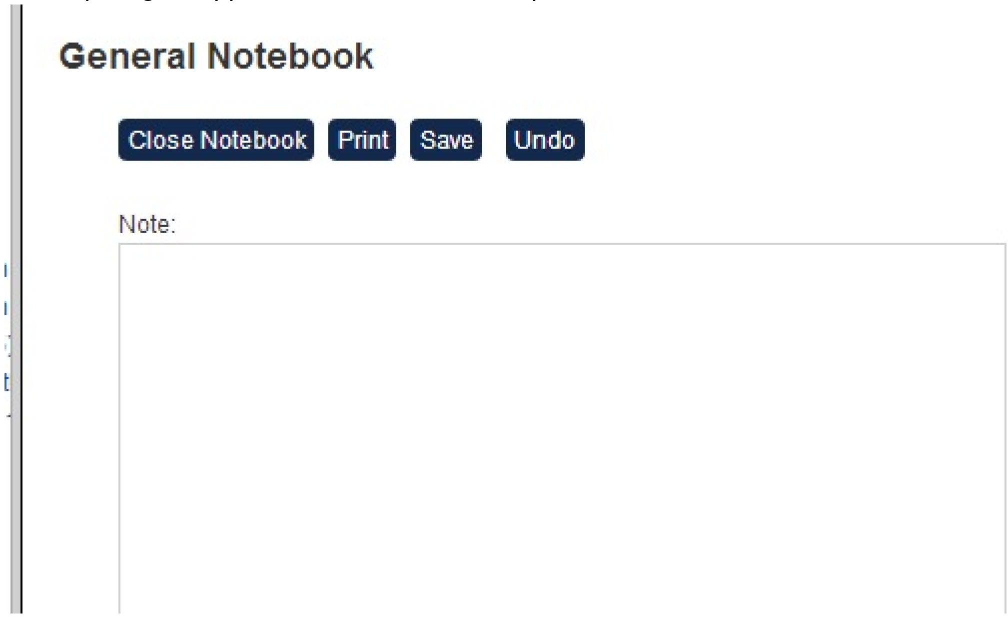
2.Click **here** in the *Click here to take notes*.



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



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).



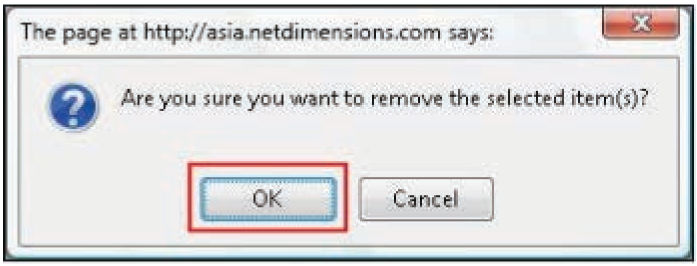
5.Type your notes in the Note area.

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.



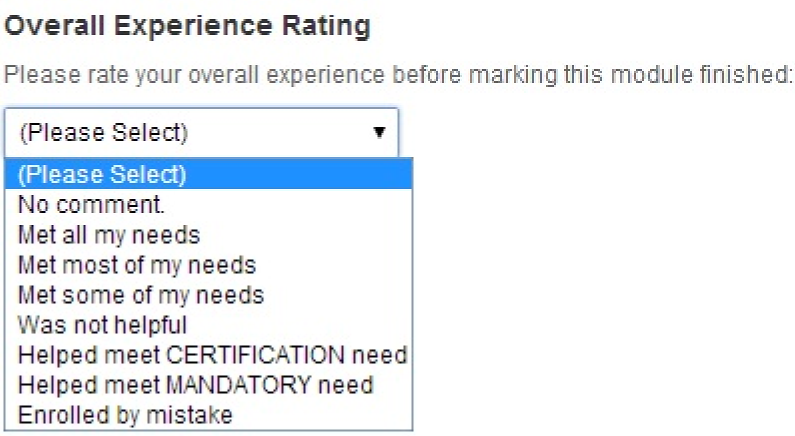
10.Click **OK** to delete the notebook or **Cancel** to keep it.

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.



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

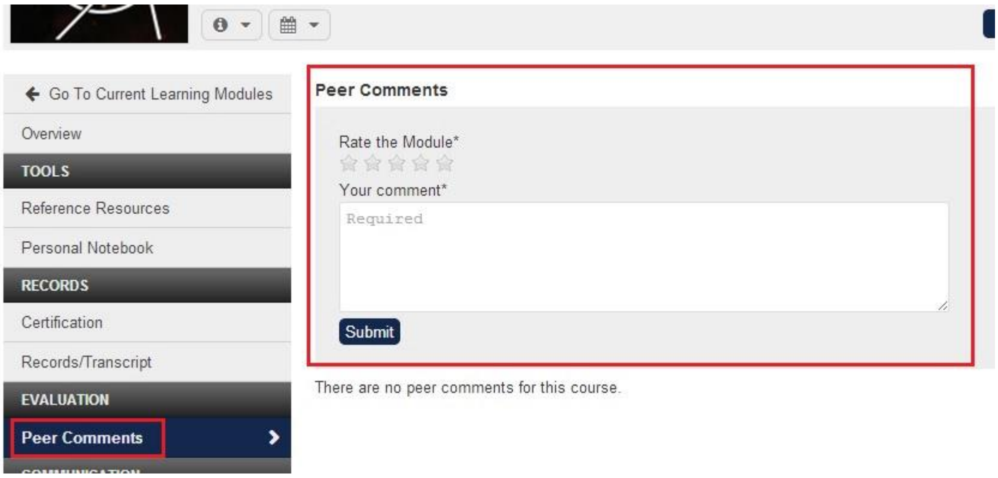
Peer Comments

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

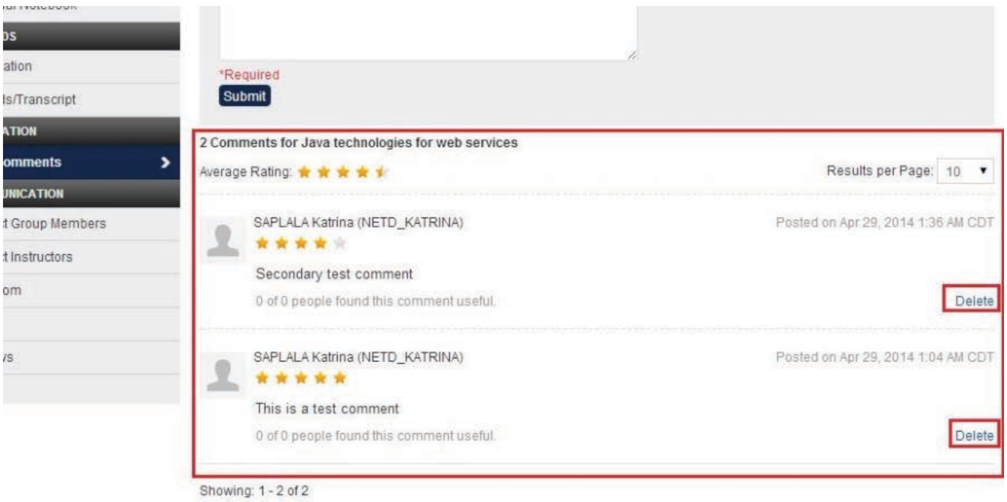
Write Peer Comments

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



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.

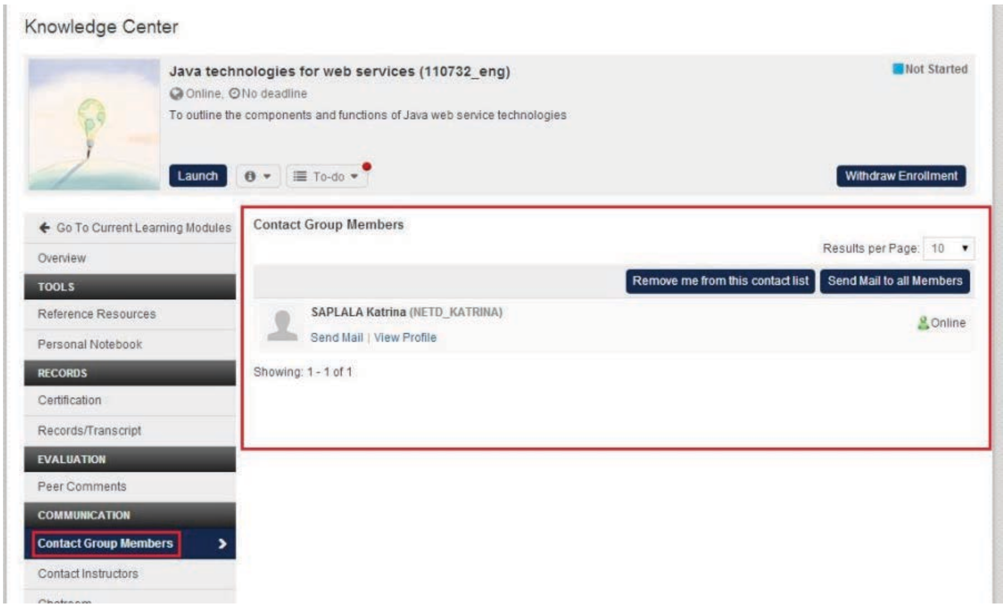


4.Click the **Delete** button if you want to remove the comment permanently.

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:

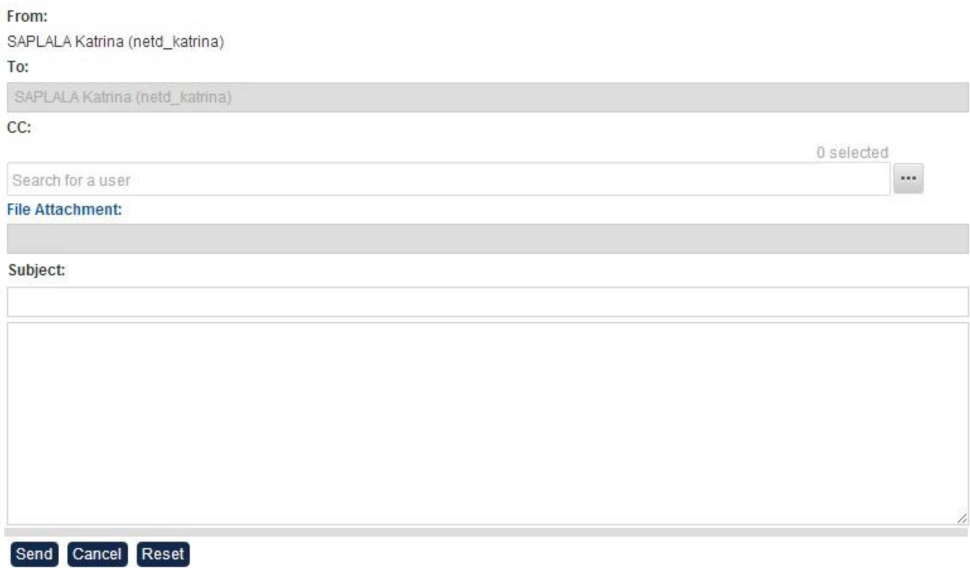
- Send a message to another participant
- Send a message to all the members of your learning group
- Add or remove yourself from this Learning Group



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.



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.

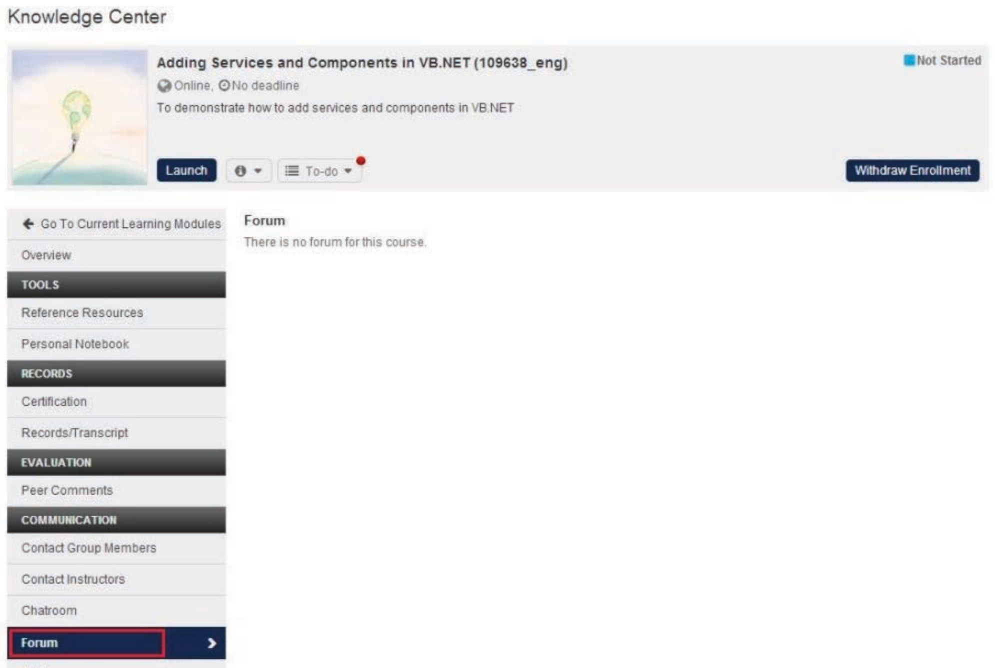
- ***Remove Your Online Profile***

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

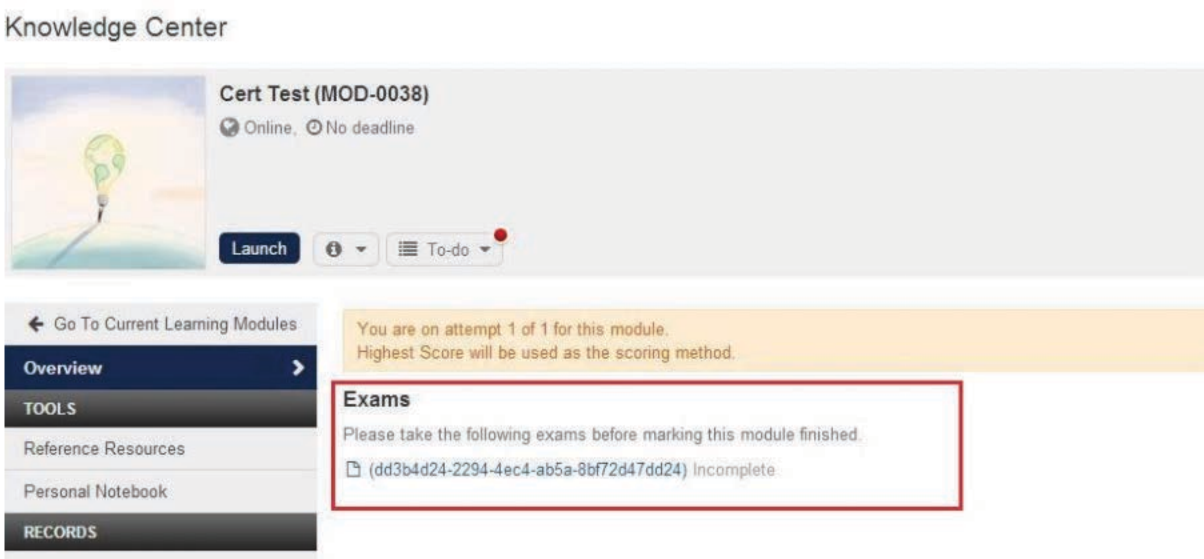
Reference Resources

Some courses include reference materials. To access these materials:

1. Click on the **Reference Resources** link.
2. A list of reference materials will appear (if such references have been included in the course).
3. Click **Open** to access the materials. The reference materials will display in a new window.

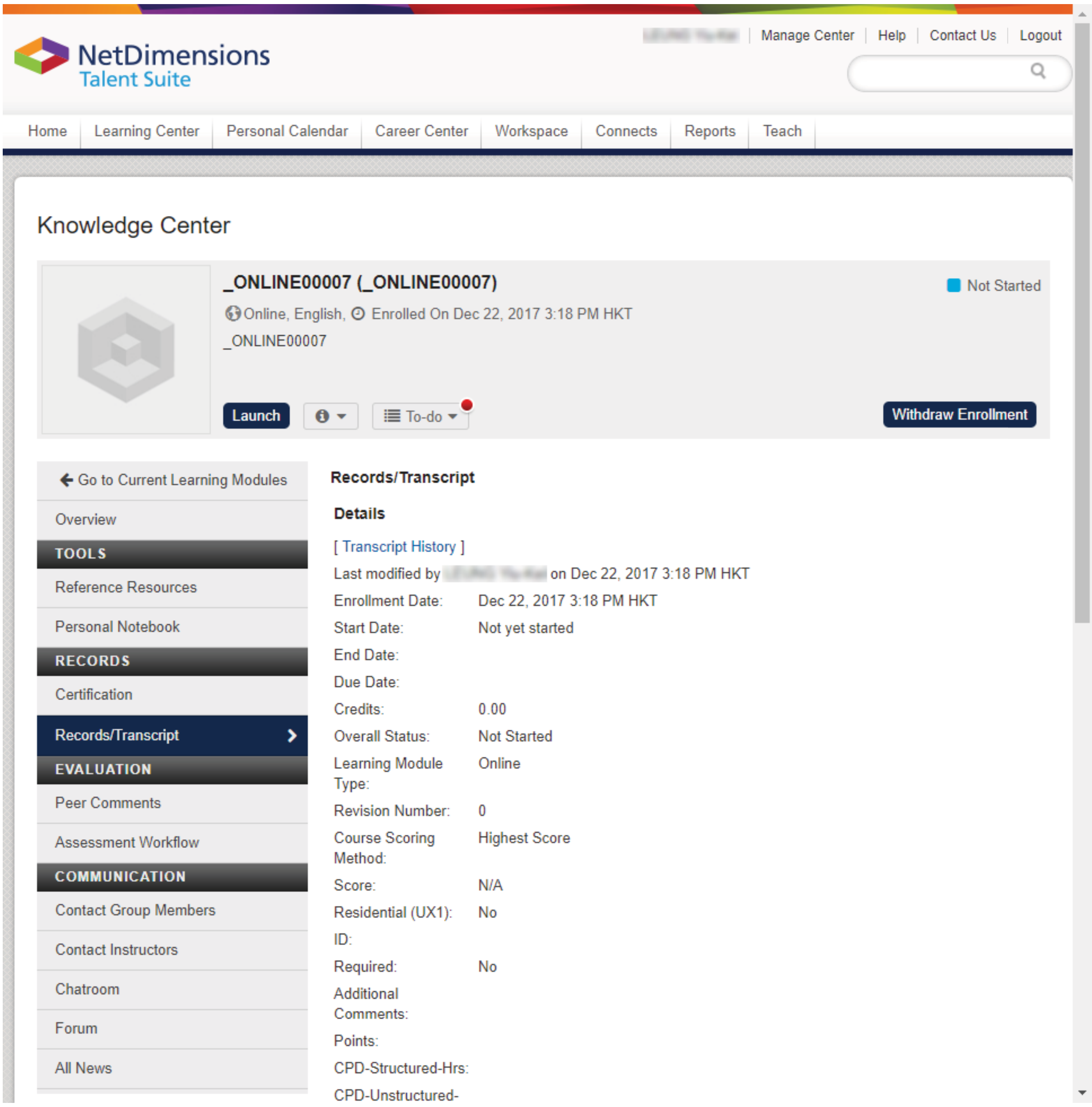
Assessments

If there are exams available for this module, it will appear immediately under the overview of the module:



Records / Transcript

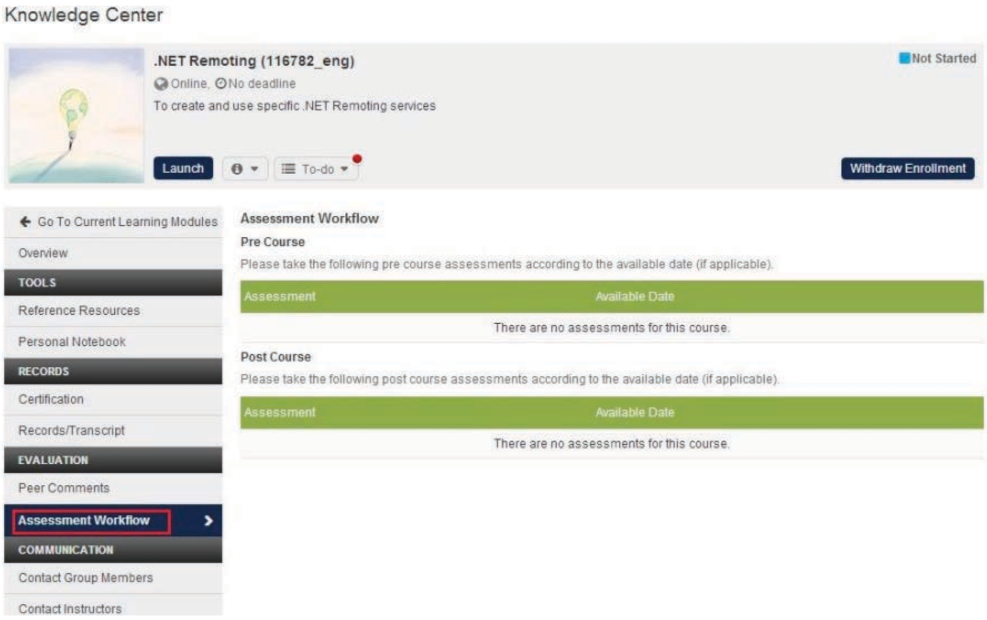
To view the Records / Transcript for a course, click **Records/Transcript**



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:



Note:

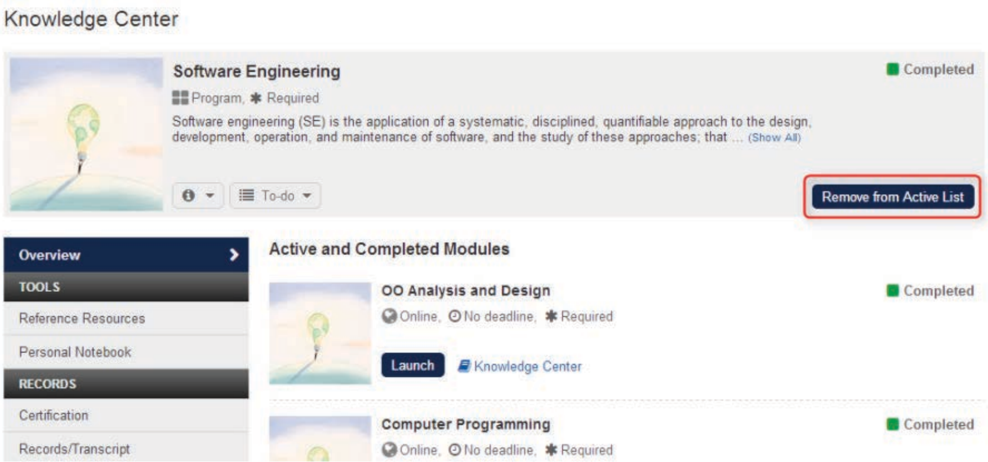
- If the assessment is already available according to the Available Date, the link of the assessment will be displayed
- If the assessment is not yet available according to the Available Date, only the assessment name will be displayed and there will be no link
- Completed exams/evaluations within the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

Knowledge Center Available in Records / Transcript

The Knowledge Center is 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.

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



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

Training Progress

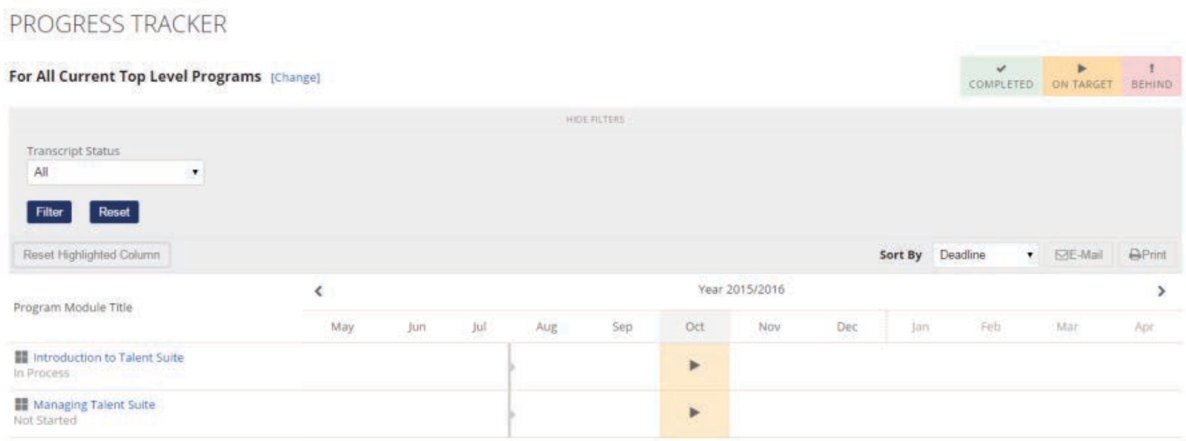
(Performance, Learning)

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:

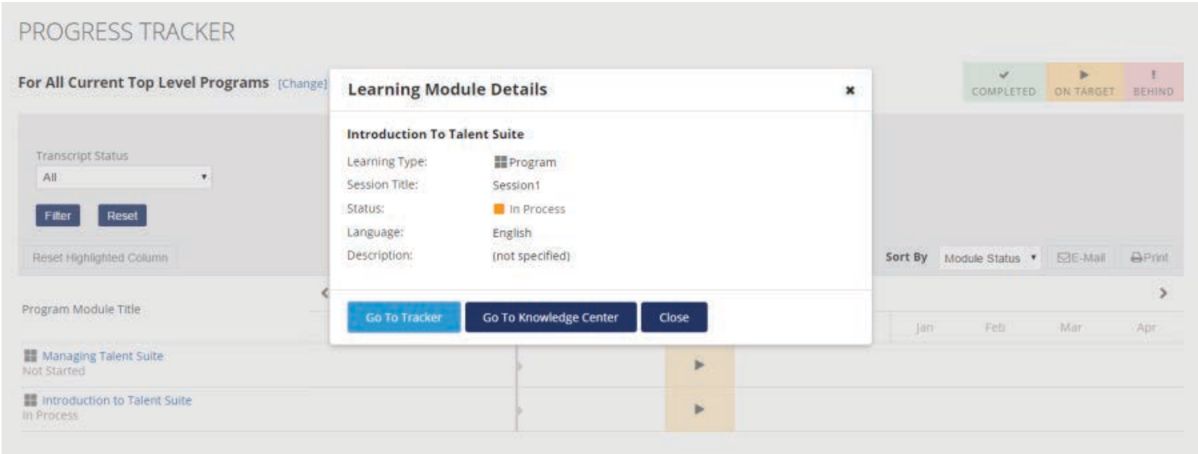


You will find Progress status and an accompanying link to the Progress Tracker at:

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

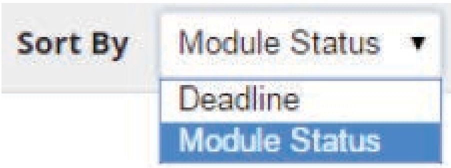
At the root level, the Progress Tracker lists all top level programs with their respective progress statuses. The calendar, by default, shows one calendar year of information with the current month centered. Information such as the module's enrollment date, completion date, program due date and module's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

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.



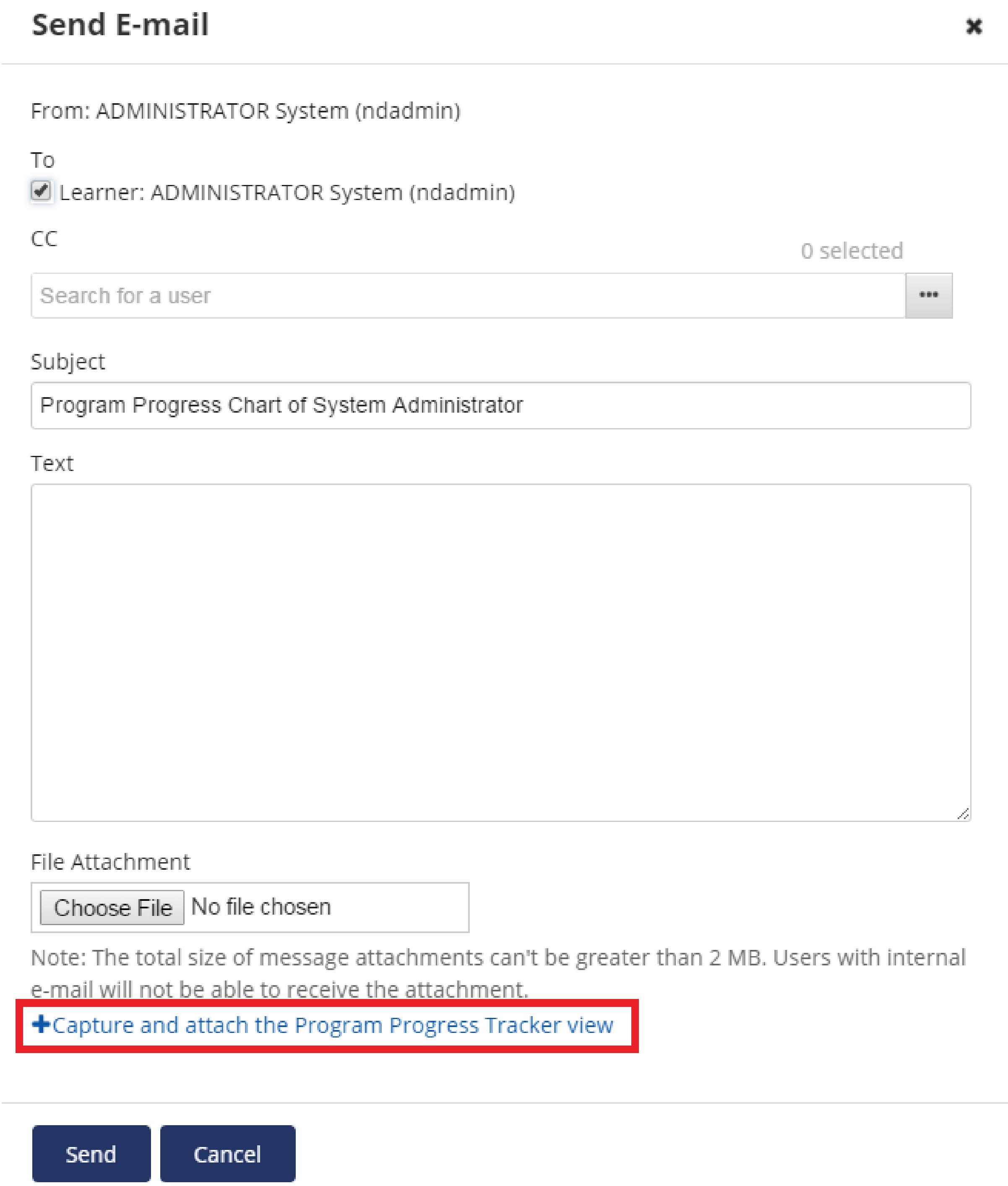
There are 2 types of filters for showing the Transcript Status and an option to show optional courses:

Modules can be sorted from deadline and module status:



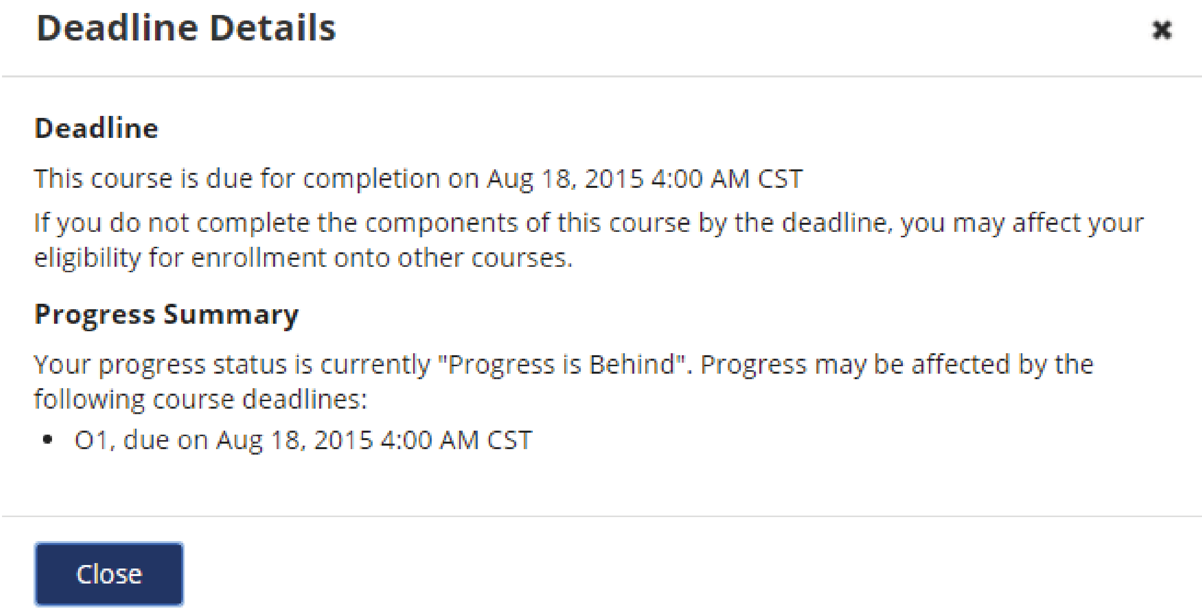
Email

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:



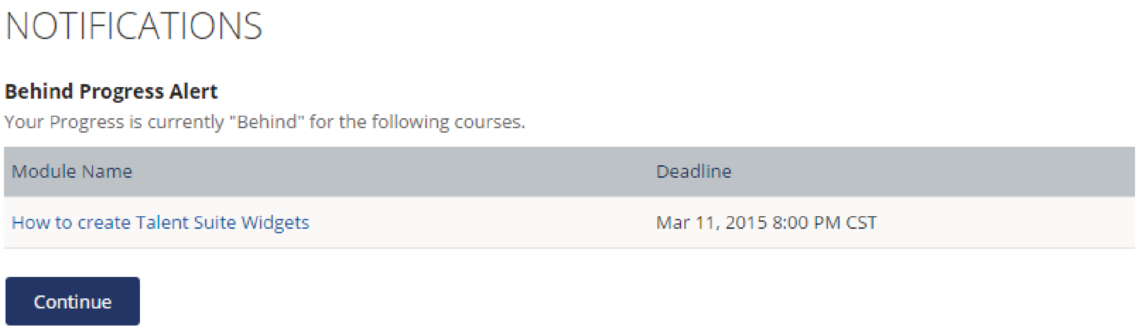
Deadline Details

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.



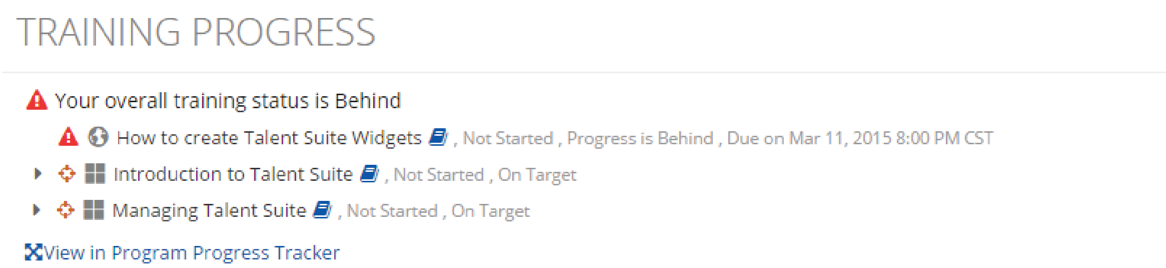
Login Notifications

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:



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".



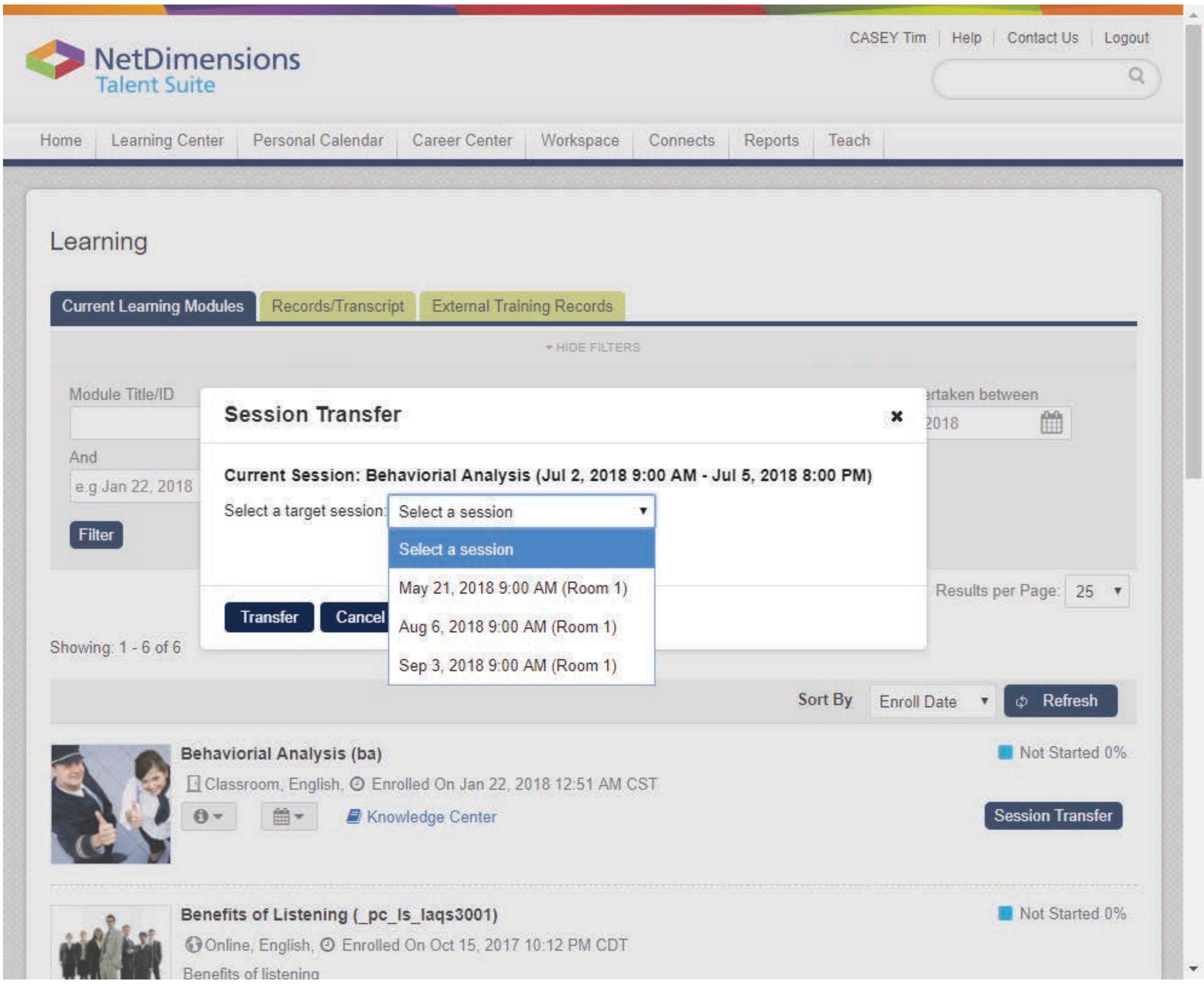
Withdrawing From Courses

If allowed, you may be able to withdraw your enrollment from a course. This can be done through the Current Learning modules or the Knowledge Center, if enabled.

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:

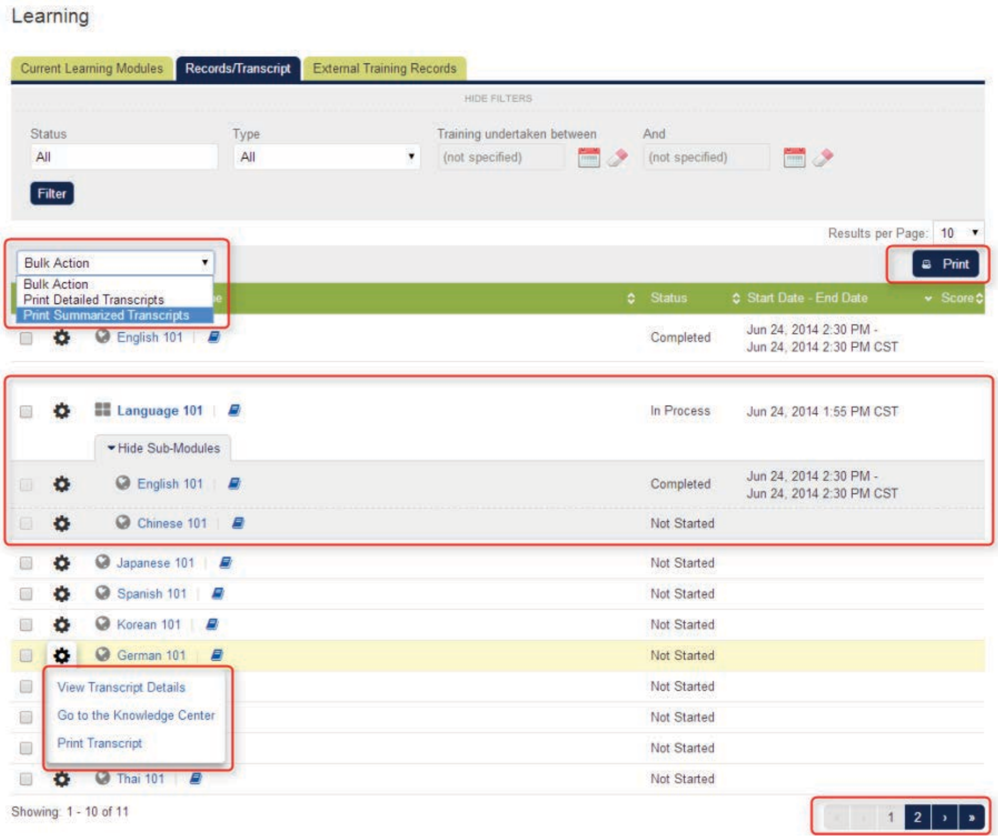
1. Search for / select from **Current Learning Modules** the Module to transfer.
2. Click **Session Transfer**, and then select the desired session to transfer to from the popup windows.



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



Transcript Details

Go to "View Transcript Details" to see more information:

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

Where e-Signatures have been employed, e-signature records are also accessible:

eSignature Records

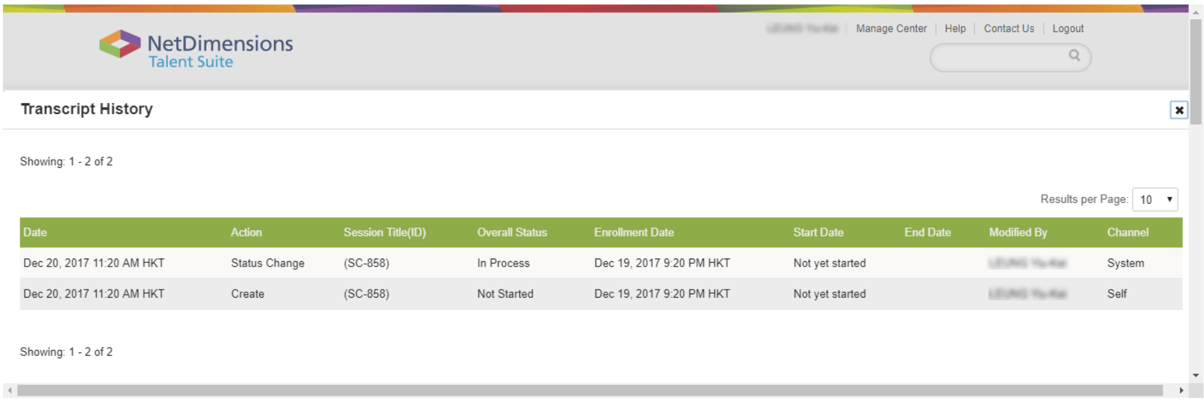
Results per Page: 10

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

Viewing Transcript History

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



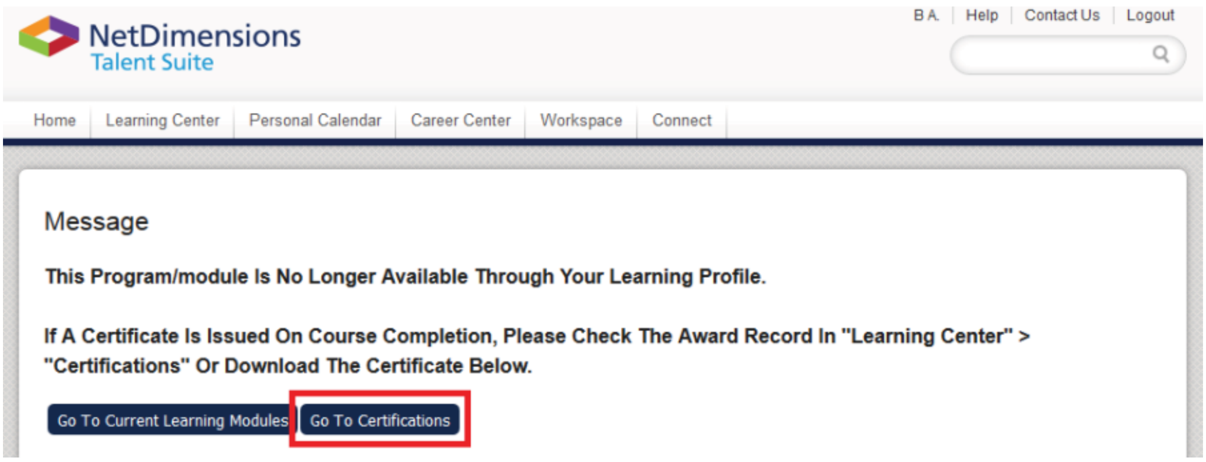
Note:

- 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]**.

Completed Courses

Certifications

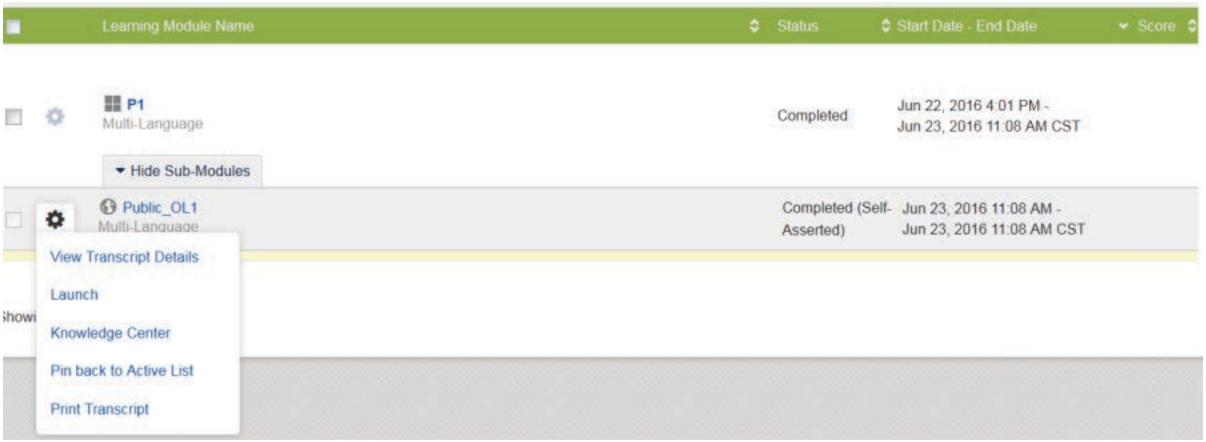
If completing a course contributes to a certification award, then the learner can follow links to the Certifications listing page on course completion:



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

Actions for Completed Courses

Completed courses will be listed at Records/Transcript with the following actions:



View Transcript Details

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

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 .

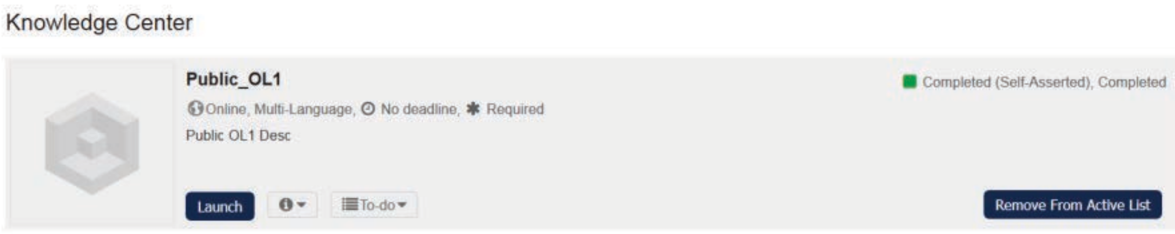
Knowledge Center

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 .

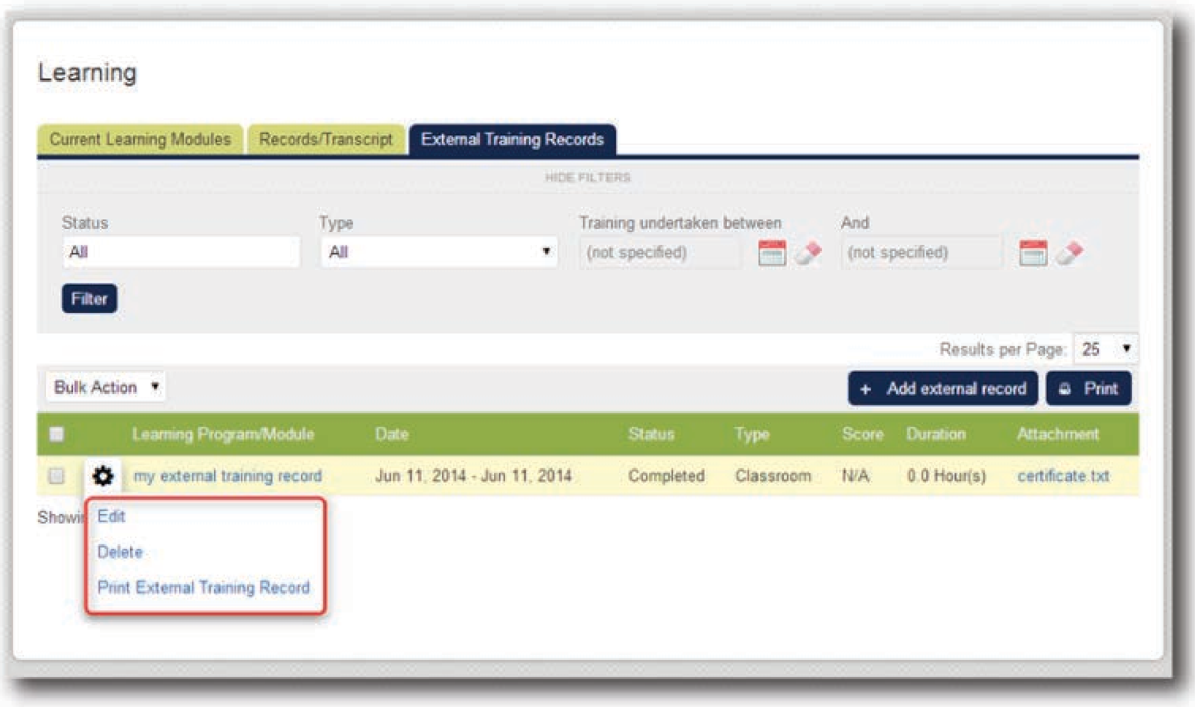
Pin back to Active list

This function will pin the course back to the Current Learning Modules with completed status. In the Current Learning Module List and Knowledge Center the course will have a "Remove From Active List" button. 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**.**



External Training Records



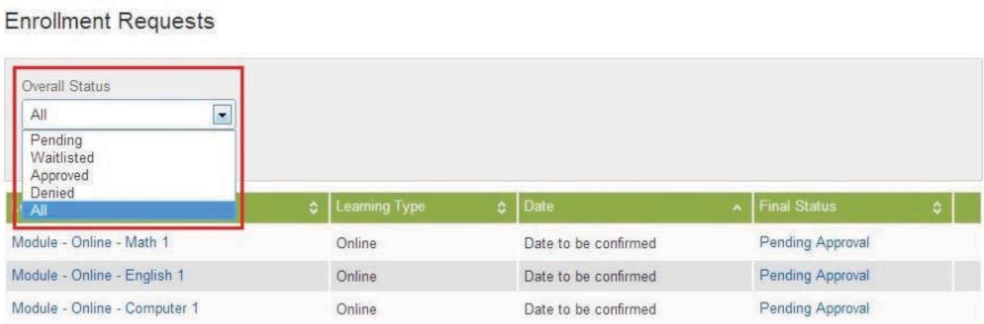
Depending on access controls, users can:

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

(available for Performance, Learning, and e-Learning only)

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



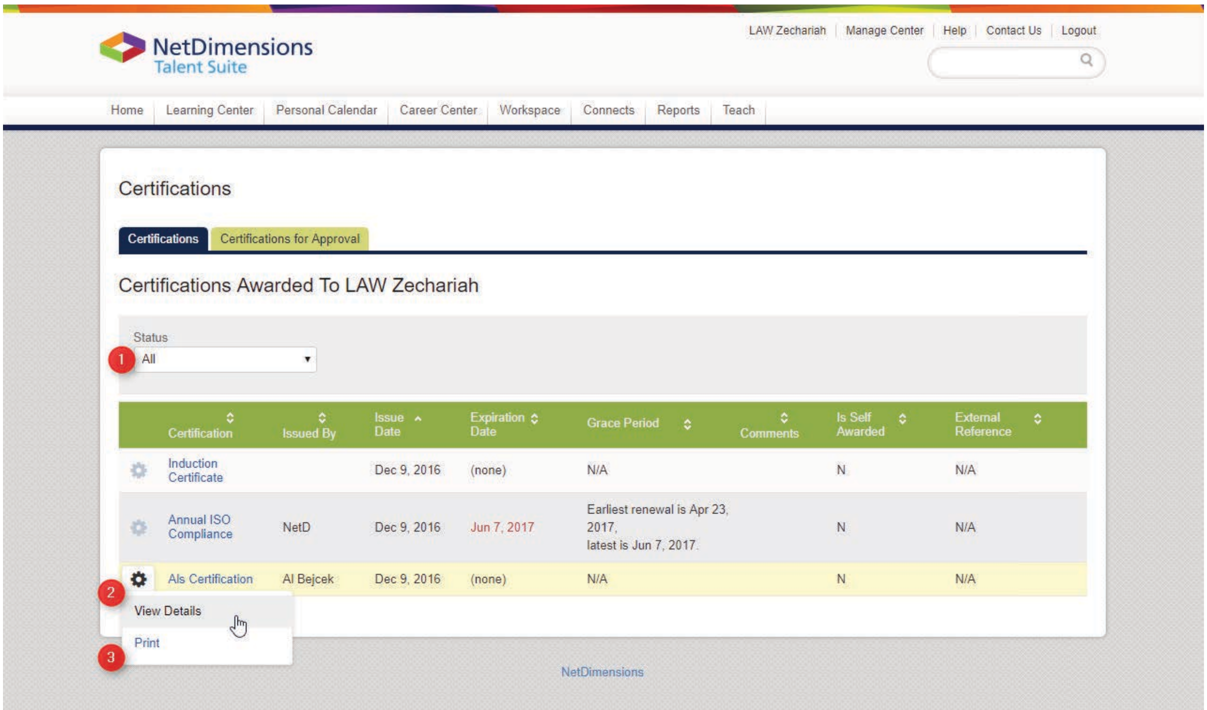
Clicking on the Learning Program/Module link to display the Course Catalog Information. Clicking on the Status will open the request details where you can send a gentle reminder to the approver if applicable:

Certifications

(available for Performance and Learning only)

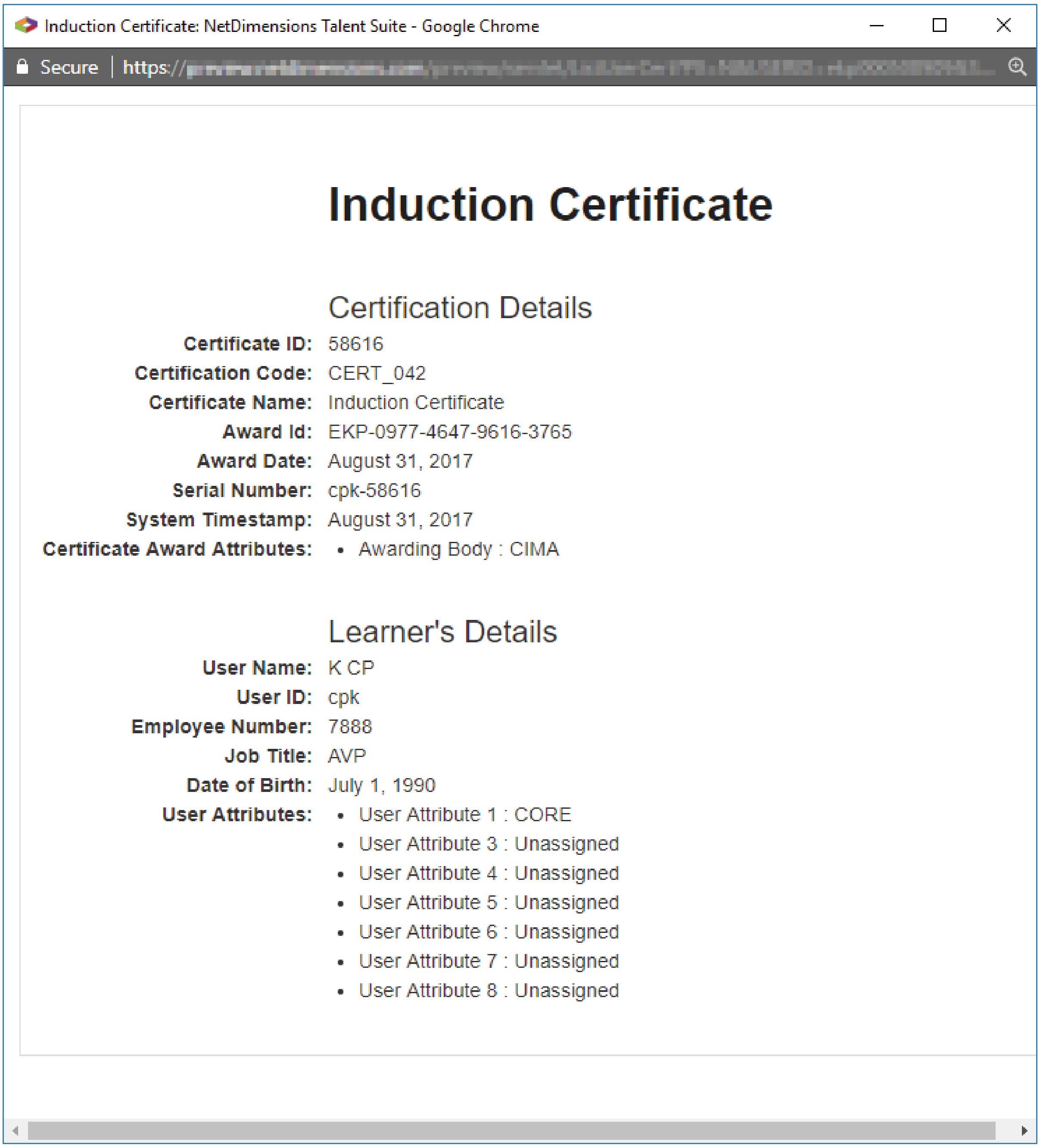
Certifications can be automatically awarded on completing exams or modules in the system. They can also be added to the Users' records in relation to qualifications obtained outside of the system. The list of certifications attained can be found at **Learning Center** > **Certifications**, where you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

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



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 ( ).

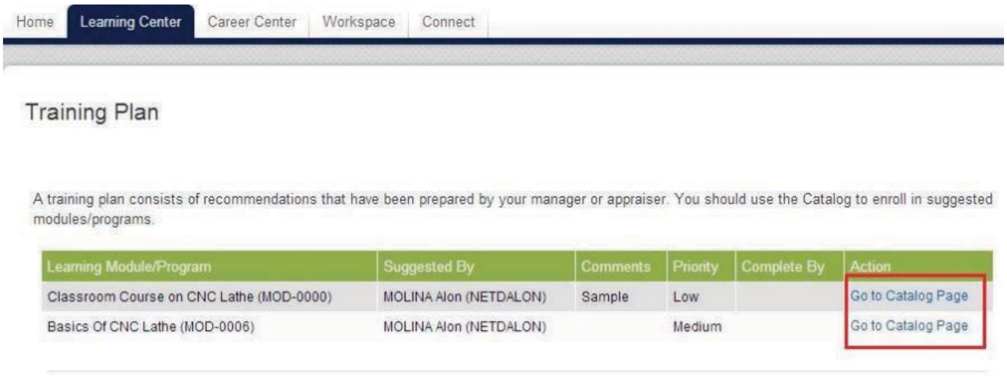
The Certificate will be displayed as a PDF in a new window. Use the Browser's Print function to print a hard copy.

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

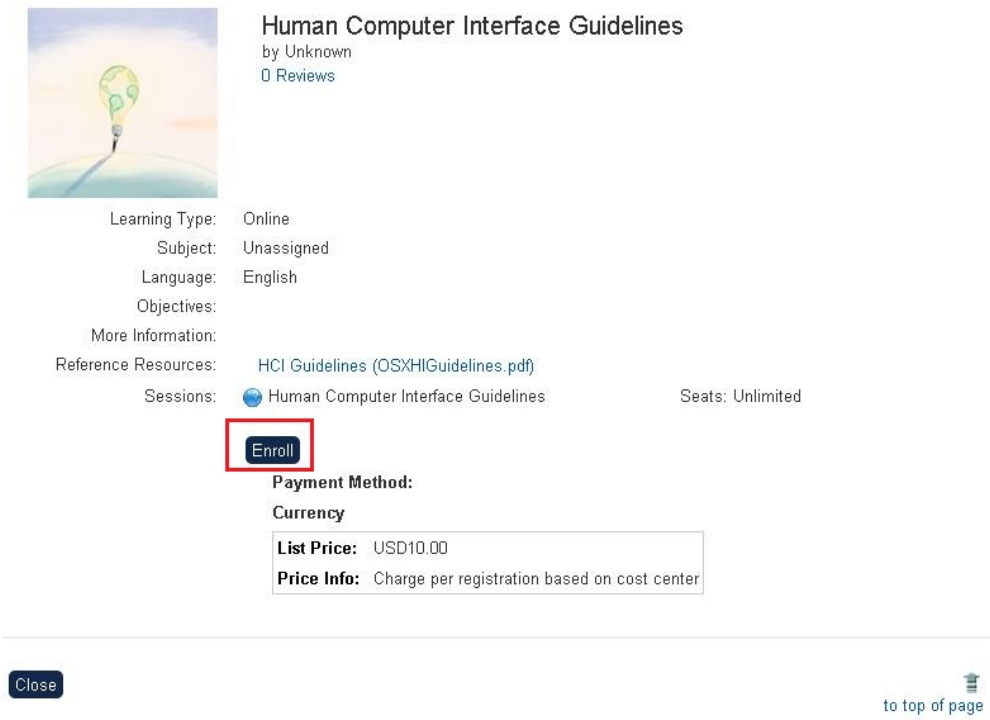
Training Plan

(available for Performance, Learning and e-Learning only)

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:



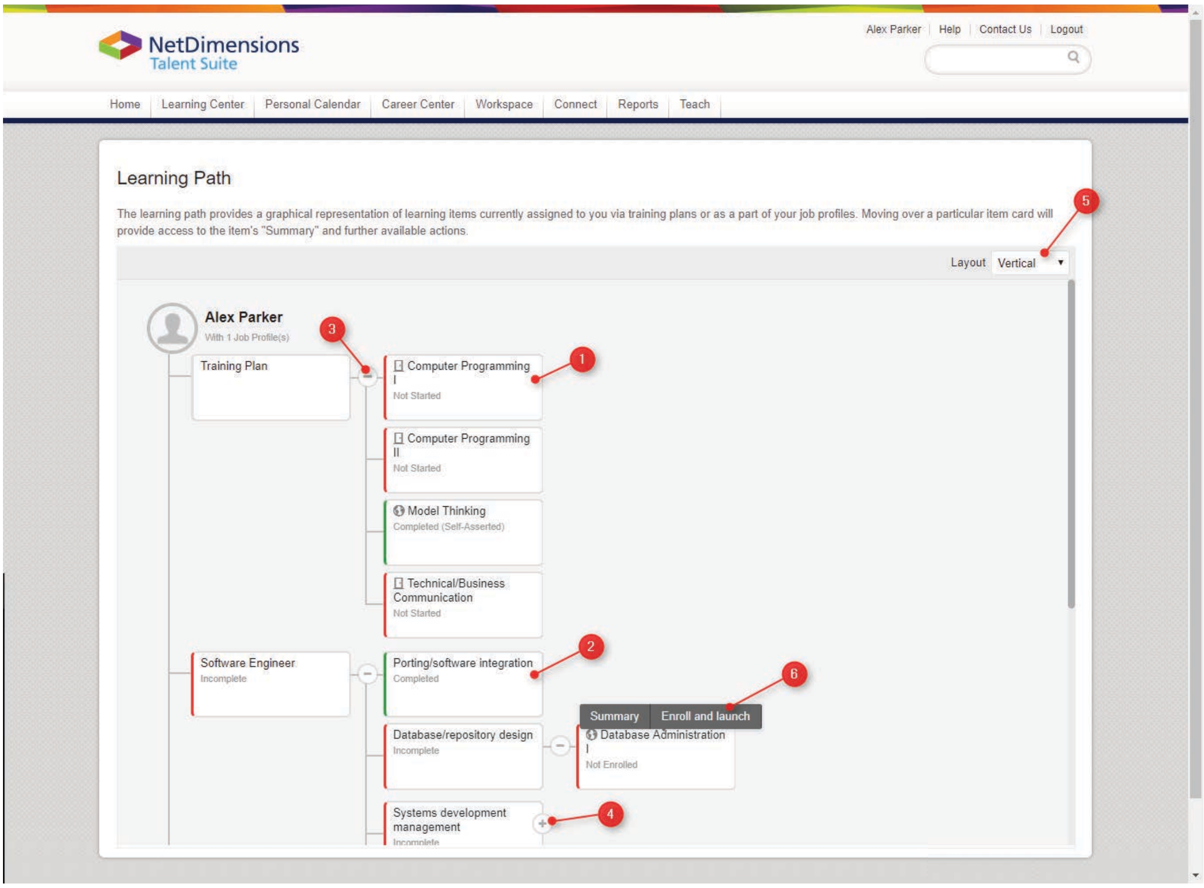
Clicking on the **Go to Catalog Page** link will launch the course catalog page from where you can enroll:



Learning Path

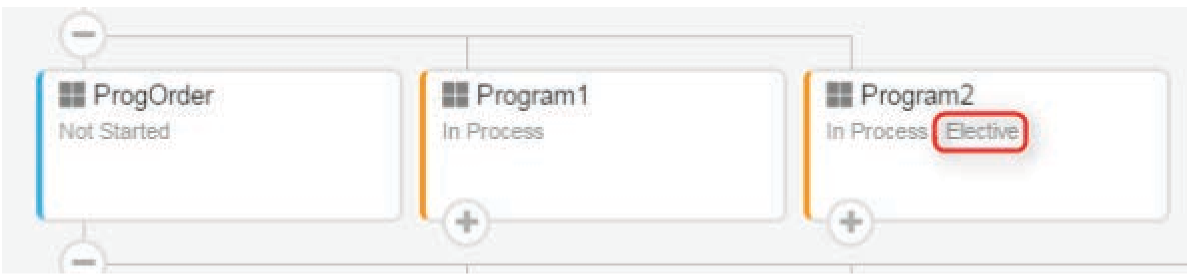
(available for Performance and Learning only)

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.



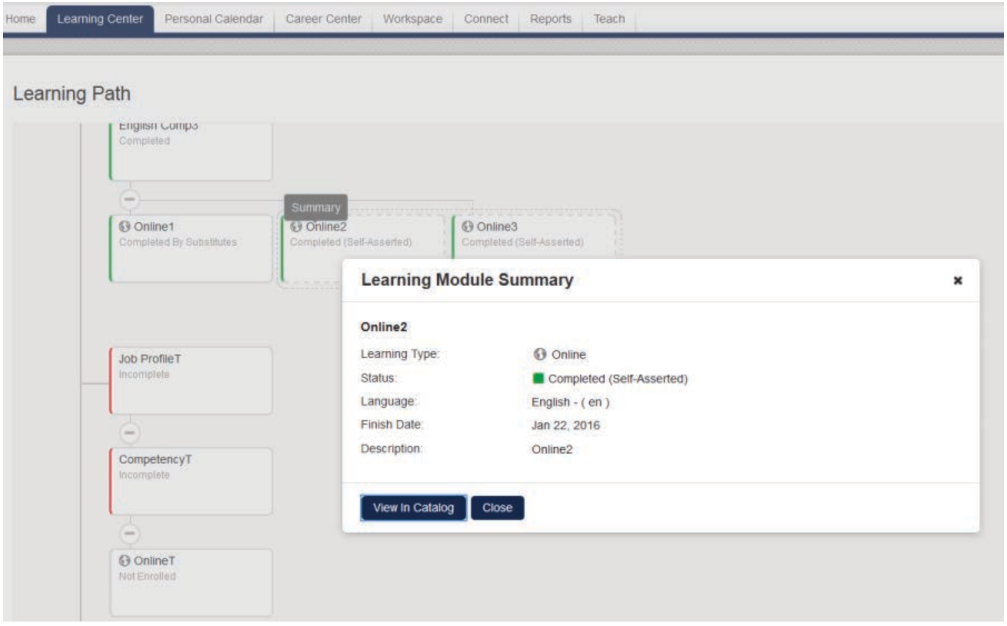
Color Coding

- *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. *Gree n* 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 Search

Viewing Scheduled Learning Activities

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.

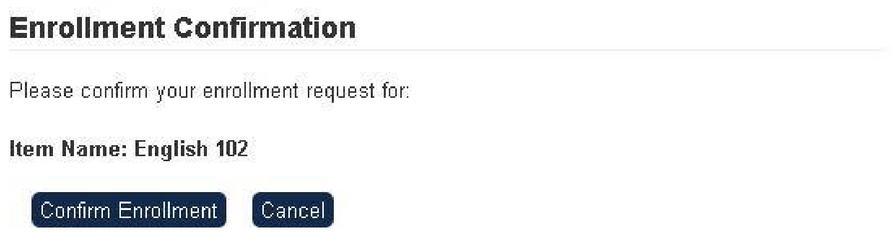
Enrolling into a Learning Module

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.

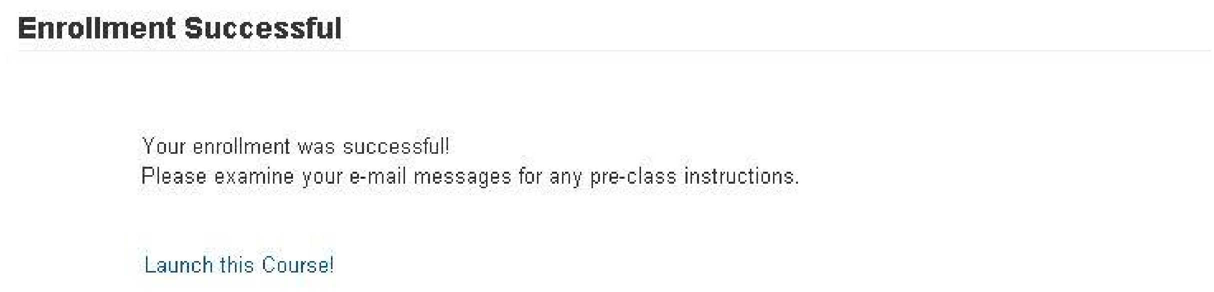
3.Click the **Enroll** button.

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



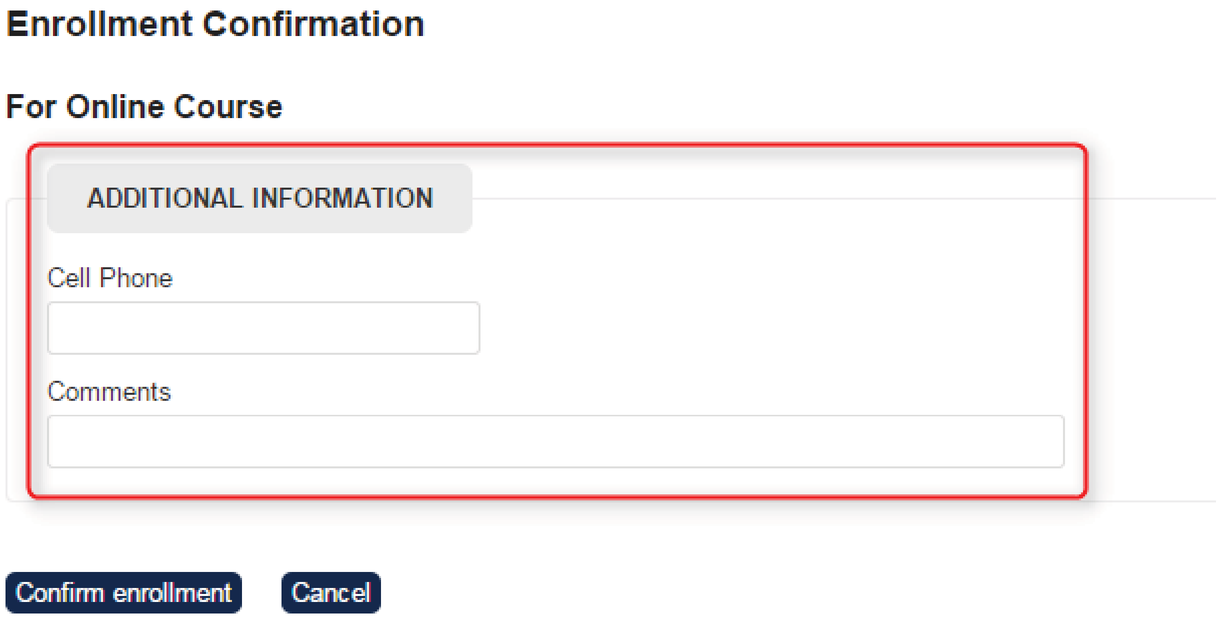
5.A message will indicate if the enrollment was successful or if problems occurred.

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



Additional Enrollment Information when no Approval

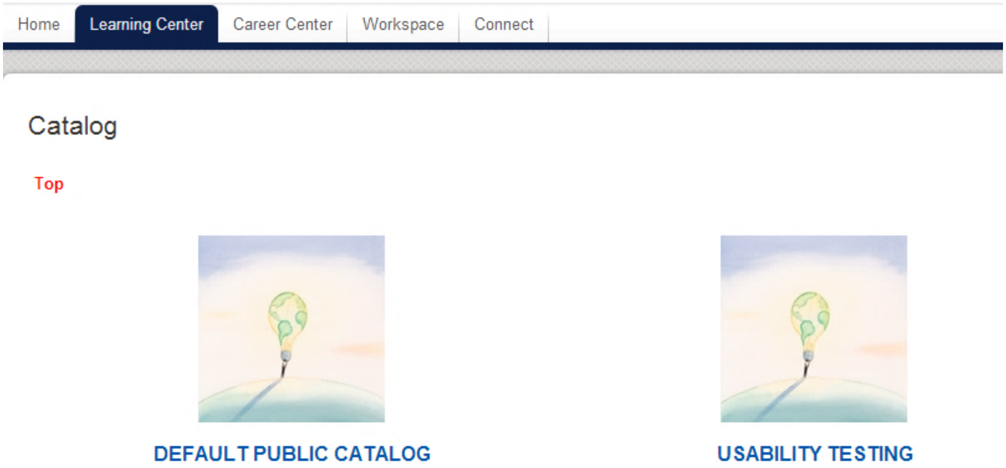
When enrolling on a course which requires additional enrollment information but no approval is required, prompt for additional enrollment information will be shown on the confirmation screen. After filling out the information and pressing the submit button, enrollment action will continue as normal.



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

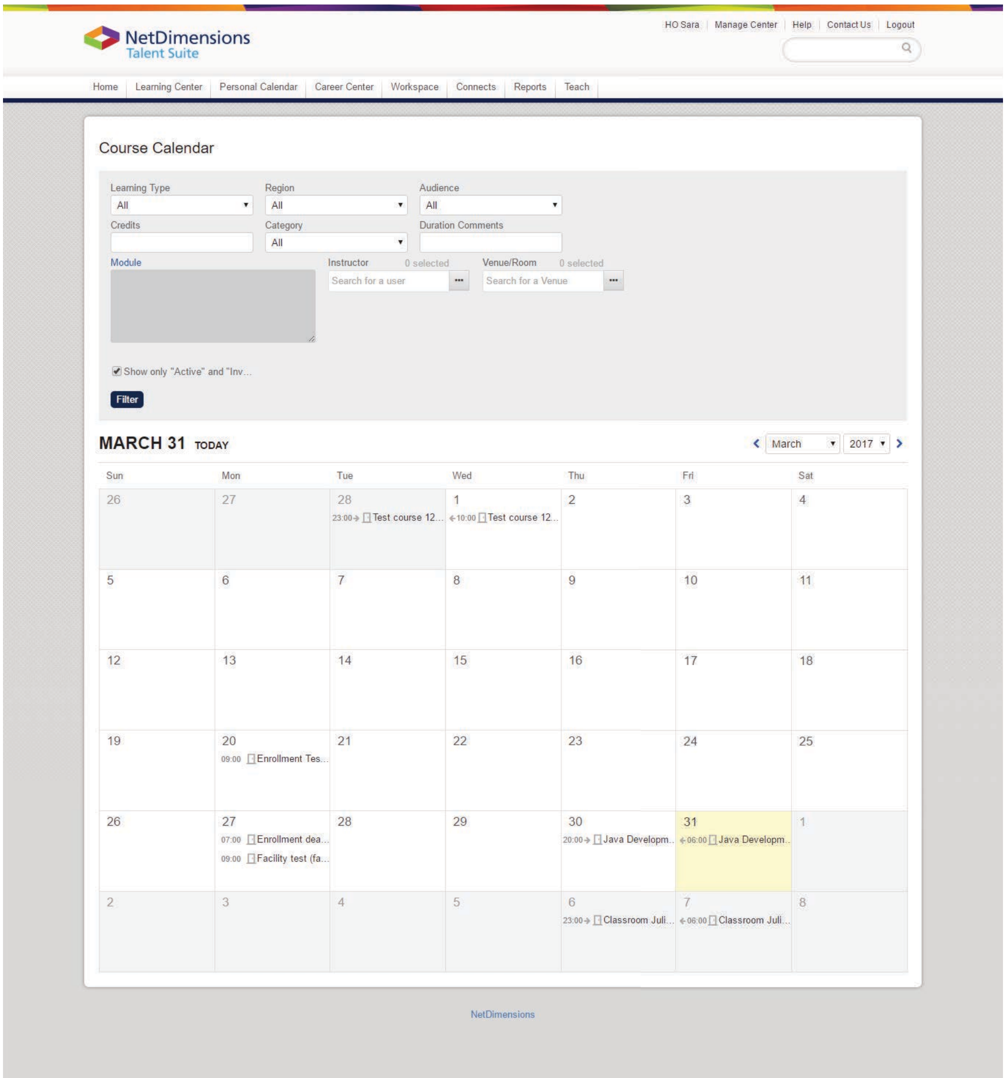
Catalog Browser

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



Course Calendar

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



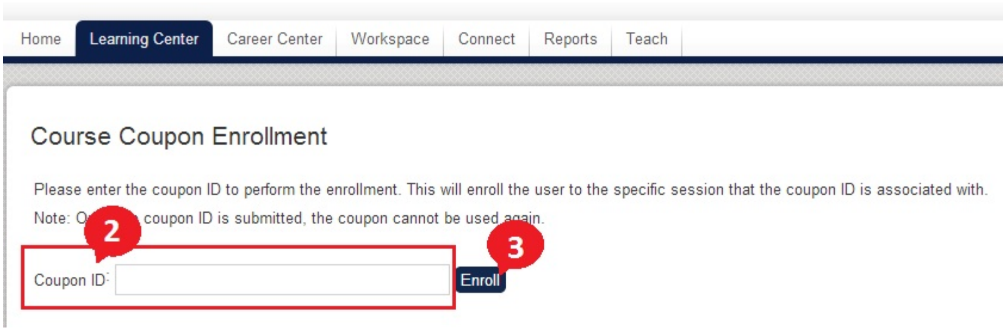
Course Coupon Enrollment

(Available for Performance, Learning, and e-Learning only)

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 LMS 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.

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

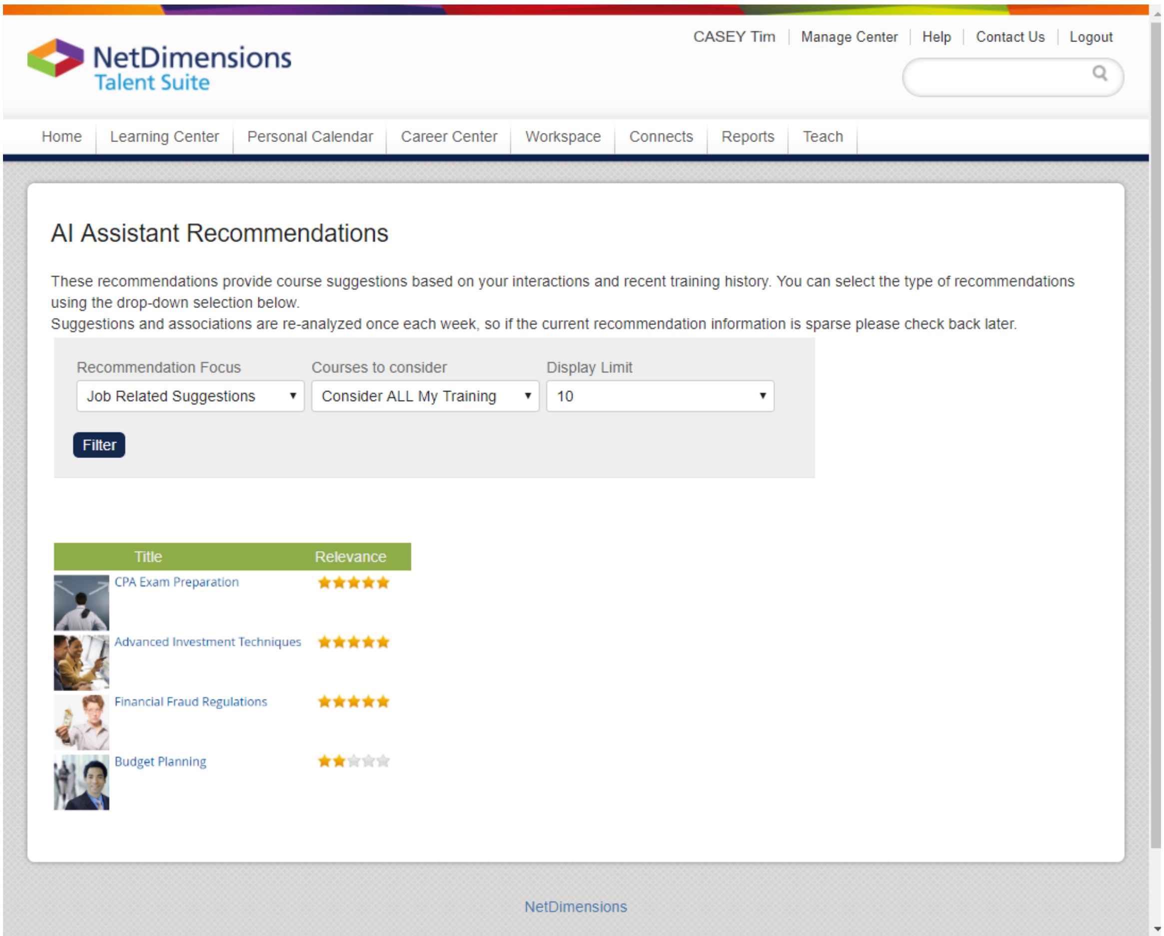
The recommendation filter can be refined by three parameters.

- **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**").

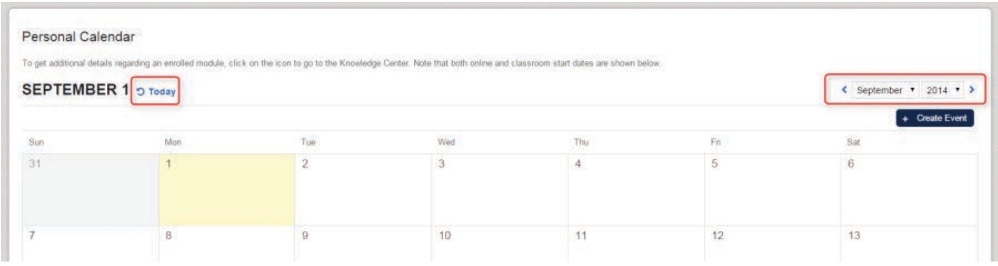


Results

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.

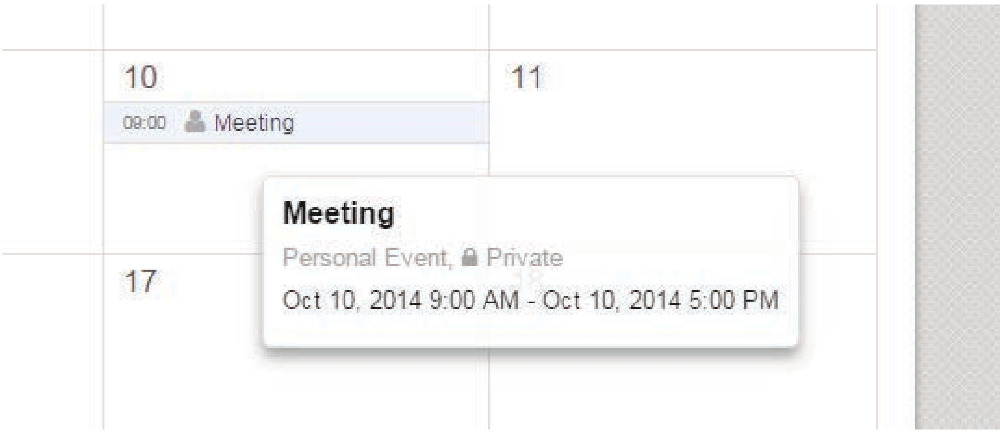
Personal Calendar

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

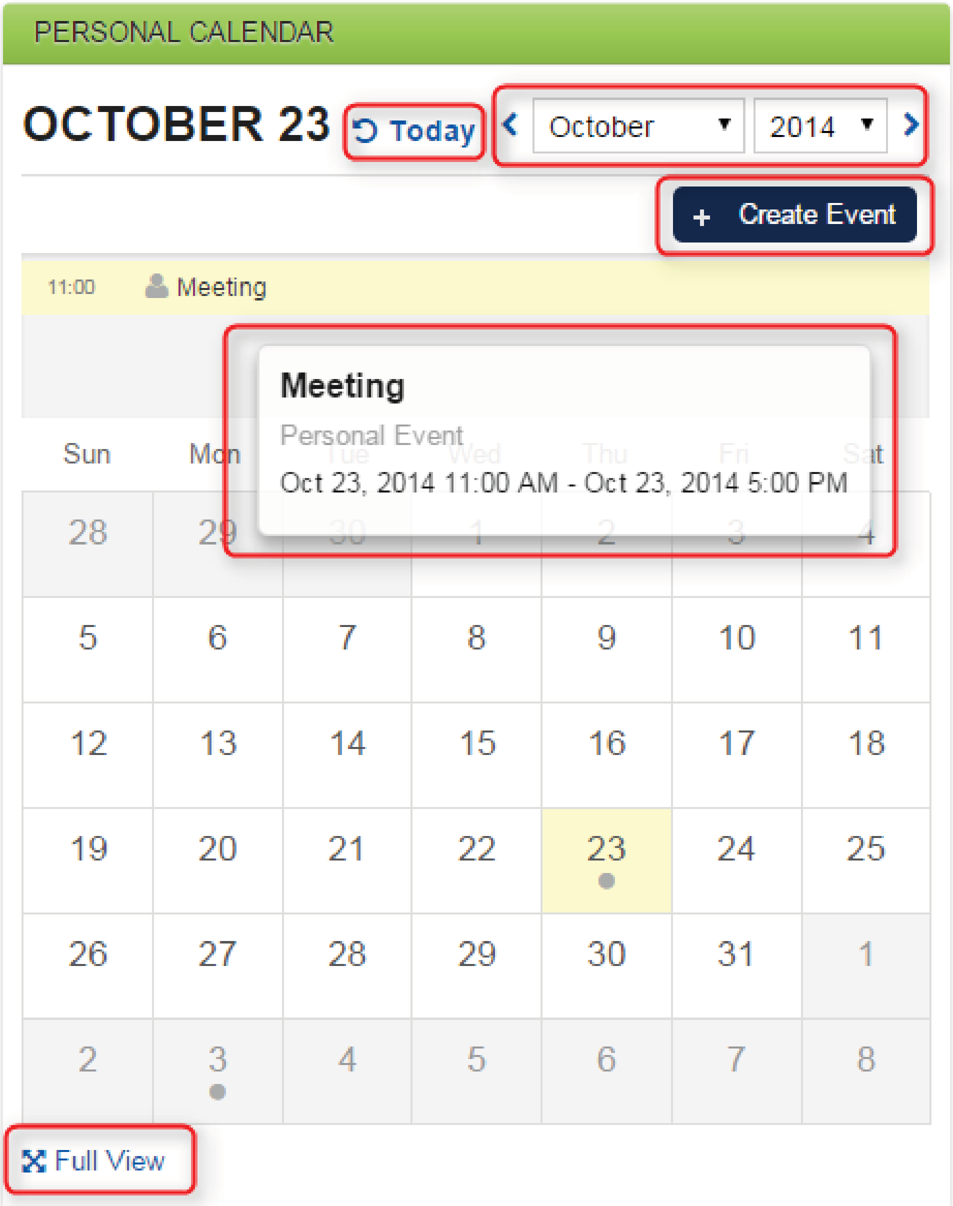


The following information is shown as a mouseover tooltip:

- 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:



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

The Career Center

Functions included in a Learner's Career Center are:

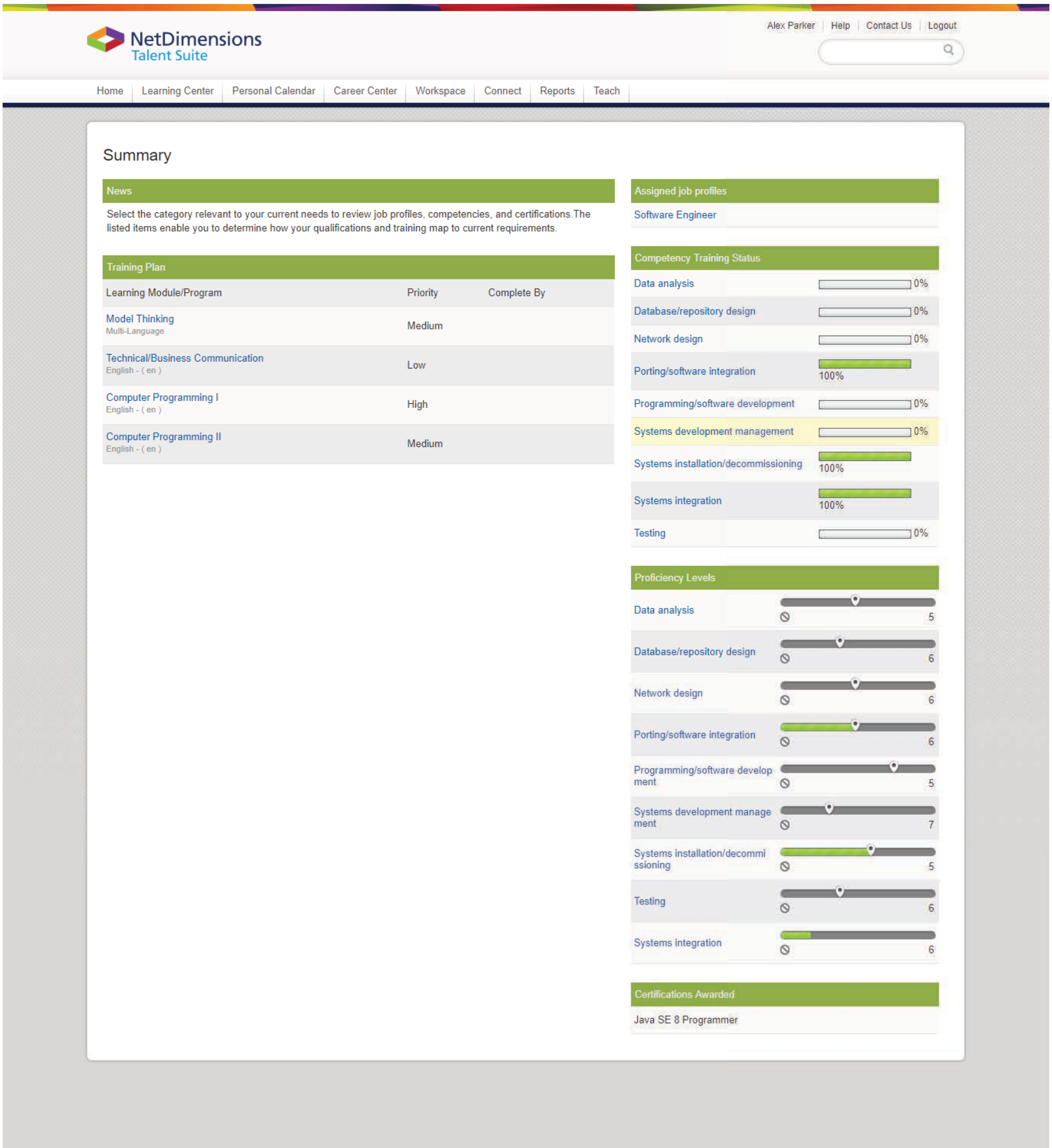
- Summary of all assignments
- Assigned Job Profiles, with additional description and requirement details
- Completed Competencies; with additional description and requirement details
- Certificates Achieved
- Training Plan
- Performance Review
- Training Gap Analysis, to examine the gap between the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

Summary

(Available for Performance and 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



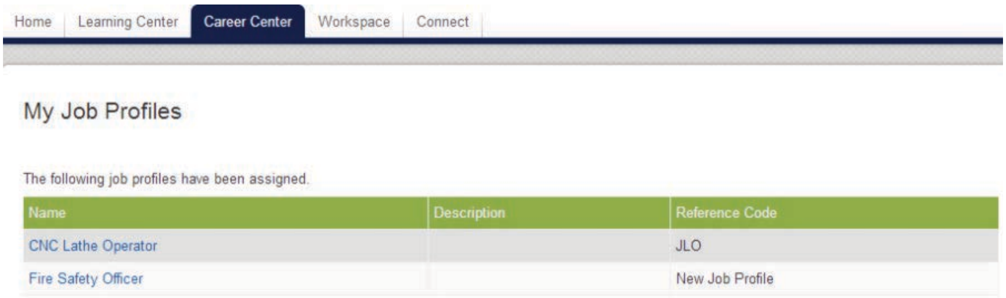
Job Profiles

(Available for Performance and Learning)

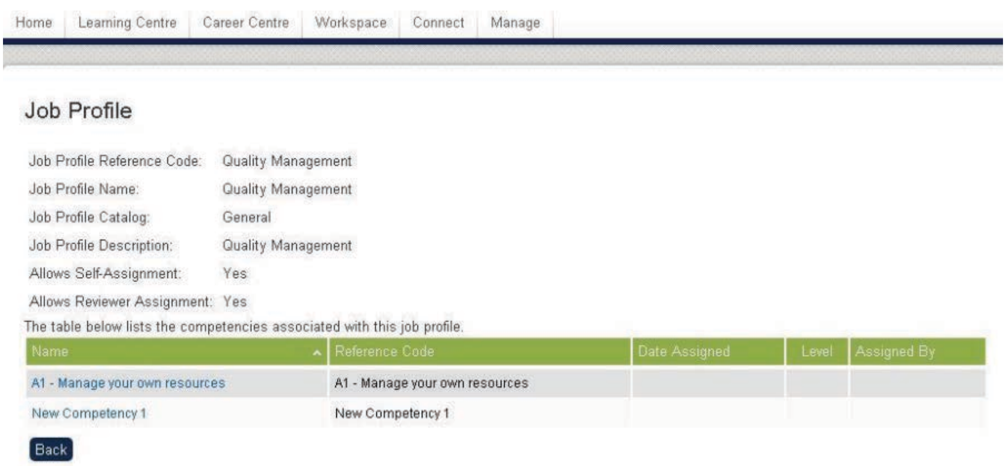
A Job Profile is a collection of competencies that describe a learner's overall training needs, based on the expected knowledge requirements of particular jobs. These profiles are usually directly assigned by a manager or administrator. Learners may have multiple job profiles. To view assigned Job Profiles:

1.On the **Home Page** menu, click **Career Center** > **Job Profile**.

2.The list of assigned job profiles will appear.



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



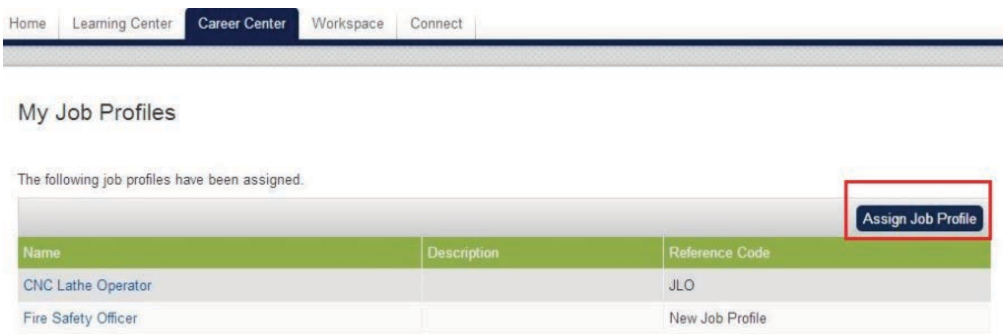
Assign Job Profile

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

1.On the Home Page menu, click Career Center > Job Profile

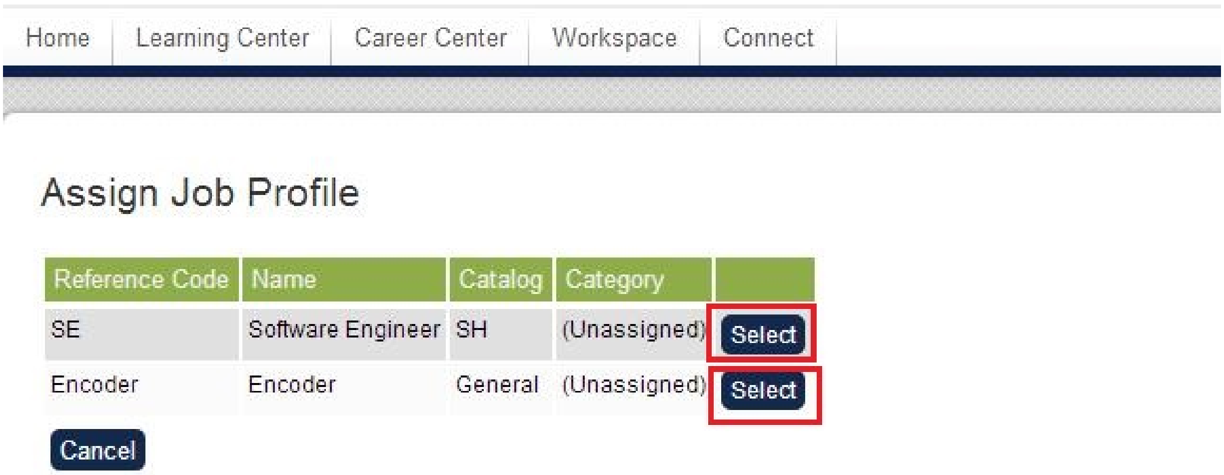
2.The list of assigned job profile is displayed on your screen.

3.Click the **Assign Job Profile** button.

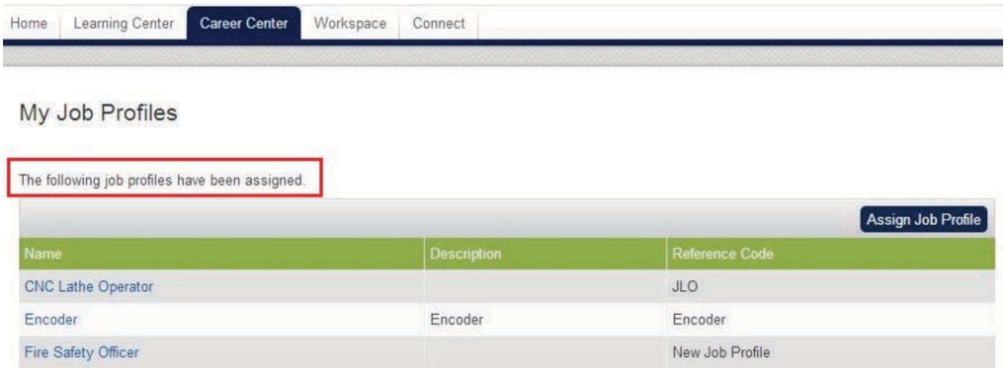


4.This opens the Job Profile Search and Selection.

5.From the list, click the **Select** button of the job profile you want to assign



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



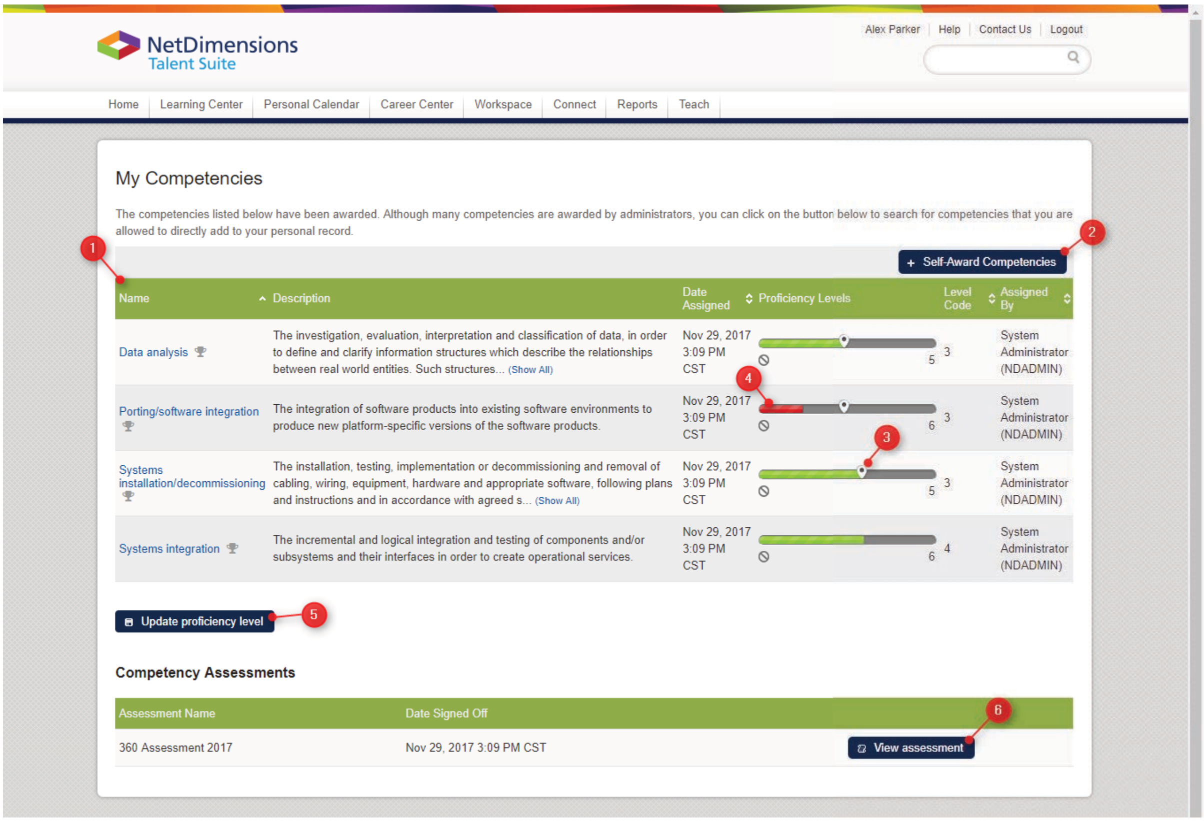
Competencies

(Available for Performance and Learning)

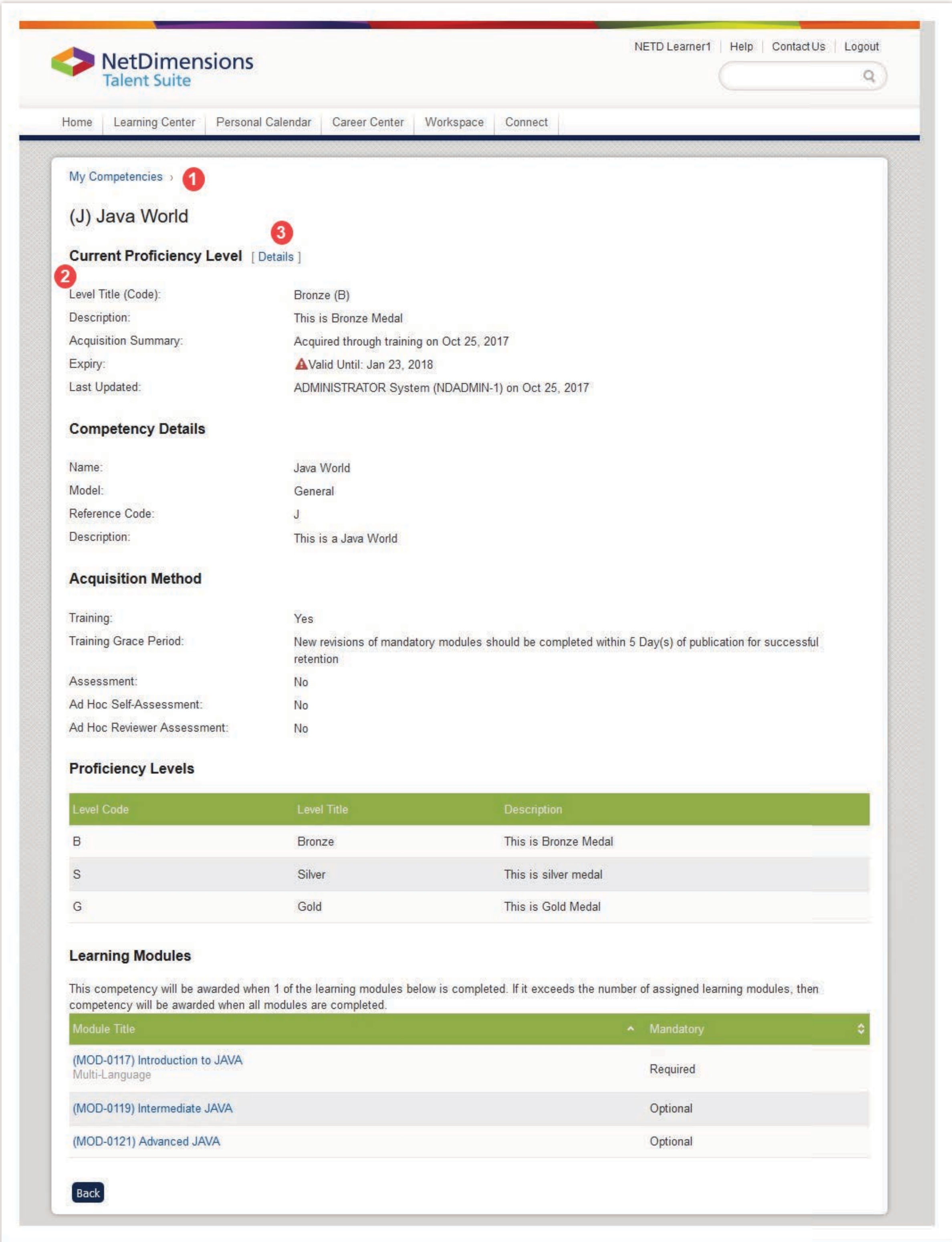
Viewing Competencies

All completed competency assessments and competencies acquired are listed at Career Center > Competencies. This page displays:

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



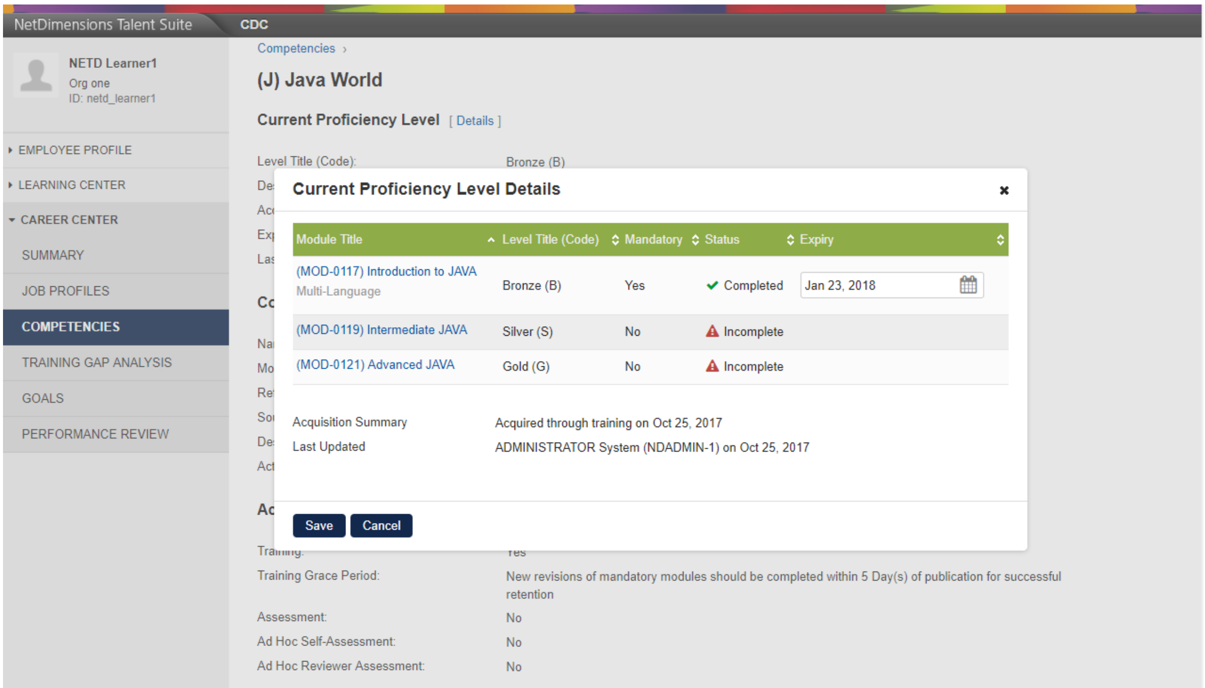
The details of the competencies can be viewed on a new page by clicking the desired Competency Name.



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

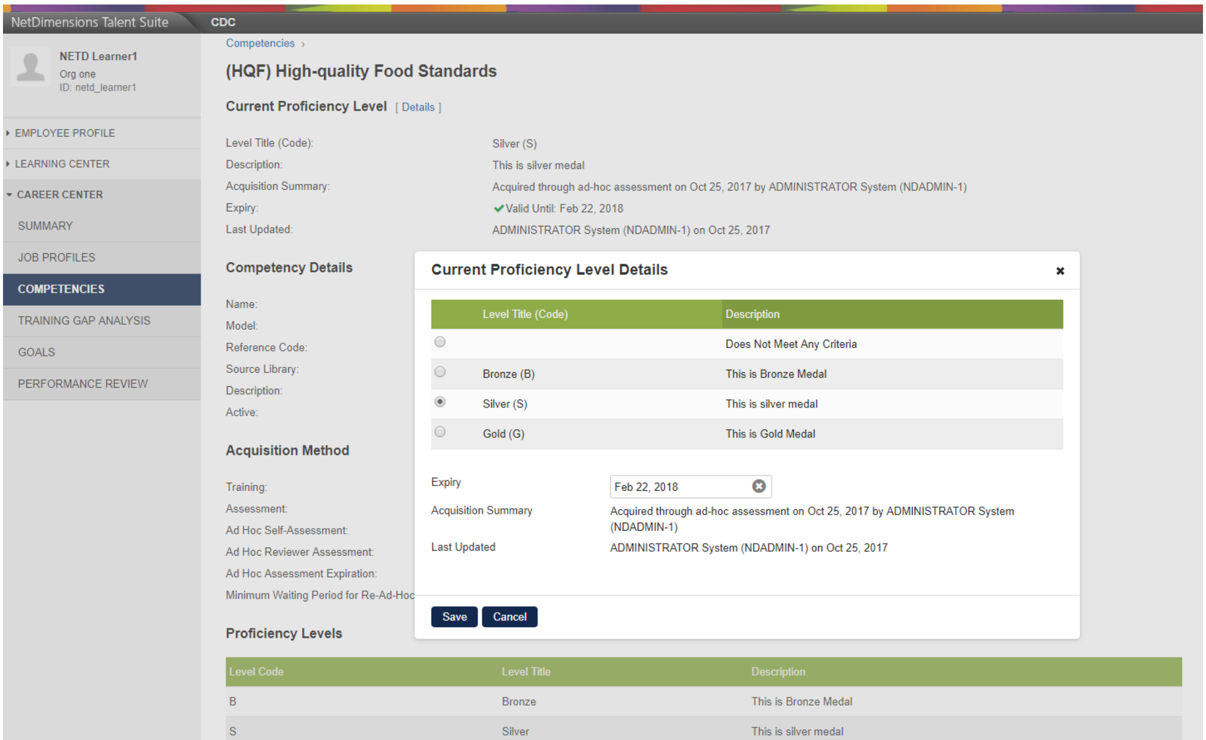
Current Proficiency Level Details

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



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:

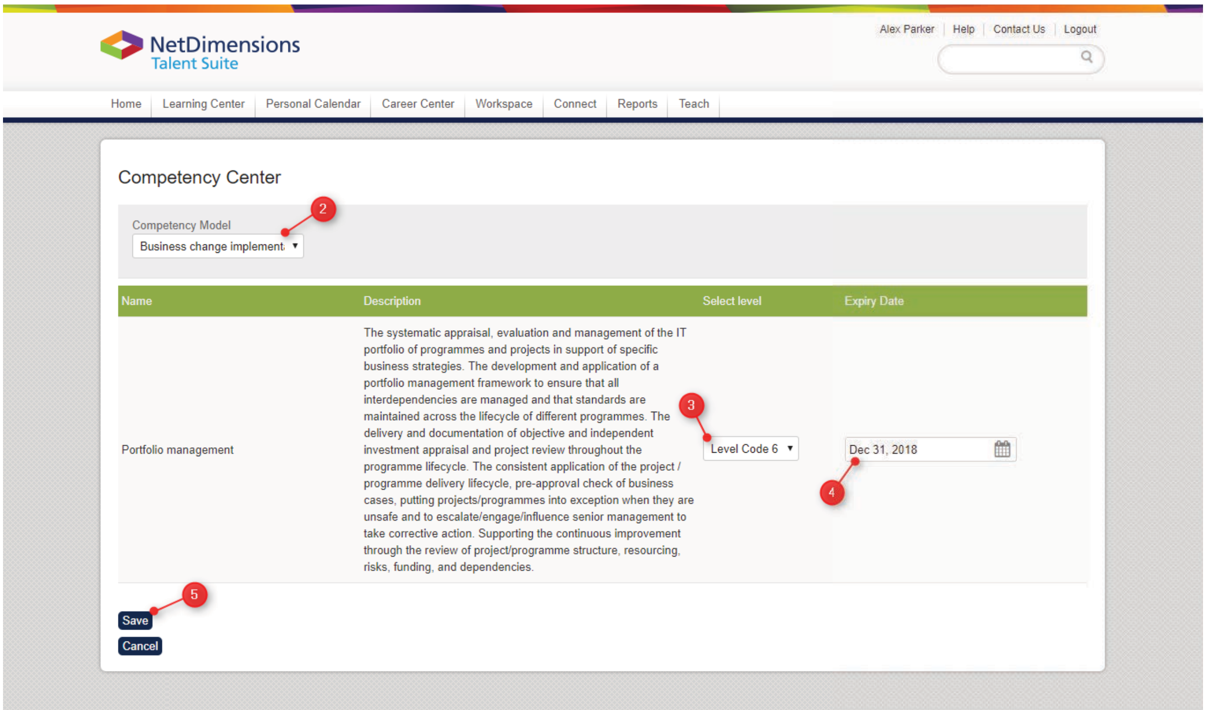


Self-Award Competencies

For competetencies 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



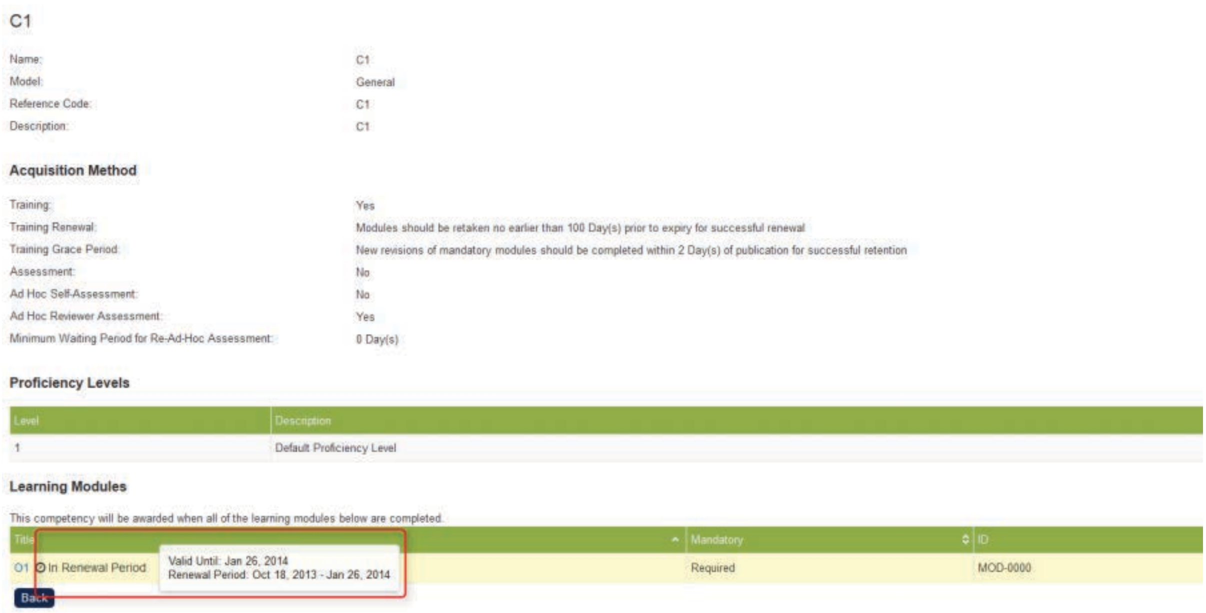
Competency Expiry, Renewal, and Grace Period Indicators

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:

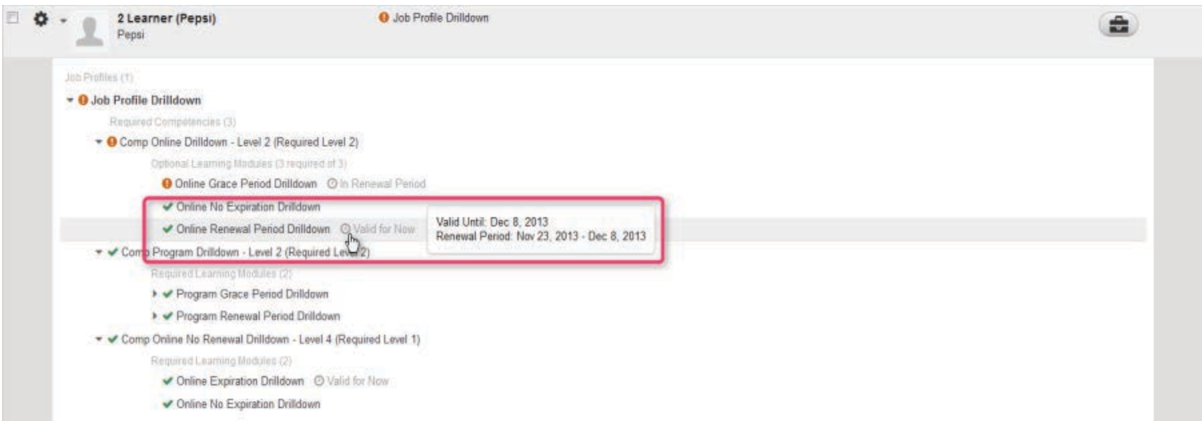
- Competency Details
- User Review > Direct Appraiser Review / Assigned Group Review / Organization Review
- Learning Path

Note:

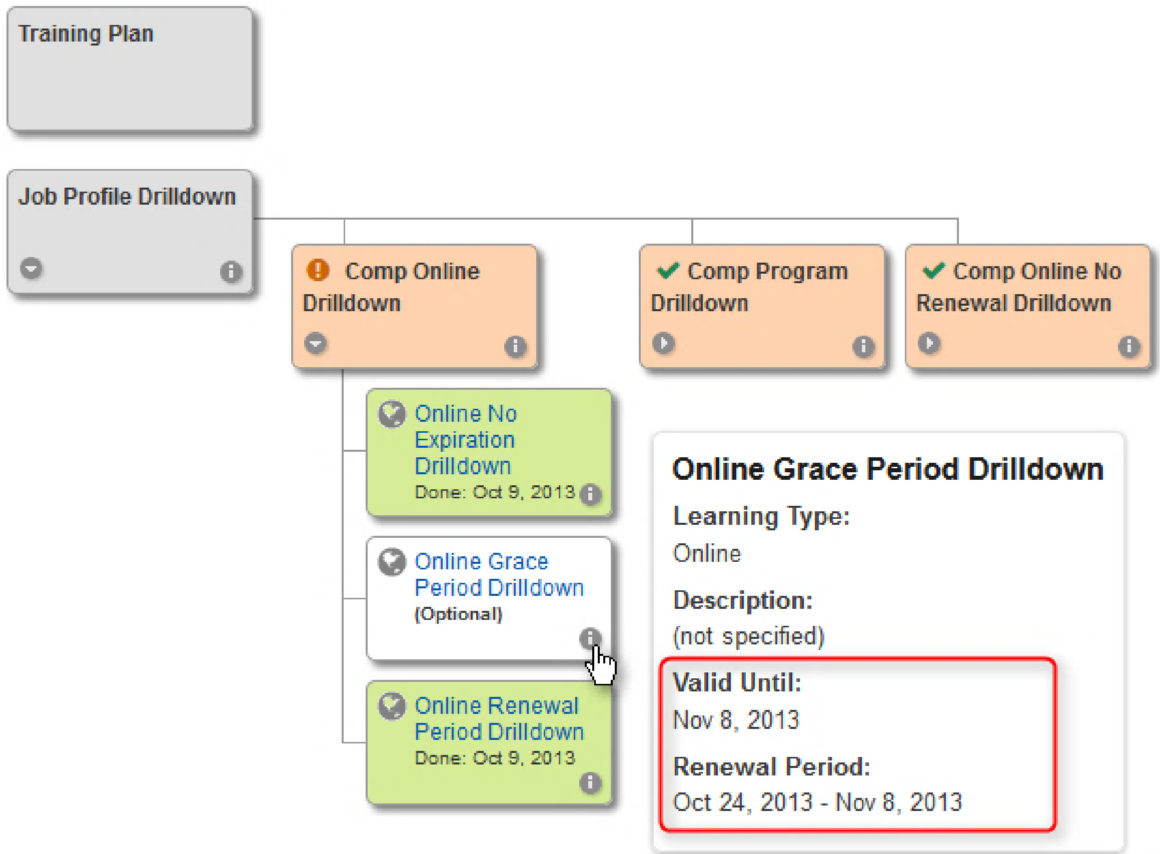
- Dates will only be shown for completed modules.
- A "Valid Until" date shown is the module expiry date or renewal end date, whichever is earlier.
- A "Valid for Now" description is shown for modules that have not yet entered a grace period, renewal period, or expiring period.
- For the dates to be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



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.



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



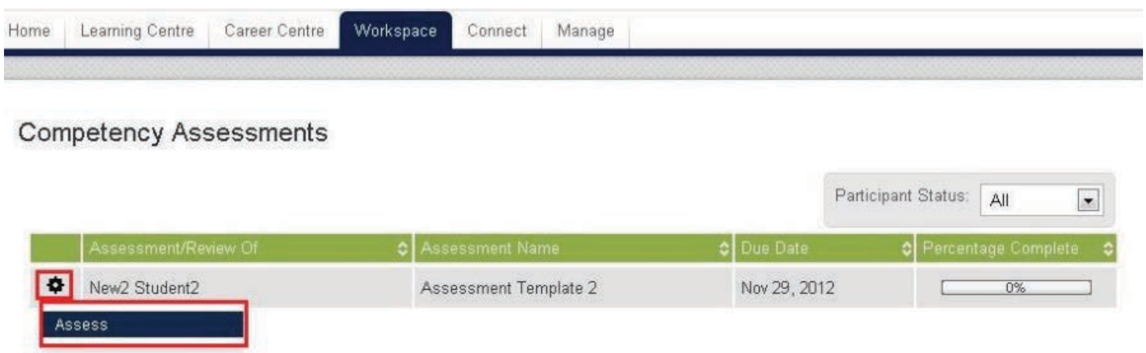
On Learning Path, on mouseover of the info icon, the Expiry Date and Renewal Period are shown.

Competency Assessments

(Available for Performance only)

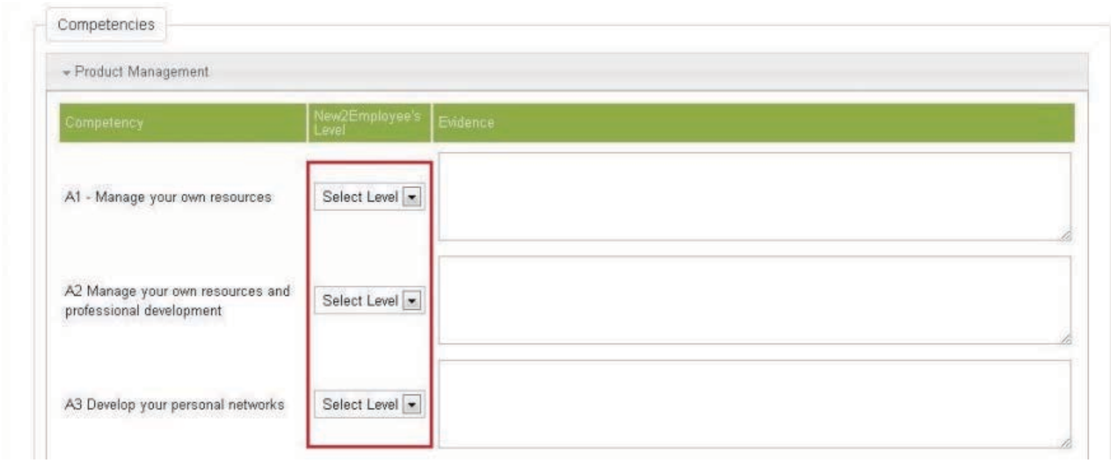
You may be selected to take part in competency assessments. To perform an assessment:

1. Go to Workspace > Competency Assessment
2. Click the Tools icon of competency you want to assess and then select Assess

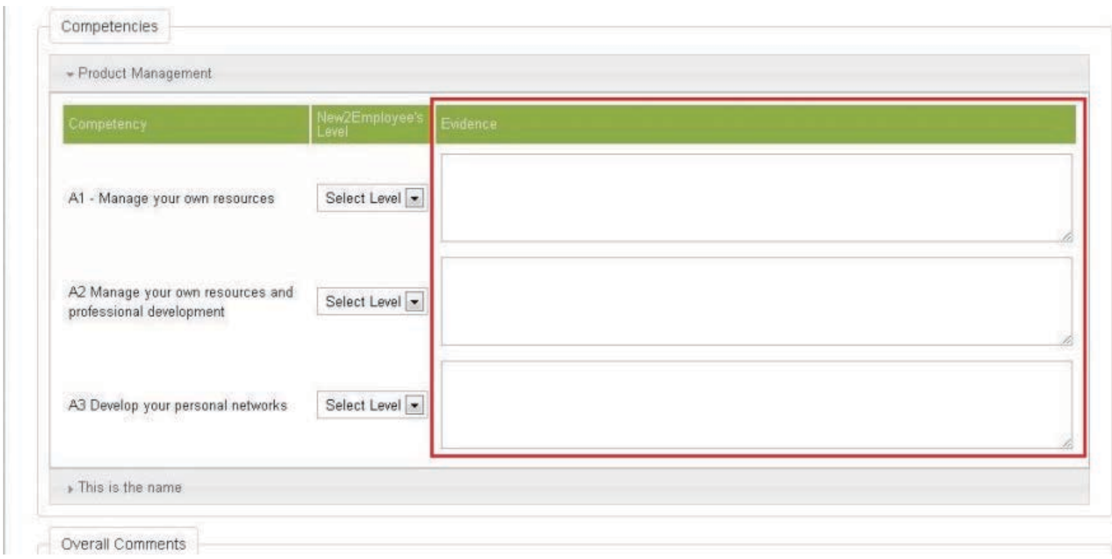


3. The Competency Assessment screen displays the details about the assessment including Employee Details, Description, and Instructions:

4. For each competency, the reviewer can select the proficiency level by clicking the Select Level drop down list button.



5. After selecting the level, you can put the justification on the Evidence field:



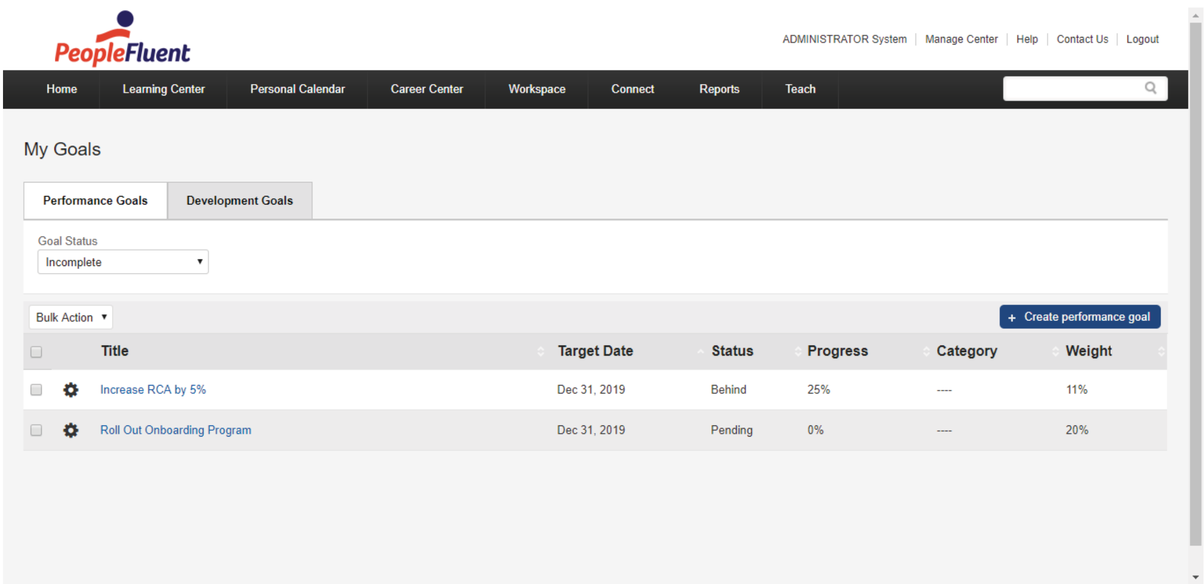
6. You can also provide Overall Comments:

7. To continue the assessment later, 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:

8. To resume 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.

Goals

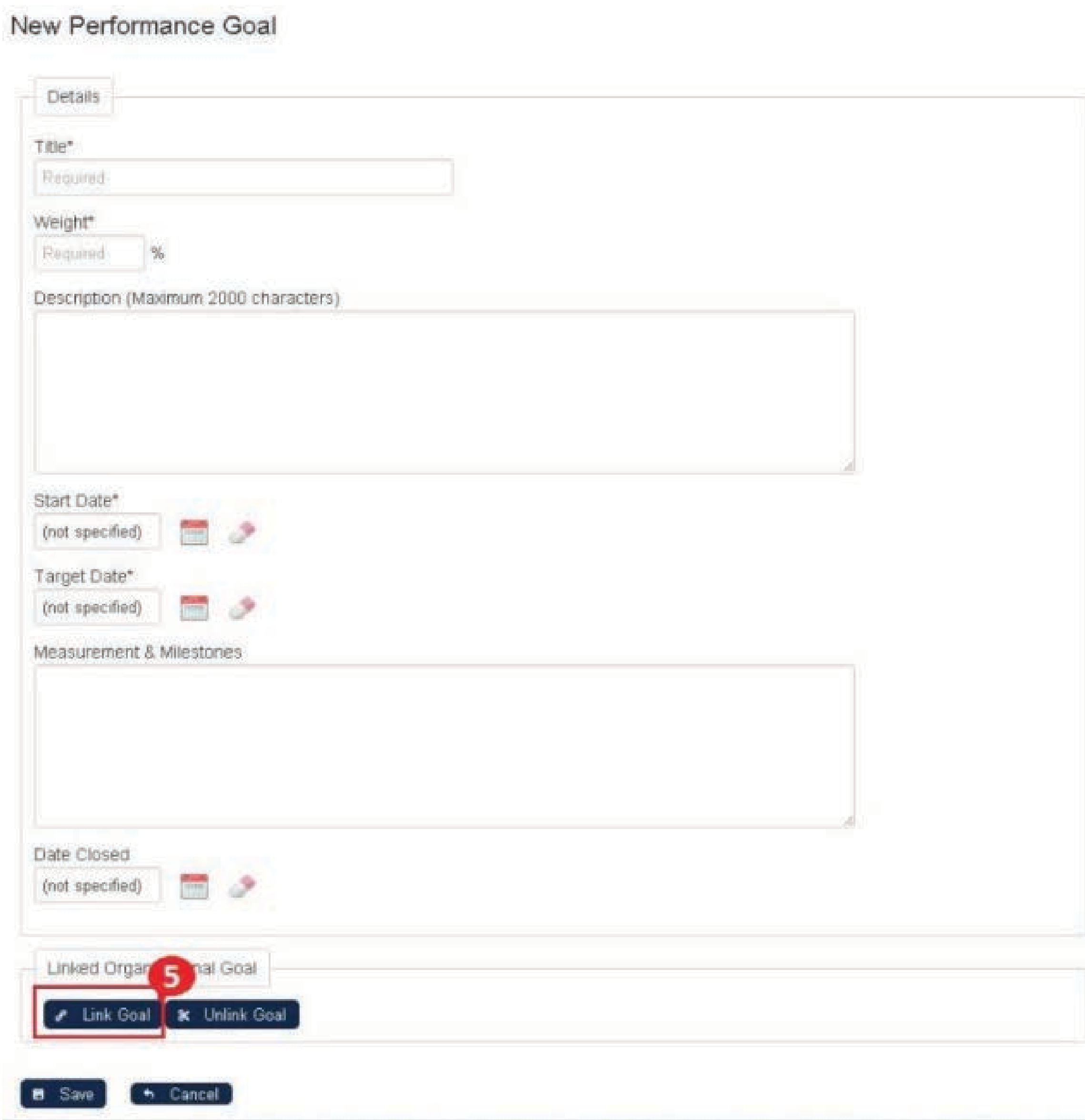
Your goals are accessible from Career Center > Goals and are categorized into two tabs: Performance Goals (available for Performance only) and Development Goals (available for Performance and Learning):



Creating and Linking Performance Goals

To create your own performance goal:

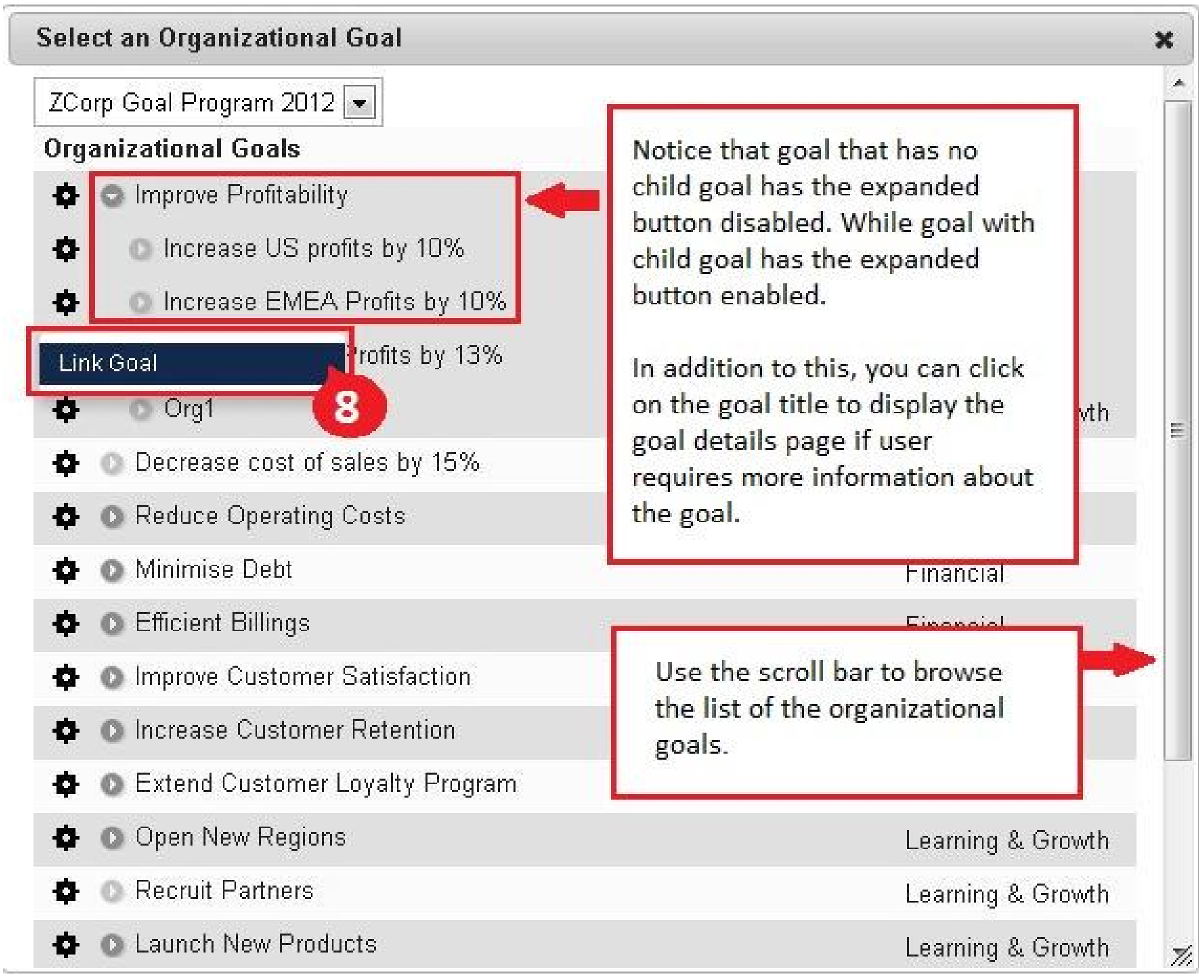
1. Click "Create Performance Goal, which opens the *New Performance Goal* screen



2. Enter values for:
   - Title
   - Weight
   - Description
   - Start Date / Target Date
   - Measurement & Milestone
   - Date Closed

To link the goal to an organizational goal,

1. click the **Link Goal** button, which opens to the **Select Organizational Goal** screen
2. Select the goal program where the organizational goal you want to link to your performance goal is associated.
3. Click the **Tools** icon and then select the **Link Goal** button of the organizational goal you want to link.

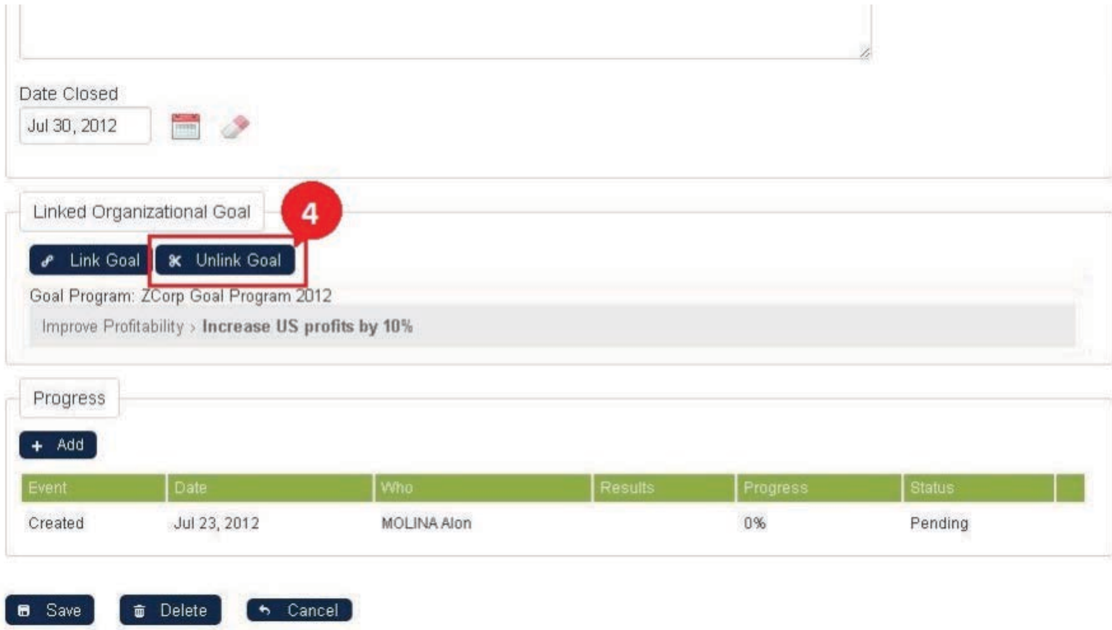


Click the **Save** button to create the goal.

Modifying Goals

To modify a goal:

1. Open the goal for editing at Career Center > Goals
2. Make the necessary changes
3. If necessary, click the Unlink Goal button

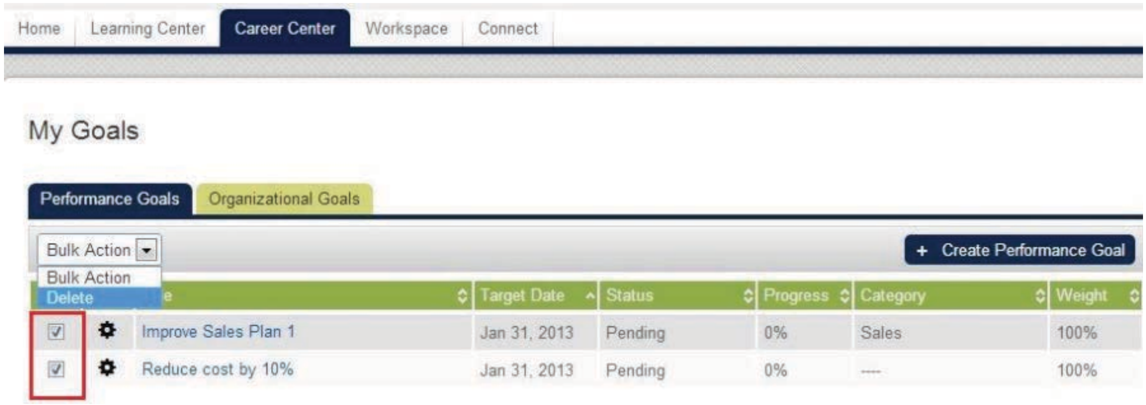


4. Click the **Save** button to keep the updates.

Deleting Goals

To delete performance goals:

1. Tick the box of the performance goal you want to remove
2. Click the **Bulk Action** drop down button and select **Delete**



Viewing the Goal Hierarchy

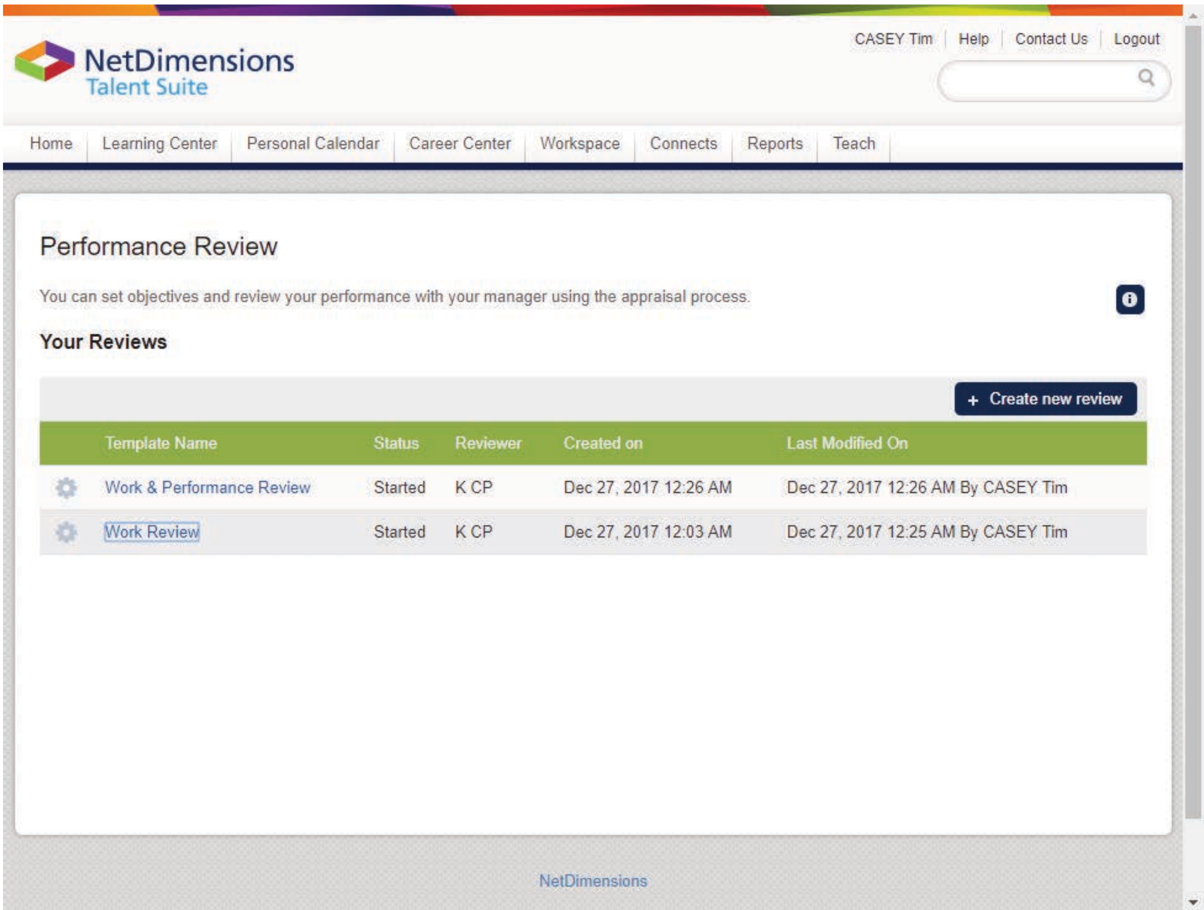
The Goal Hierarchy View allows you to see your goal and how it aligns with organizational goals. To view the Goal Hierarchy Graph for a given goal, select Goal Hierarchy from the goal's drop down menu:

The view charts the goal hierarchy of the organizational goal from the root-level. The summarized view shows only the title which allows you to view nested goal hierarchy structure easily. You can preview the Detailed View of a goal by hovering over the "info icon" ( ):

In addition to the summarized view above, you can switch to the Detailed View. The Detailed View shows the title, category, owner, progress and status of goals:

Performance Review

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



Here you can do the following:

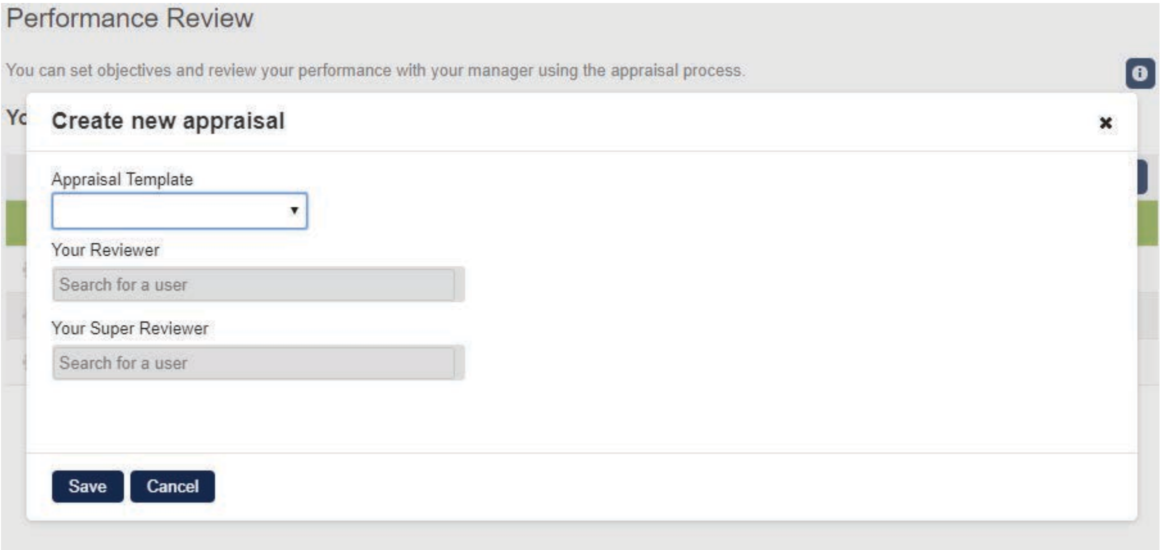
- View the list of reviews

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

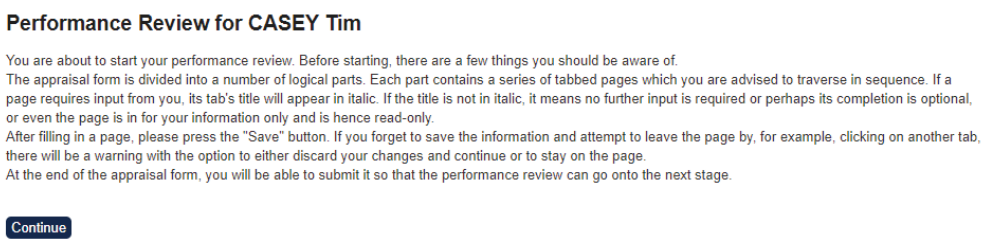
Start a New Appraisal

i. Click **Create new review**.

ii.The **Create New Appraisal** window will appear on the screen. Select the **Appraisal Template**, **Your Reviewer** and **Your Super Reviewer**.

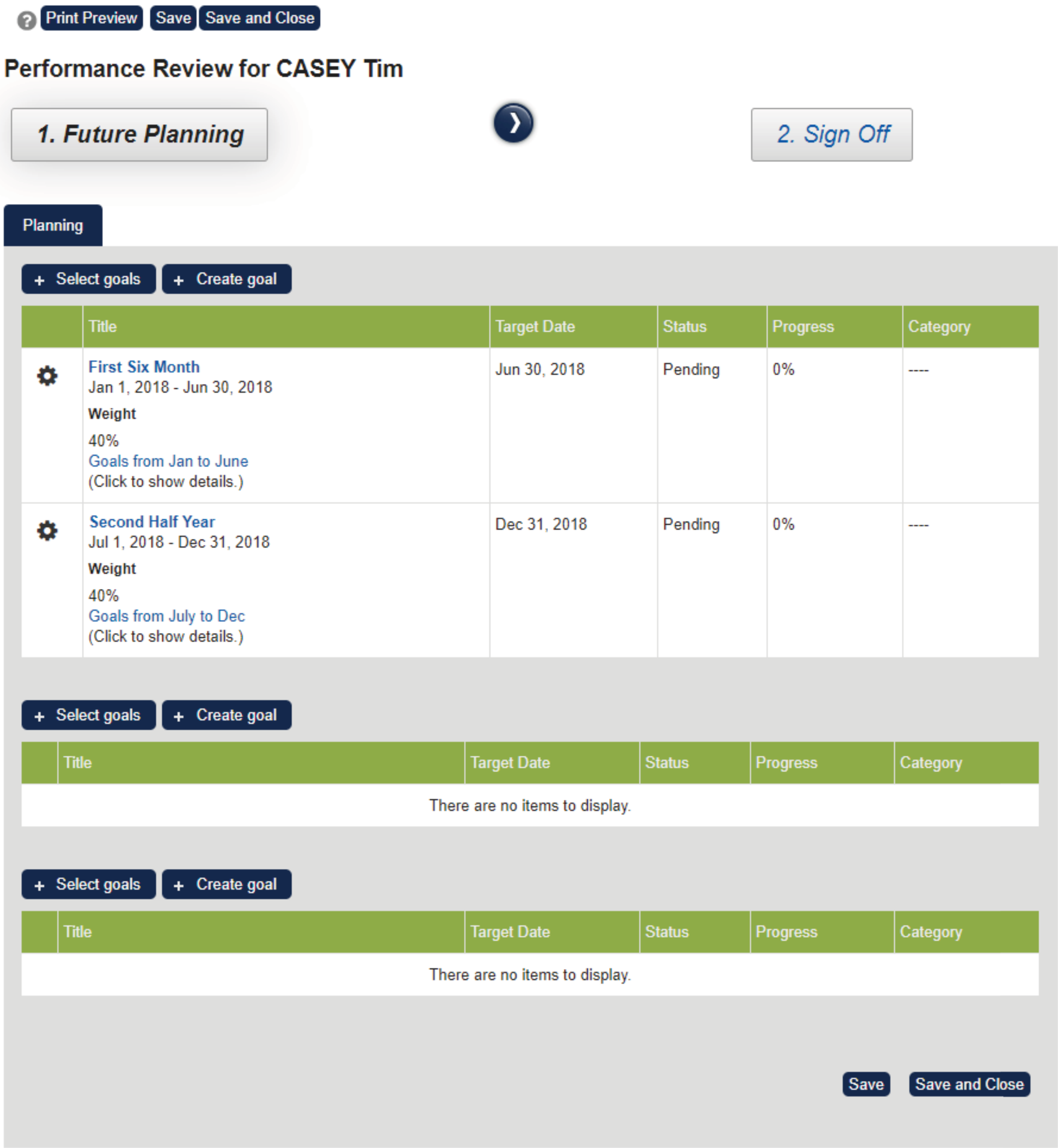


iii.Click **Save**. The first *Performance Review* screen will be shown.

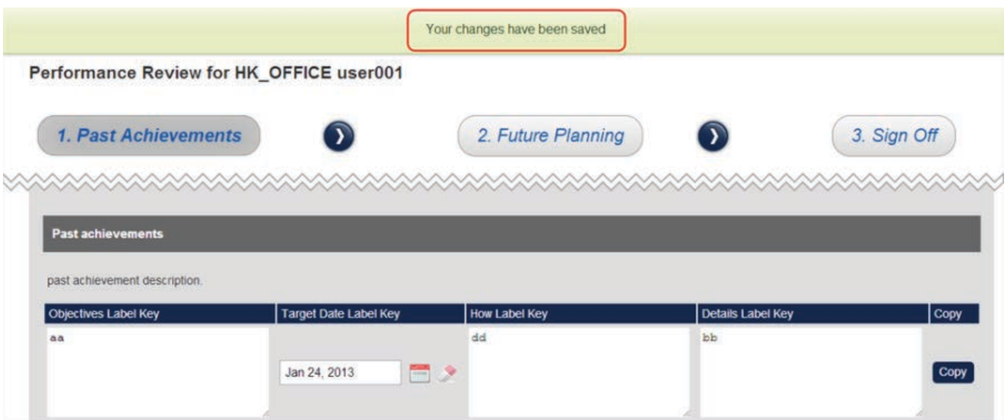


iv. Click **Continue.** The second *Performance Review* screen appears.

v. Set up the Performance Review. Click **Save** or **Print Preview** when finished.

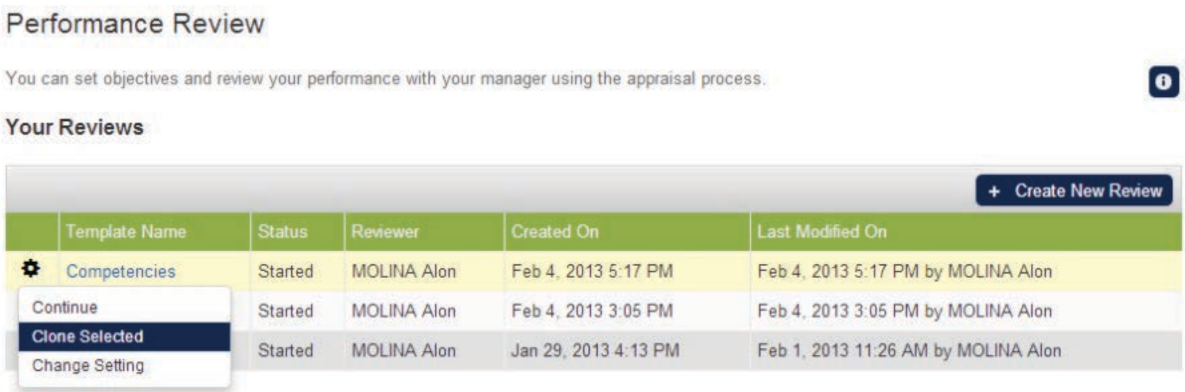


There is an auto save facility that prevents input from being lost. There is also a new "Save and Close" button alongside the existing "Save" button. A green message bar at the top of the screen indicates successful auto saving of data:



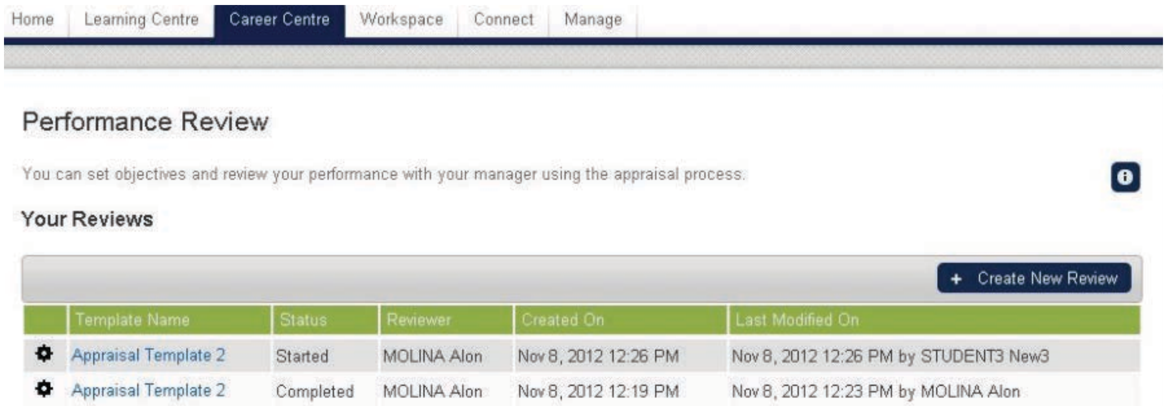
Clone An Appraisal

i. Click the Gear icon of the appraisal template to be cloned, and select **Clone Selected**.



ii. A confirmation box will be displayed on the screen.

iii. Click **OK** to proceed. The cloned appraisal template will be added on the list with status "**Started**" which indicates that a new performance review must be performed and completed.

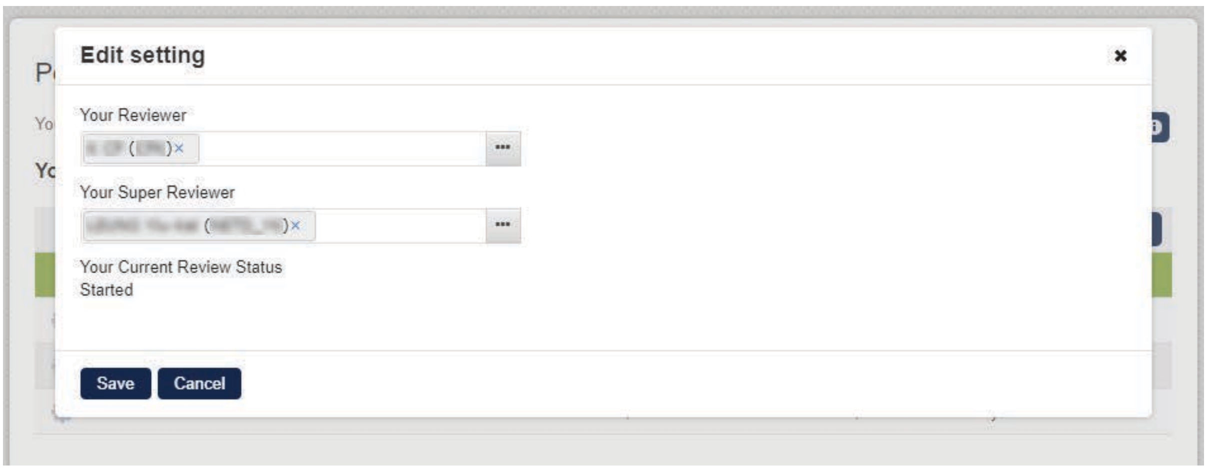


Change Appraisal Settings

For incomplete appraisals, you can change the reviewer and super reviewer settings:

i. Click the Gear icon of that appraisal, and then select **Change Setting** from the menu.

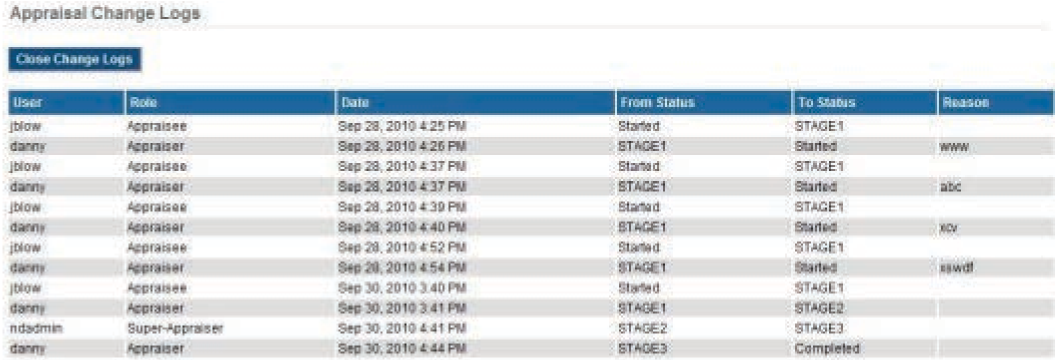
ii. This opens **Edit setting**. Modify the settings, and then click **Save** to keep the changes.



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.



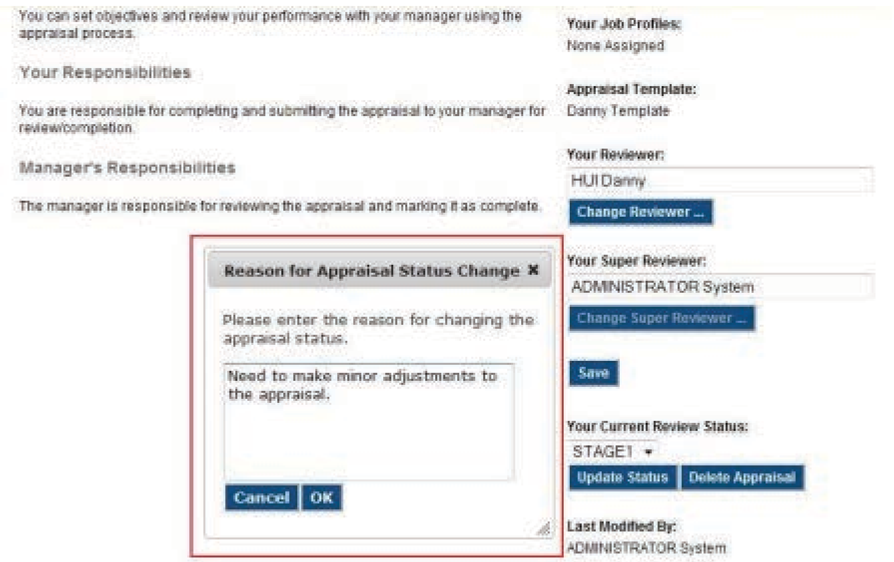
Appraisal Change Logs

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	xcv
jblow	Appraisee	Sep 28, 2010 4:52 PM	Started	STAGE1	
danny	Appraiser	Sep 28, 2010 4:54 PM	STAGE1	Started	sswdf
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

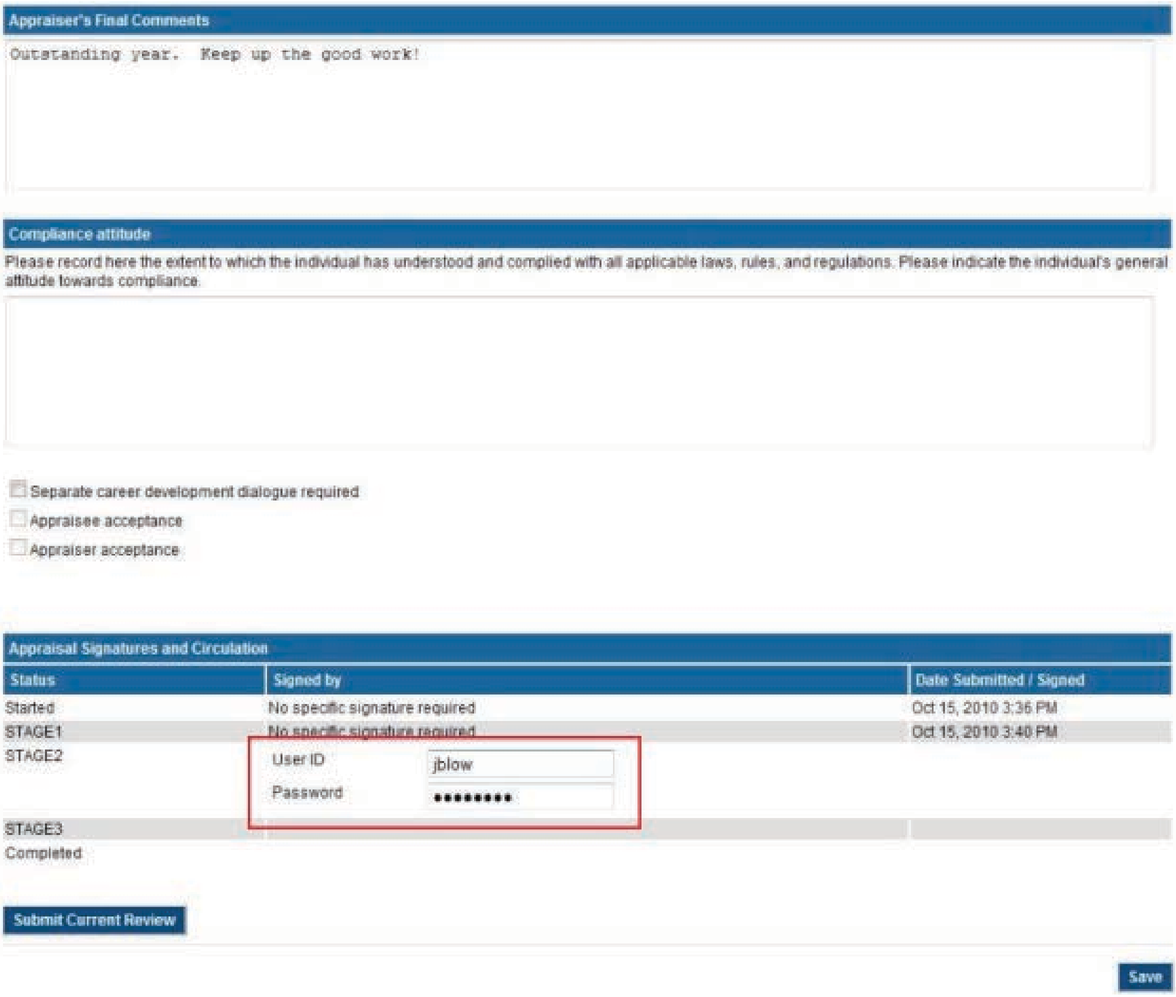
Appraisal Signatures and Circulation

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.



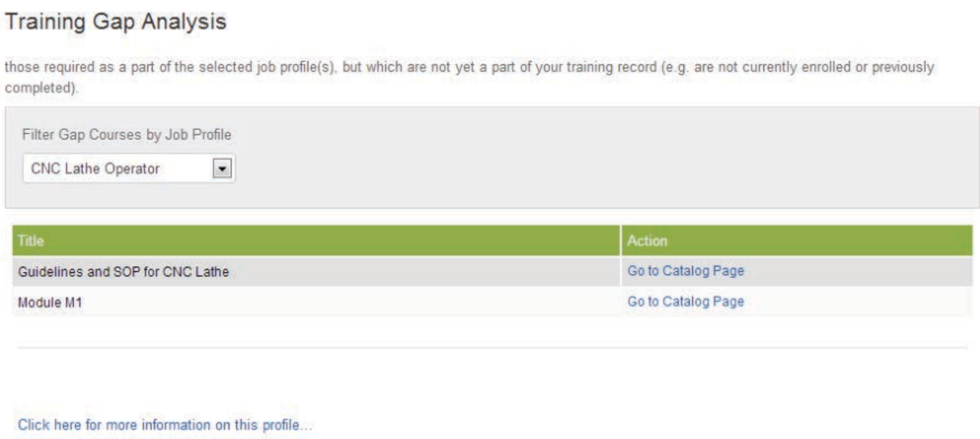
In the environments using SAML, appraisals can be signed off with SAML single sign-on credentials. The Users will be redirected to a page within the SAML provider after entering their credentials.

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 u ser can run a Training Gap analysis by:

1. On **Career Centre** in main menu, click the **Training Gap Analysis**.

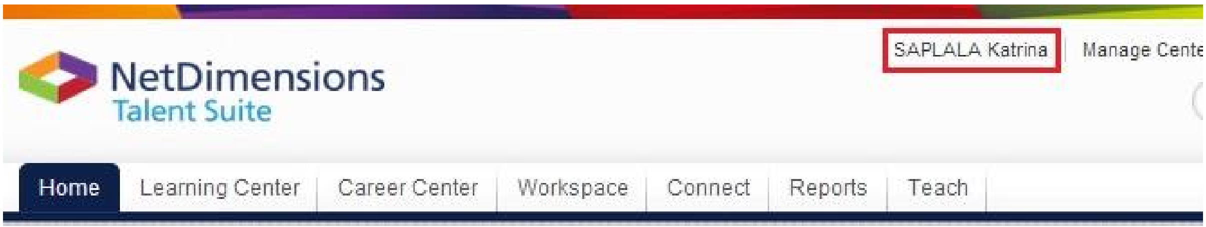
2. A list of courses the learner needs to take to fulfill the requirements of his/her profile appears.



Personal Settings

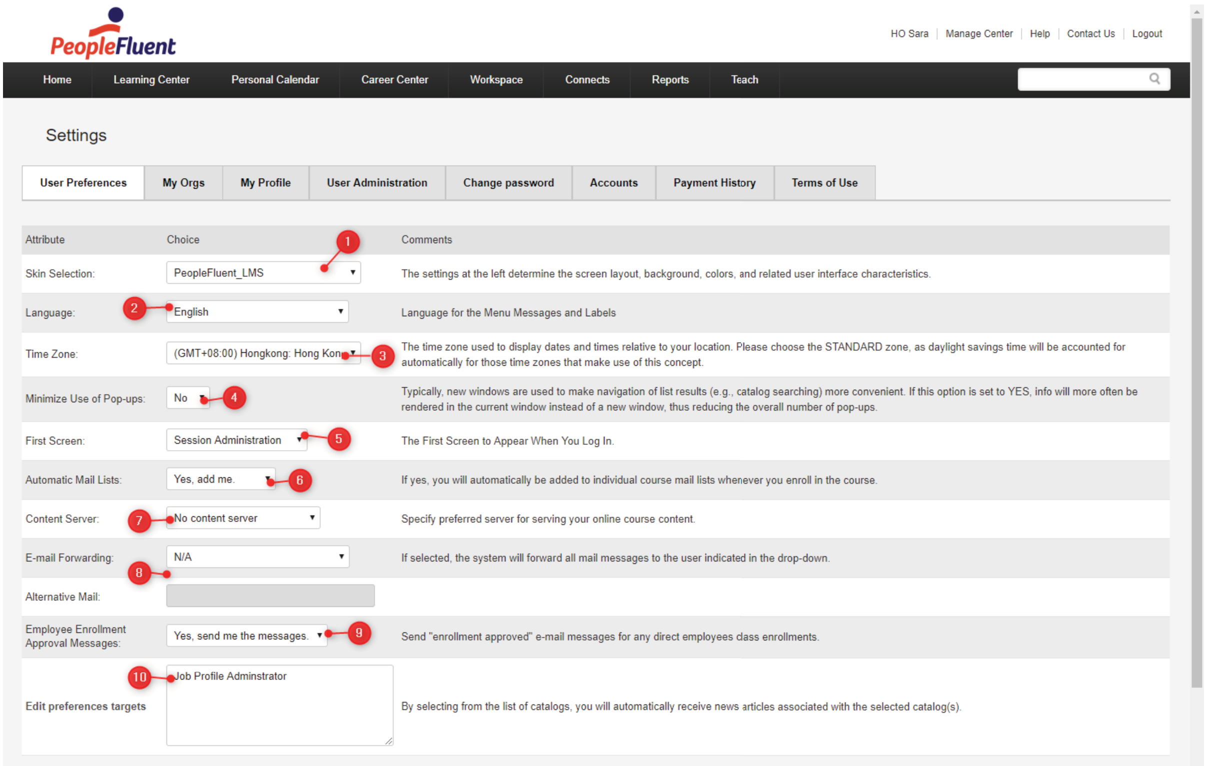
User Preferences

You can typically access your user preferences by clicking on your name:



Depending on configurations, from here you can

1. Select a skin
2. Update your language selection
3. Choose your time zone (STANDARD zone will automatically account for daylight savings where applicable)
4. Choose whether or not minimize pop-ups
5. Select the First Screen to be displayed on logging in (if you do not have the required role access for the selected screen, you will be redirected to Home)
6. Opt in for being automatically added to course mail lists on enrollment
7. Specify the preferred server if Content Servers are enabled
8. Configure E-mail forwarding
9. Opt in for Enrollment Approval Messages
10. Specify catalogs for which you should be included as target audience for news articles



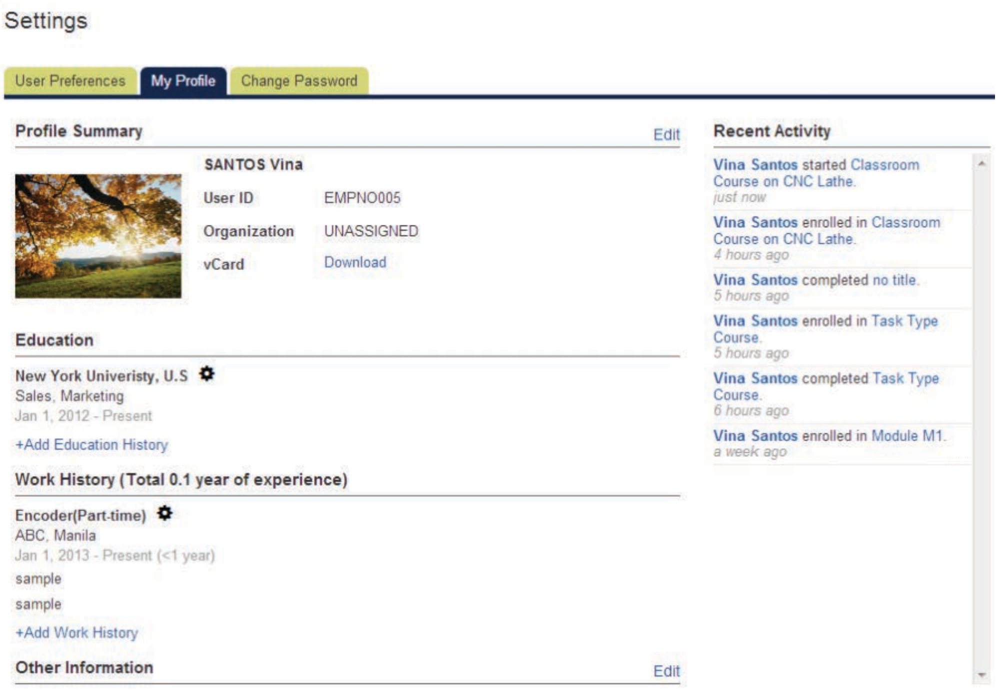
Email Forwarding

Email Forwarding Configuration	Description
N/A	Not enabled, emails will not be forwarded
Direct Appraiser	Emails will be forwarded to the user configured as Direct Appraiser
HR Manager E-mail	Emails will be forwarded to email address specified in HR Manager E-mail
Organization Approver	Emails will be forwarded to the organization approver
E-mail Address as Entered Below	Emails will be forwarded to the email address specified

E-mail Forwarding is non-transitive, that is, the system will only forward a given e-mail to the target user even if the target user has also enabled the email forwarding feature. Also, if the target user does not have an e-mail address configured, the e-mail will be lost.

My Profile

Profile Information may be marked private so that the general user population cannot access these background details.

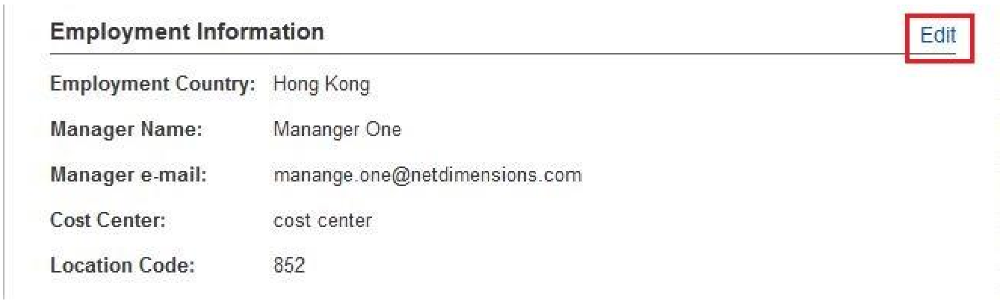


With Read Only or Unrestricted Role access control, users can now view or edit their profile summary section under Settings -> My Profile.

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.

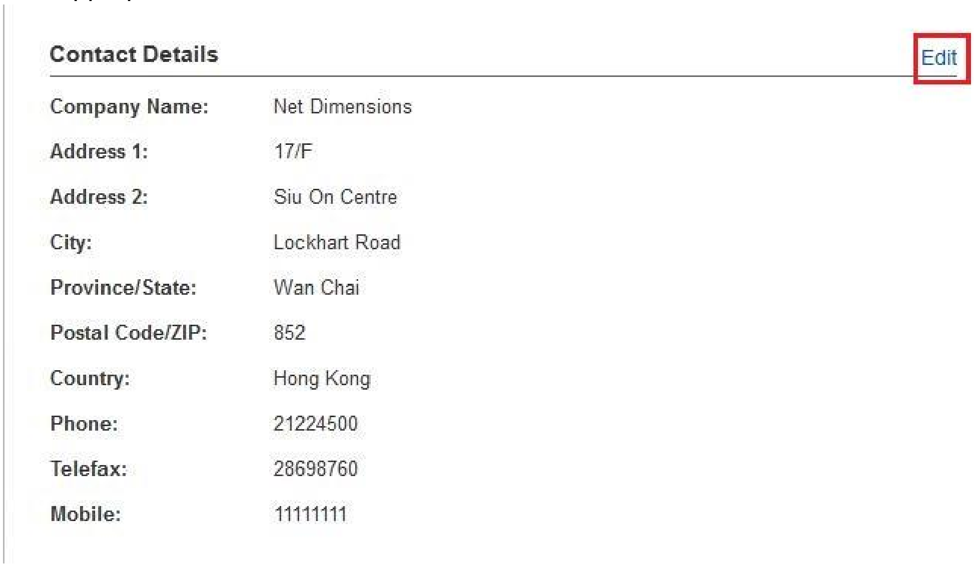
Employment Information

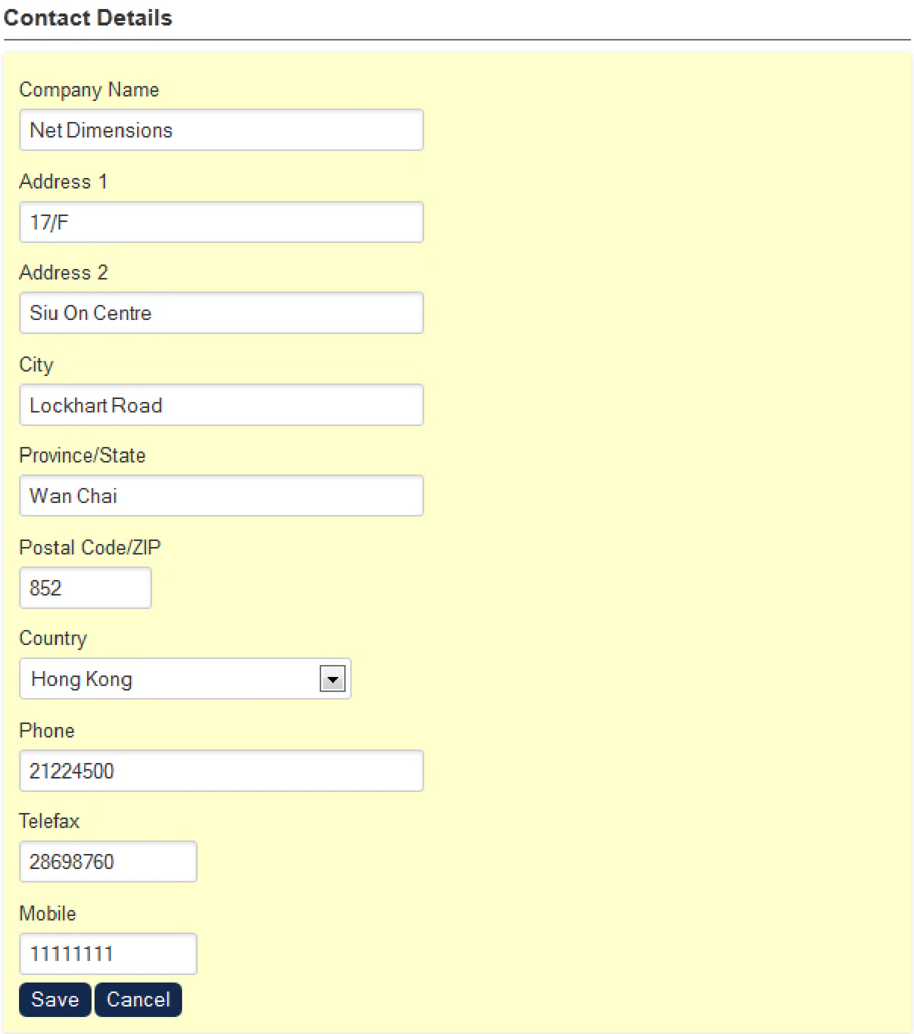
With appropriate access control, users can view or edit their employment information.



Contact Details

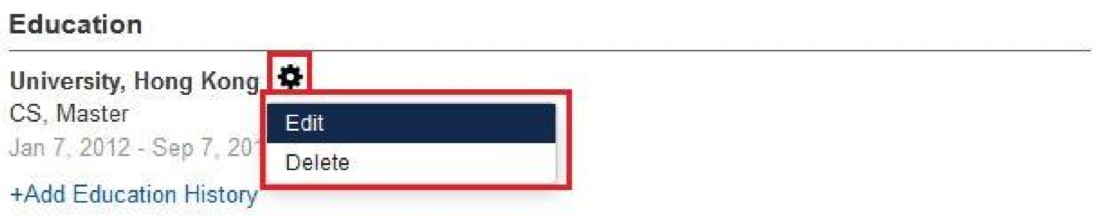
With appropriate access control, users can view or edit their contact details.



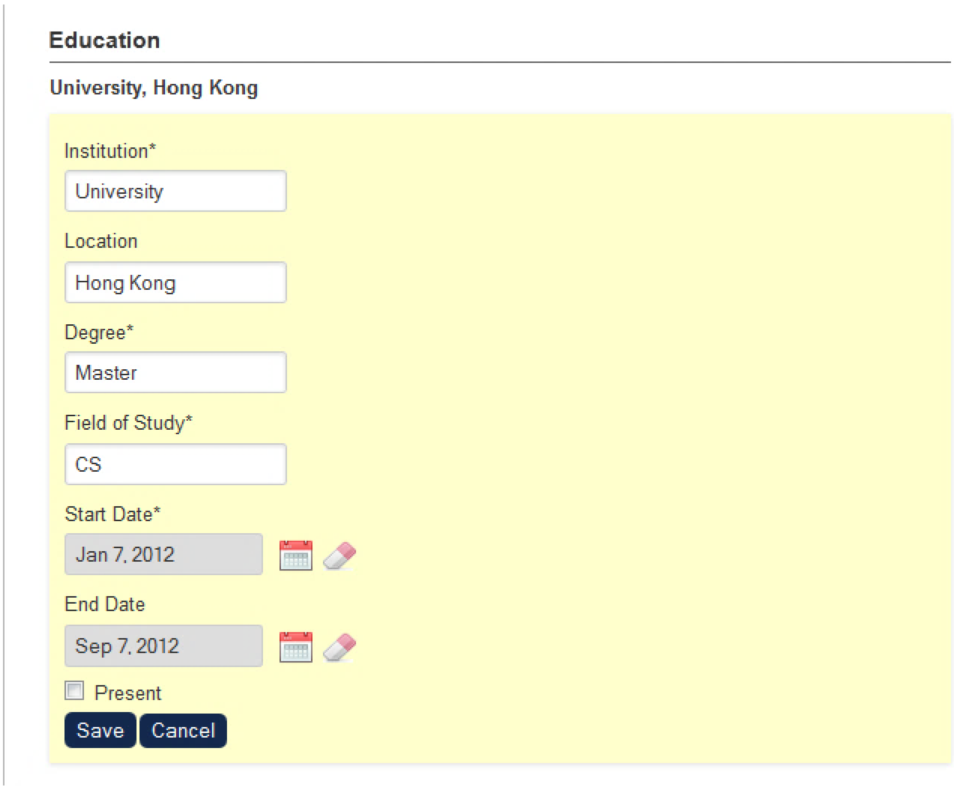


Education Details

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



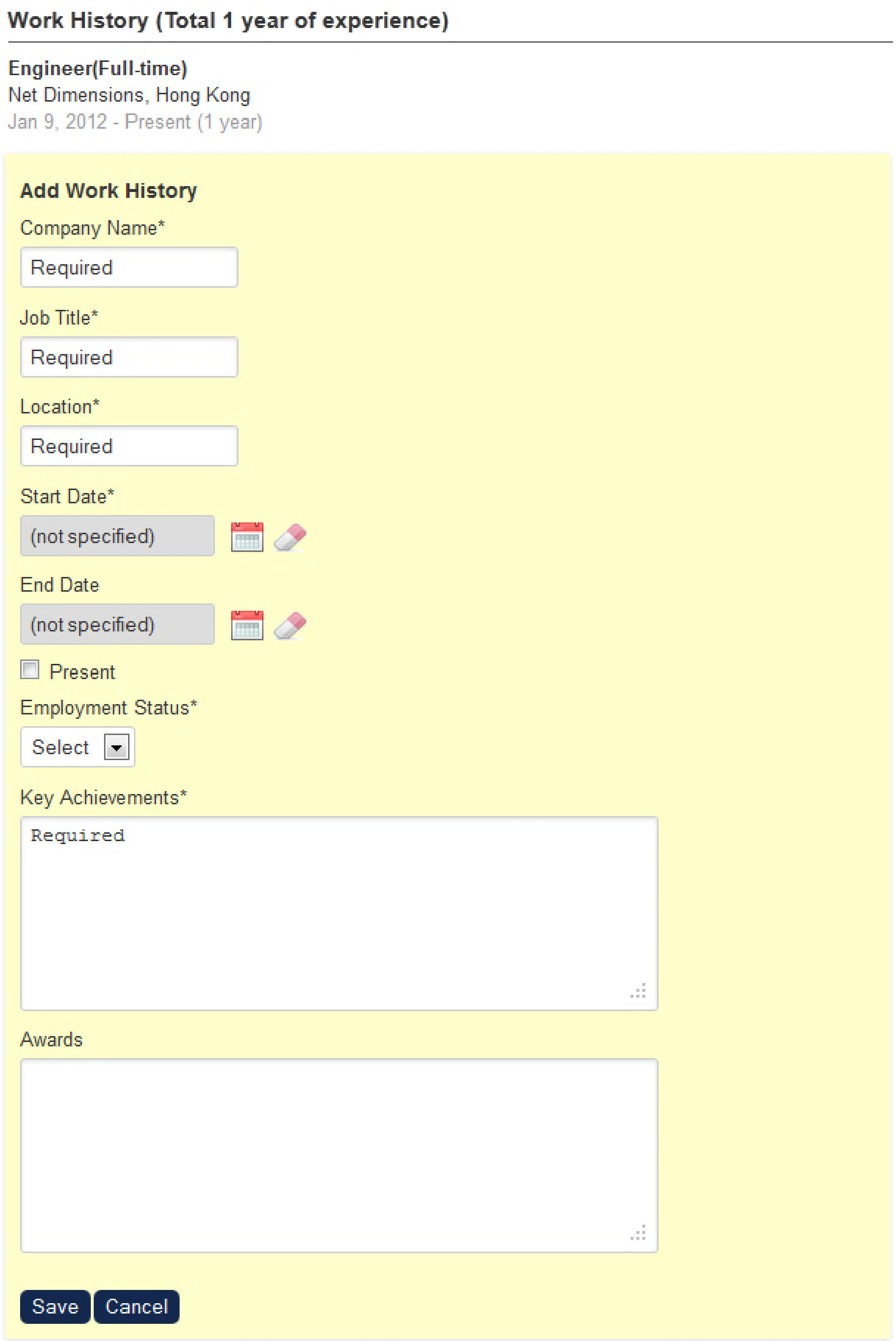
Users can add more education history records by clicking on the +Add Education History link, or edit/remove records by clicking the gear icon on the right.



Work History

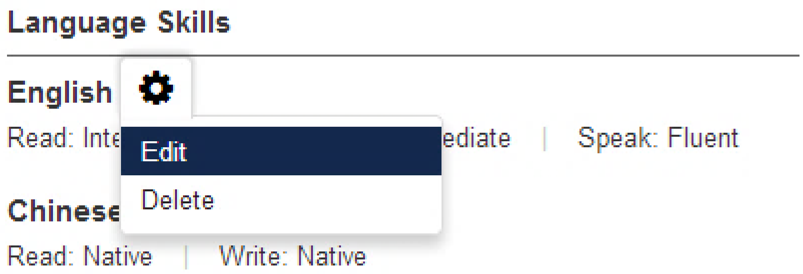
With appropriate access control, users can view or edit their work history.

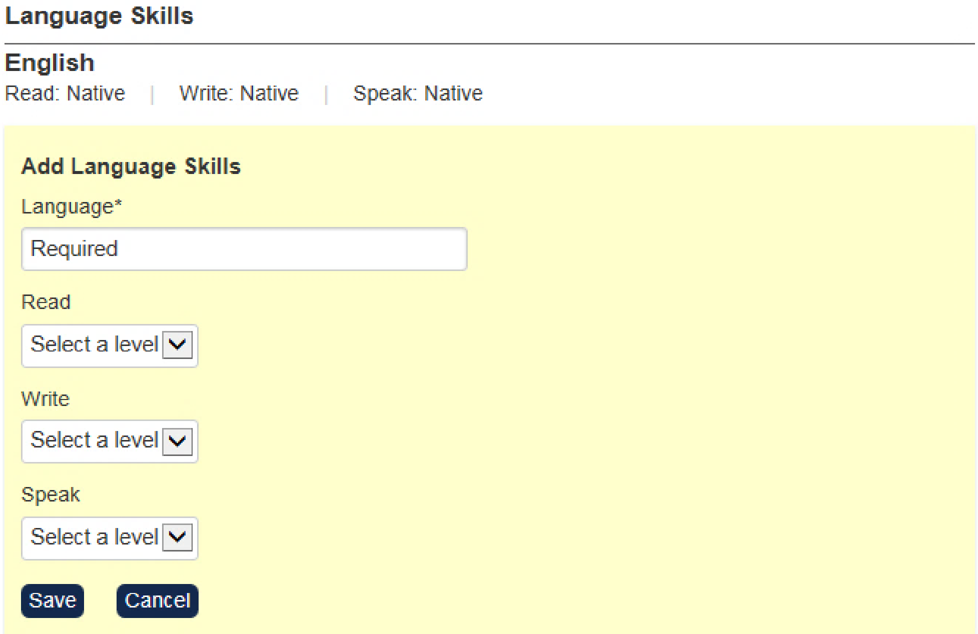
Users can add more work history records by clicking on the +Add Work History link, or edit/remove records by clicking the gear icon on the right.

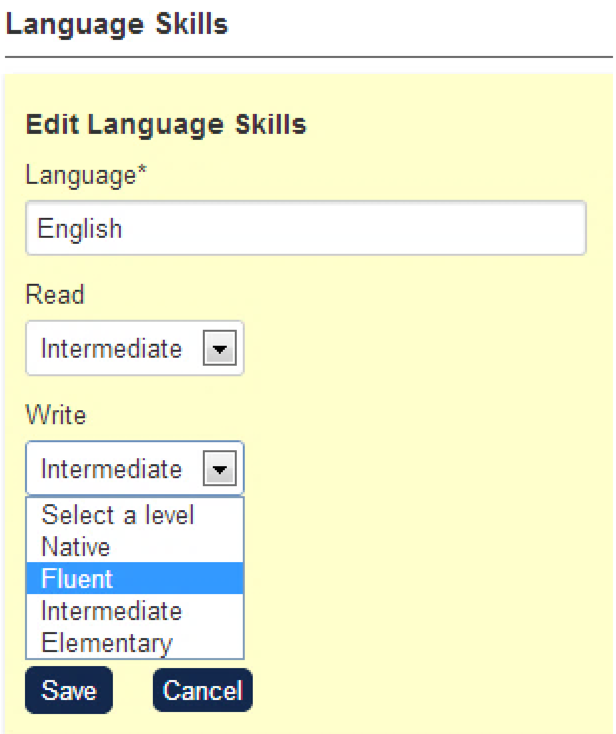


Language Skills

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.



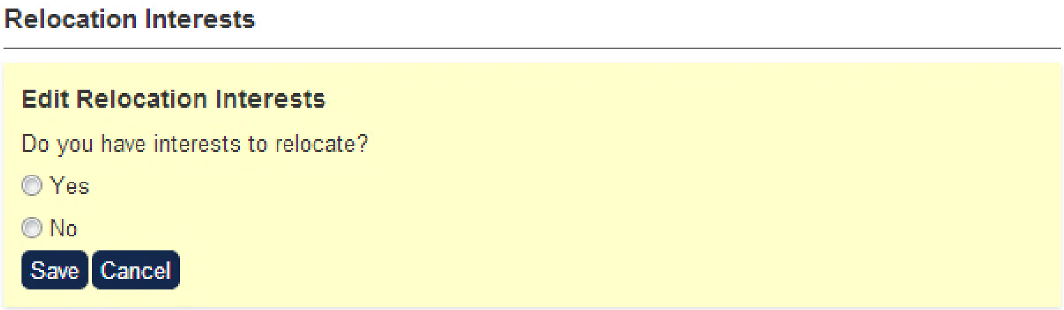




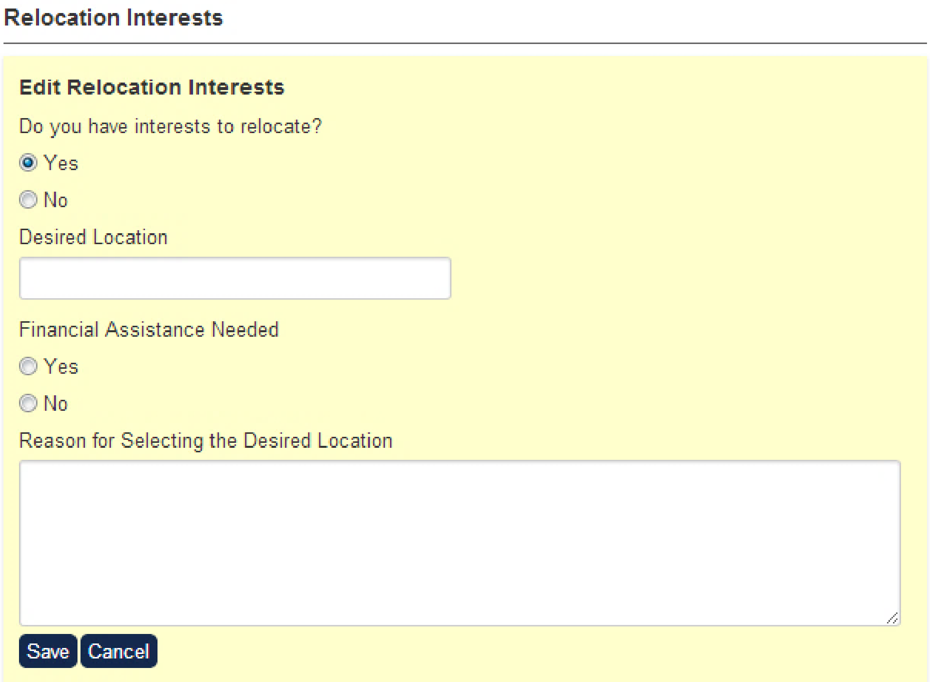
Relocation Interests

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".

To modify the relocation interest, click the Edit link.



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

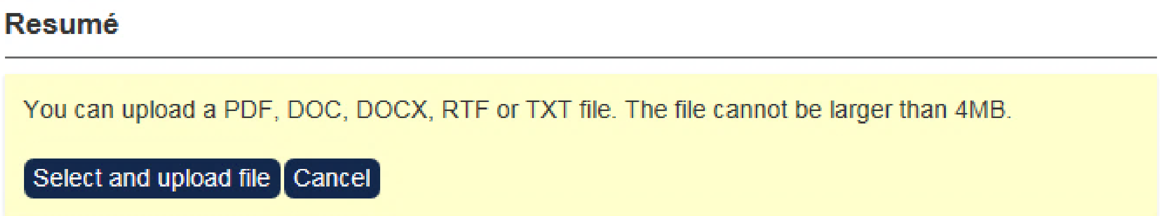


Click Save to keep the records.

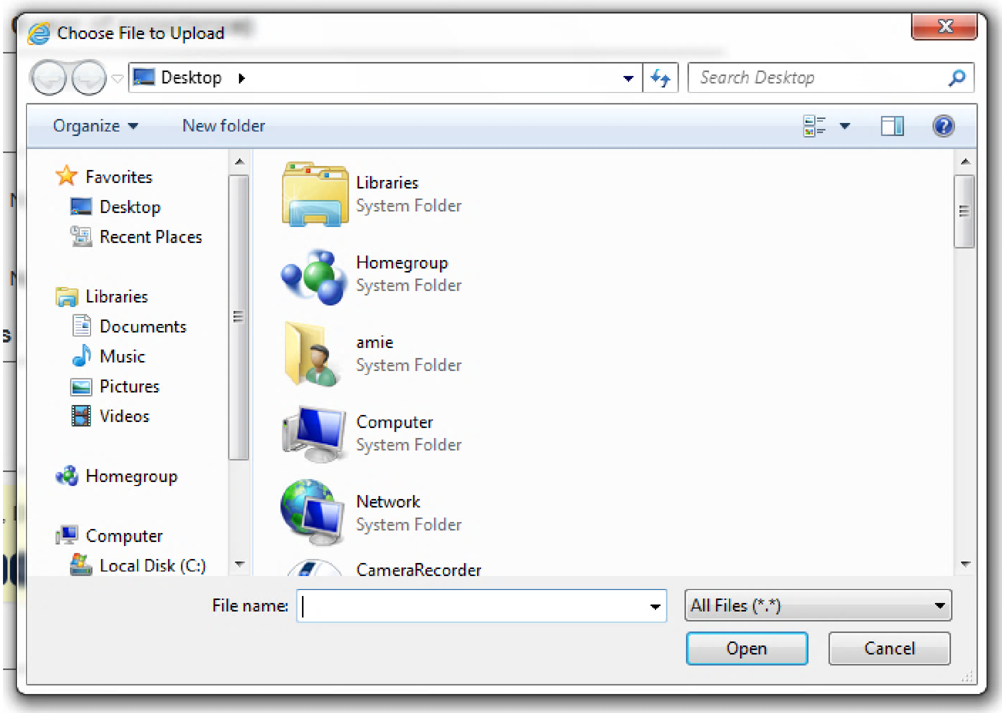
Uploading Your Resume

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

Click the Upload link.

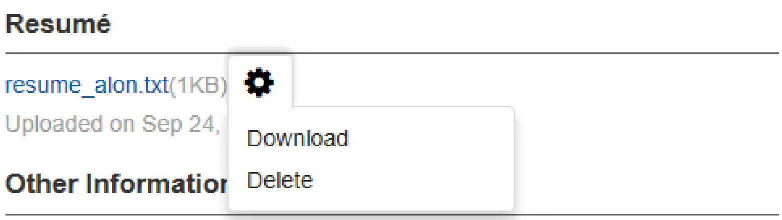


A reminder is displayed that you can upload PDF, DOC, RTF, or TXT file. To continue, click the Select and Upload File. The window for selecting the file is displayed



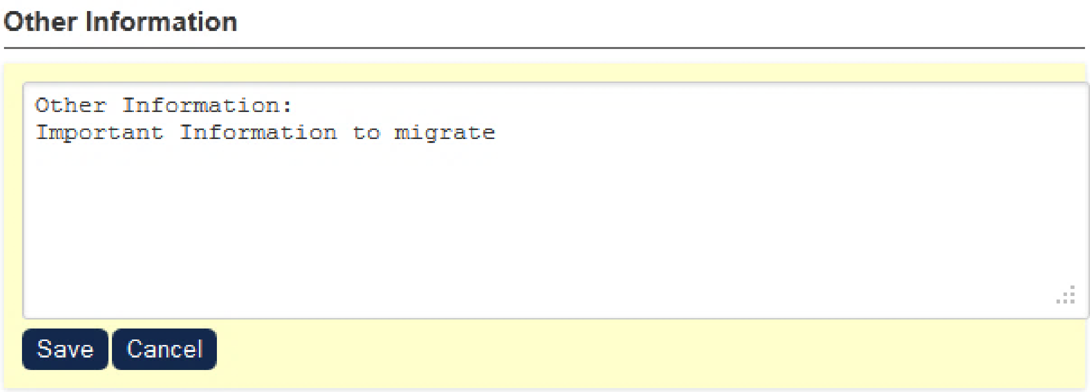
Select the file to upload.

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.



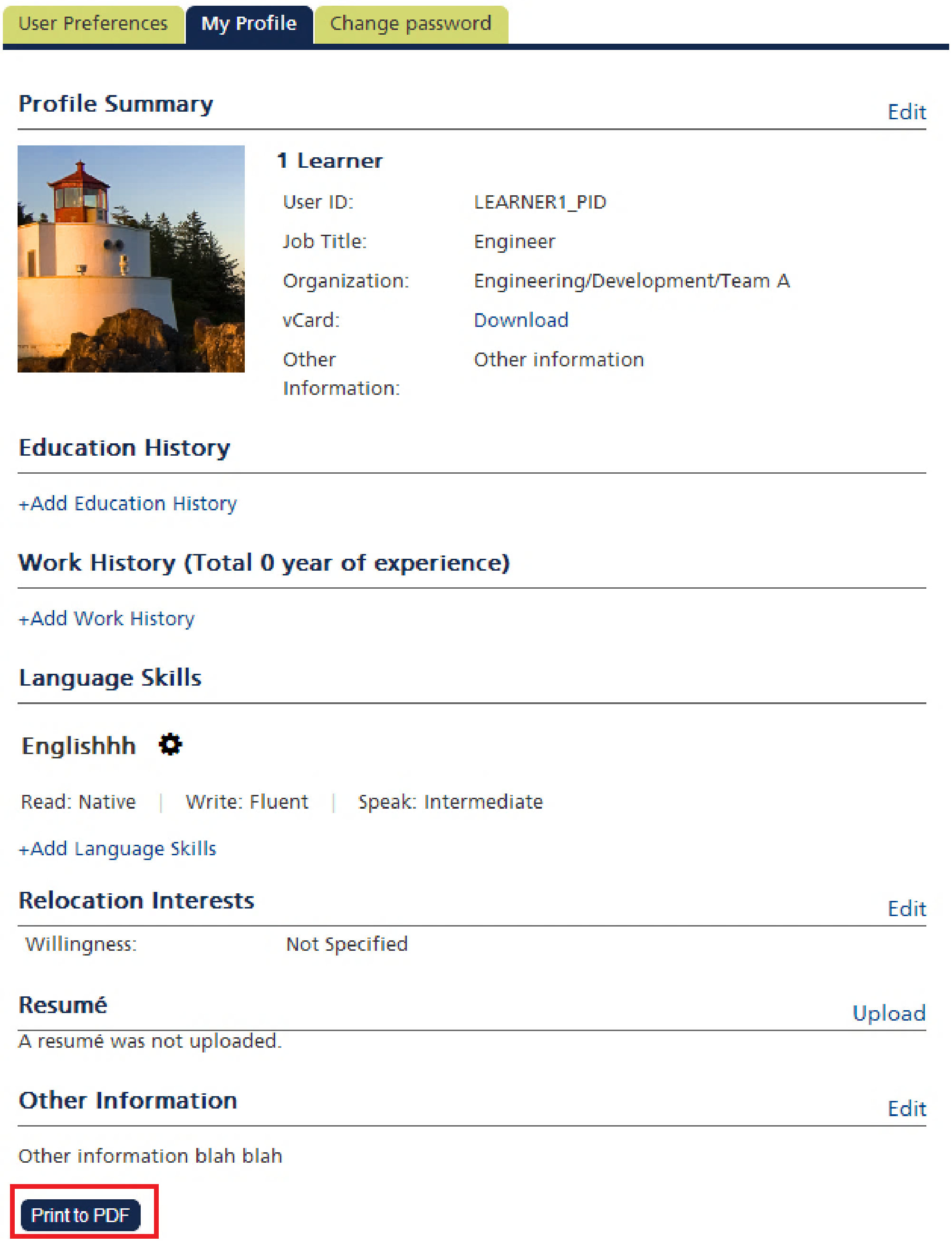
Other Information

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.



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.

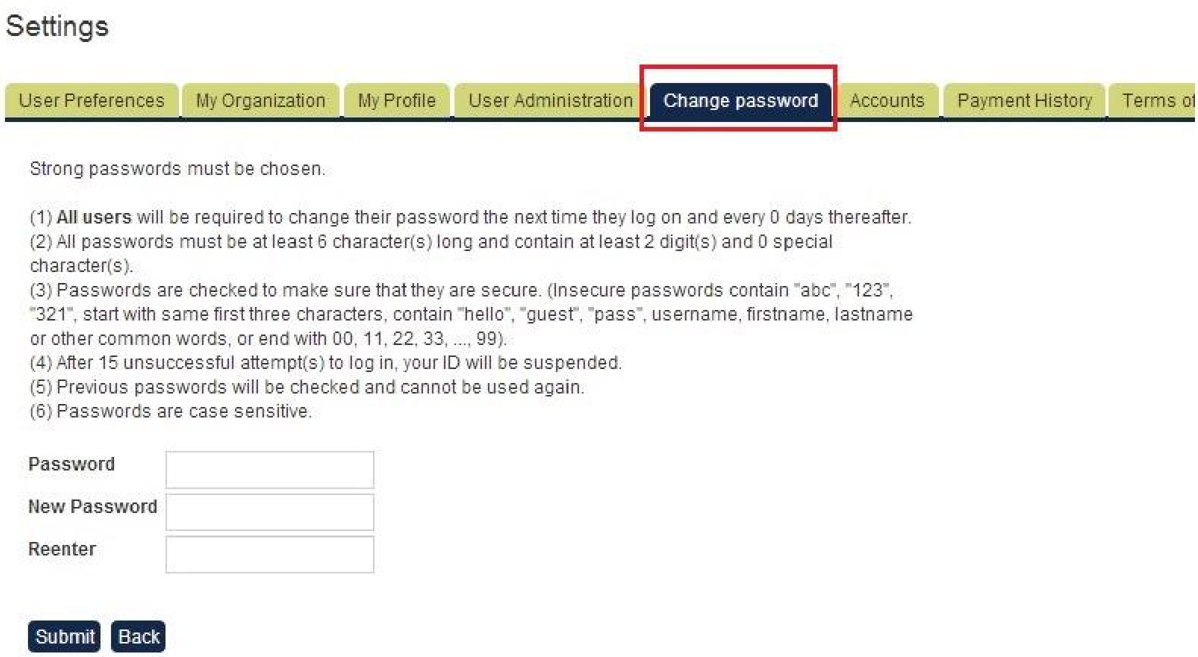


Changing Your Password

To change your password:

1. Access the Setting page.
2. Click the Change Password Tab
3. Enter your current password in the Password field.
4. Enter your new password in the New Password field.
5. Re-enter your new password in the Re-Enter field.
6. Click Submit.

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



Connect

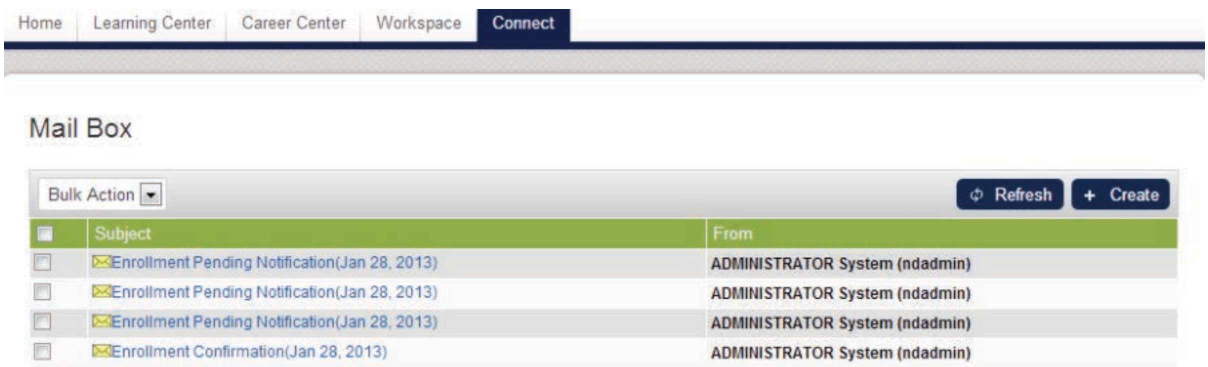
Mail

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.

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

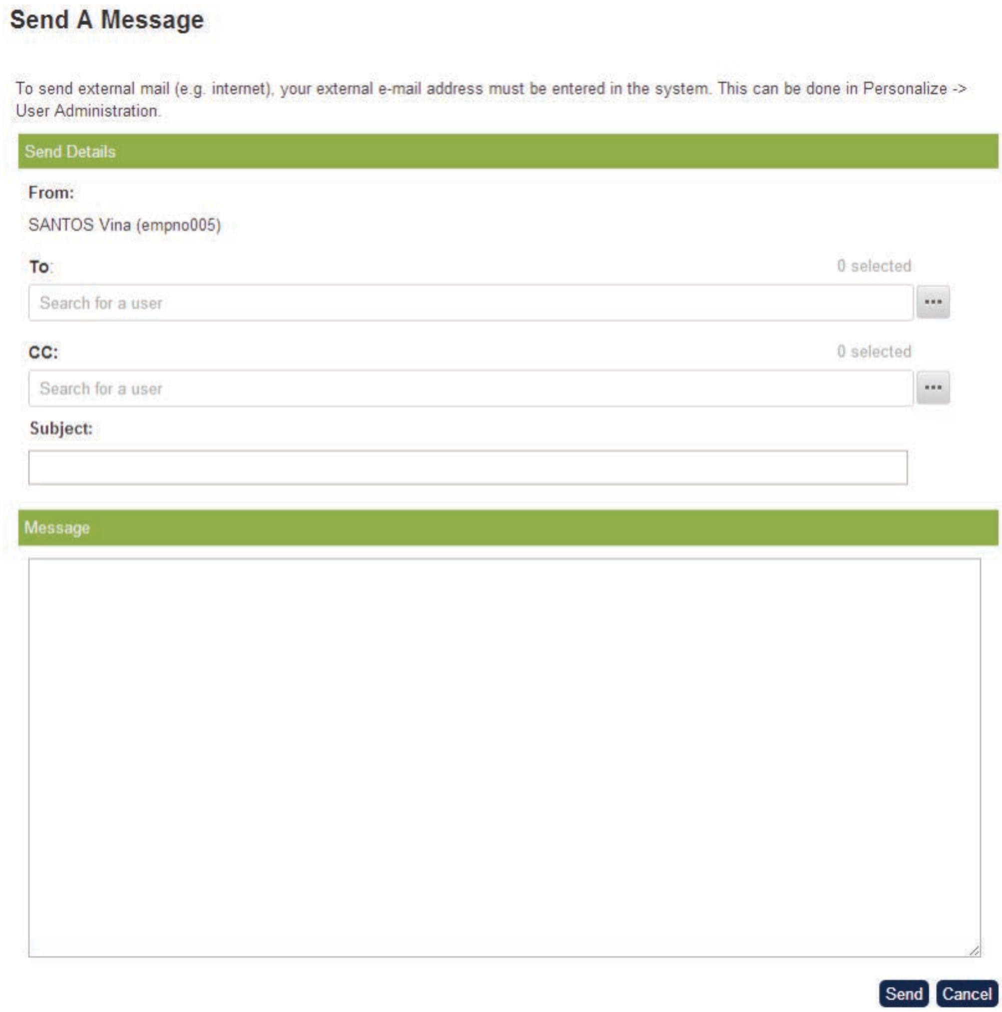
To send a mail message:

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.

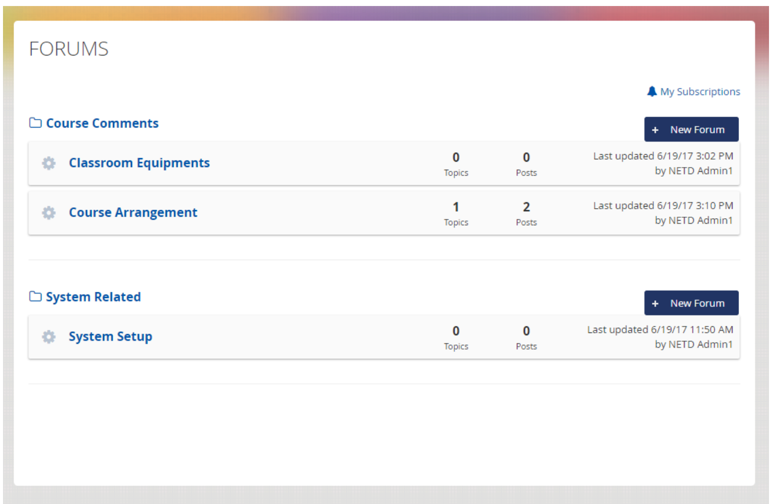


5.From this window, you can now start composing your message.

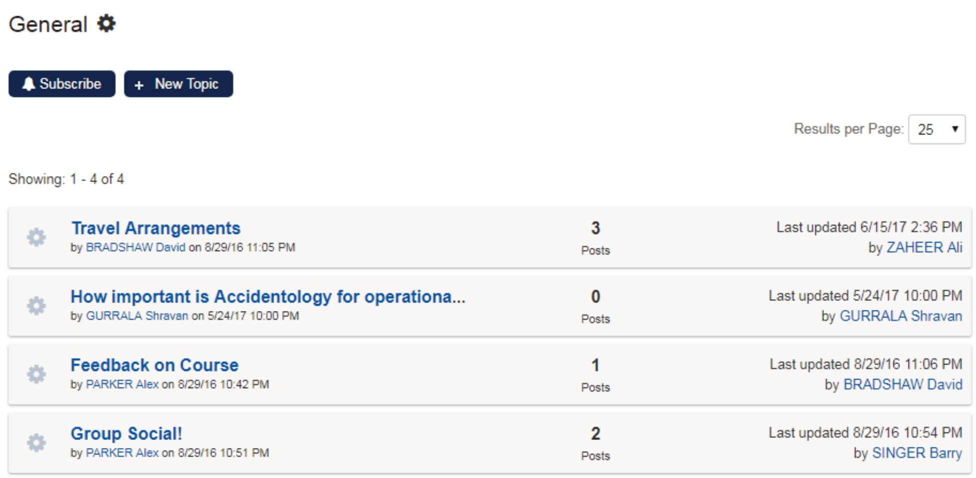
Forums

To participate in a discussion forum, go to Connects > Forums.

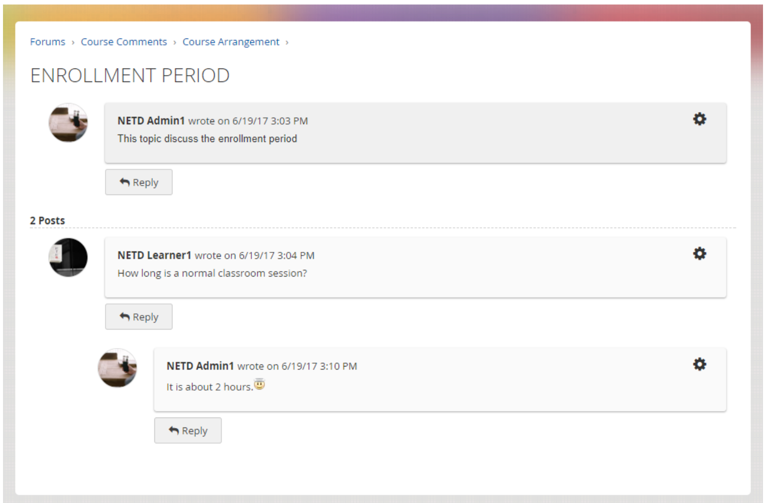
1.Select from the list of Forums and sub-forums until a list of topics appears



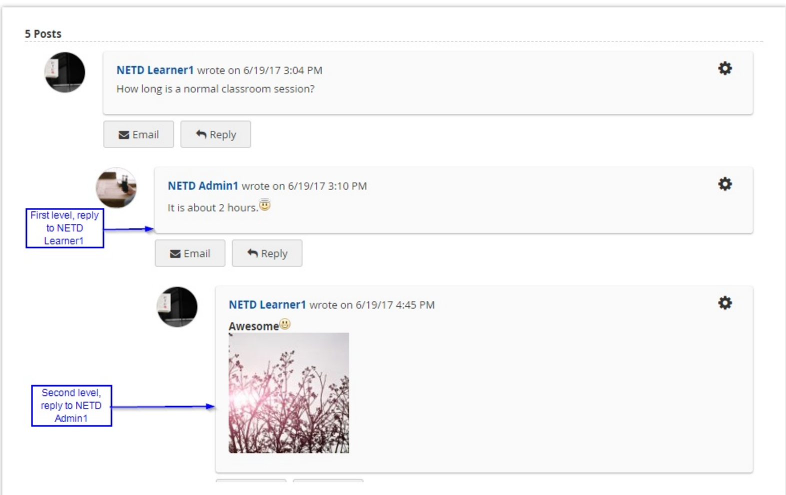
2. Below is a topic page where users can click into a discussion.



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