



NetDimensions LMS

15.1

# Learner Guide

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

# Document Information

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Document ID: EN15105  
Document Title: NetDimensions LMS 15.1 - Learner Guide  
Document Version: 1.0  
Document Date: January 2020

This document may be revised from time to time.

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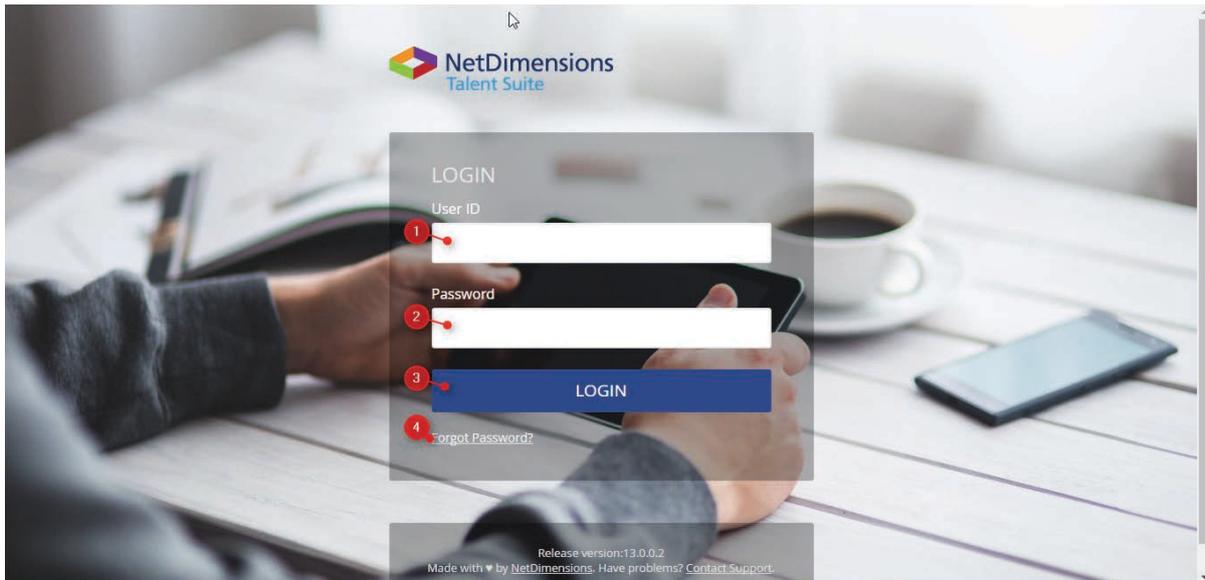
# Getting Started

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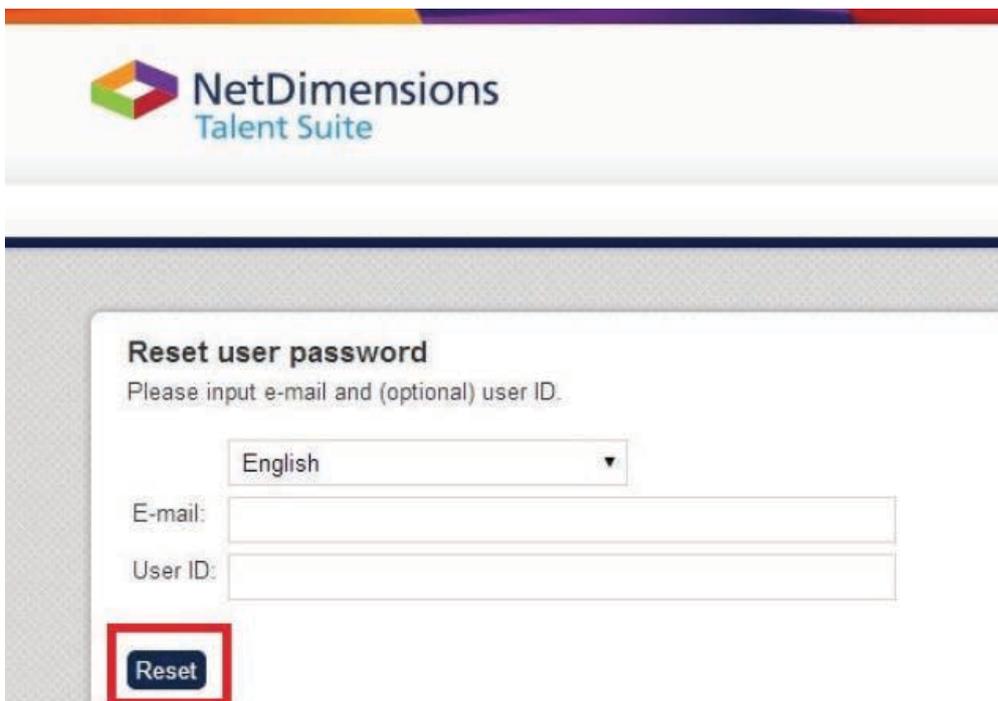
## Login

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



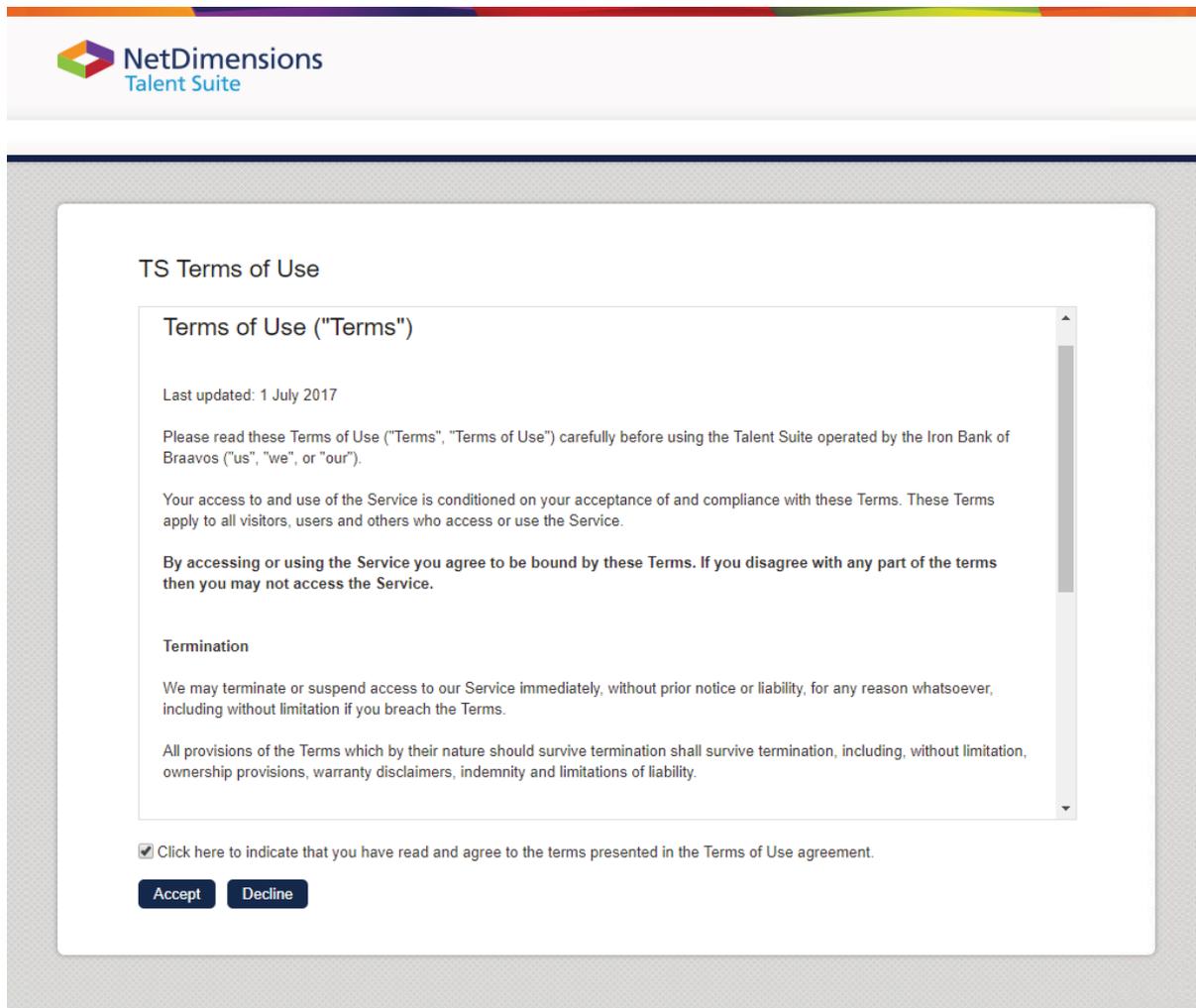
After clicking on the "Forgot Password?" link you can enter your e-mail address and user ID to have a new system generated password sent to you by e-mail.



## 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.



The screenshot shows the NetDimensions Talent Suite interface. At the top, there is a header with the NetDimensions Talent Suite logo. Below the header, the main content area is titled "TS Terms of Use". Inside this area, there is a scrollable box containing the following text:

**Terms of Use ("Terms")**

Last updated: 1 July 2017

Please read these Terms of Use ("Terms", "Terms of Use") carefully before using the Talent Suite operated by the Iron Bank of Braavos ("us", "we", or "our").

Your access to and use of the Service is conditioned on your acceptance of and compliance with these Terms. These Terms apply to all visitors, users and others who access or use the Service.

**By accessing or using the Service you agree to be bound by these Terms. If you disagree with any part of the terms then you may not access the Service.**

**Termination**

We may terminate or suspend access to our Service immediately, without prior notice or liability, for any reason whatsoever, including without limitation if you breach the Terms.

All provisions of the Terms which by their nature should survive termination shall survive termination, including, without limitation, ownership provisions, warranty disclaimers, indemnity and limitations of liability.

Click here to indicate that you have read and agree to the terms presented in the Terms of Use agreement.

At the bottom of the scrollable box, there are two buttons: "Accept" and "Decline".

## Login Notifications

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

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

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

**NetDimensions Talent Suite**

**Notifications**

**Blocker Deadline Alert**

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

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

**Behind Progress Alert**

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

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

**Session Selection Needed**

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

Module Name
Technical/Business Communication

[Continue](#)

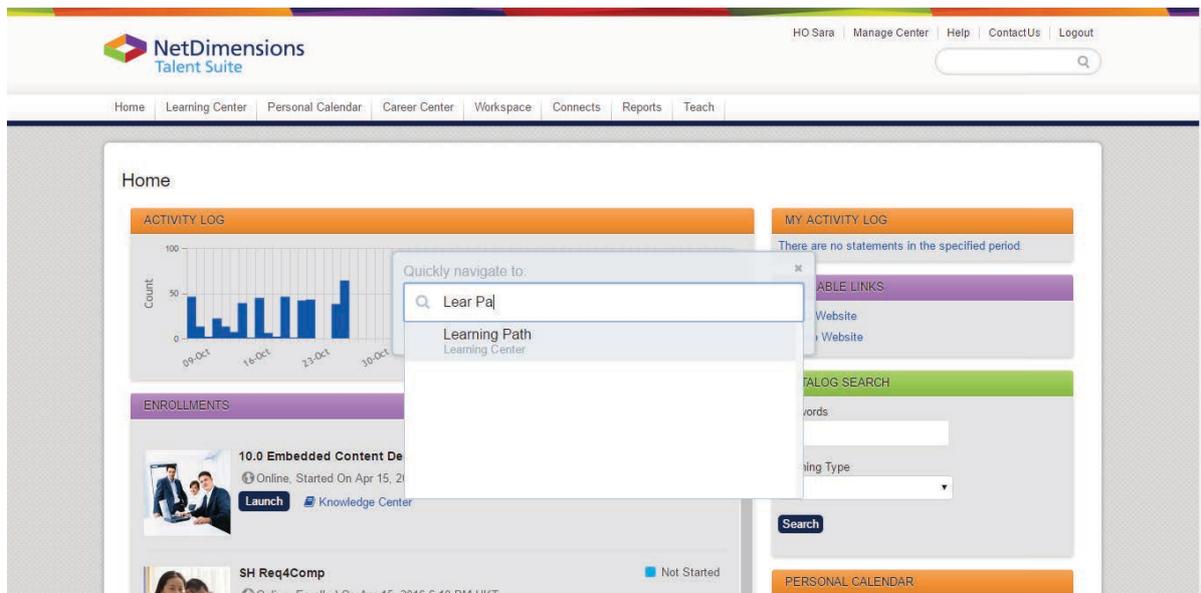
## Quick Navigation

### 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.

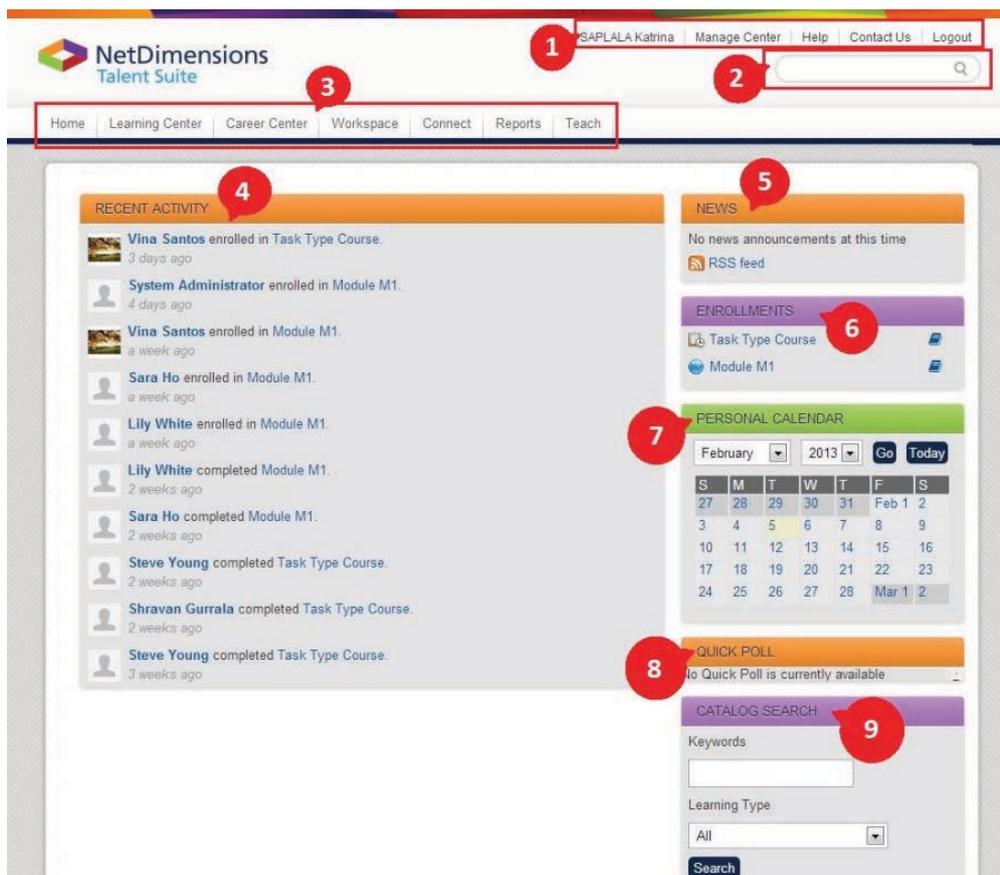
Press the keyboard "Shift" key twice, the "Quick Navigation" dialog box will appear (press the "Shift" key twice again to close). Once you have successfully logged in, you can navigate the application pages by clicking through the menu system or on links that may be displayed in the main window. You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

The screenshot shows the Home Page interface. At the top, there are navigation tabs: News, Enrolled Learning Modules, Pending Enrollments, and Re... The News widget is active, displaying a list of articles. The first article is titled "New Article\_2009" with a date of "Nov 10, 2009". Below the article title is a placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer vel sa libero, id conwallis orci vulputate sed. (Contact Author)". Below the article is an RSS feed icon and a search bar for "Search News Articles...". A red box highlights a "Quick Poll" widget embedded within the news article. The poll question is "Which is your preferred method of learning?". There are two radio button options: "Online" and "Classroom". A blue "Submit" button is located at the bottom of the poll form.

2. Click on your choice.
3. Click **Submit**. The current poll result appears.

**Home Page**

News | Enrolled Learning Modules | Pending Enrollments | Records

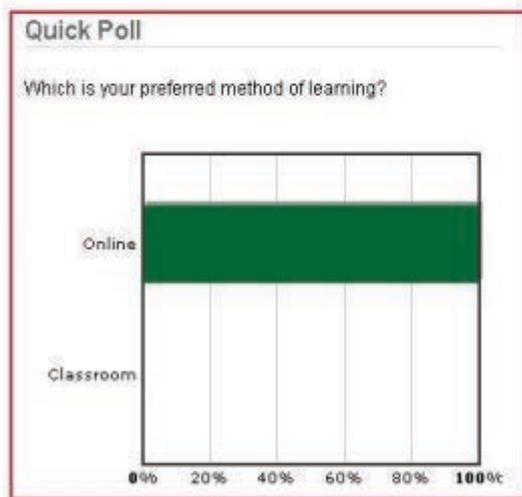
- New Article\_2009

**New Article\_2009** (Nov 11, 2009)

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

RSS feed

Search News Articles...

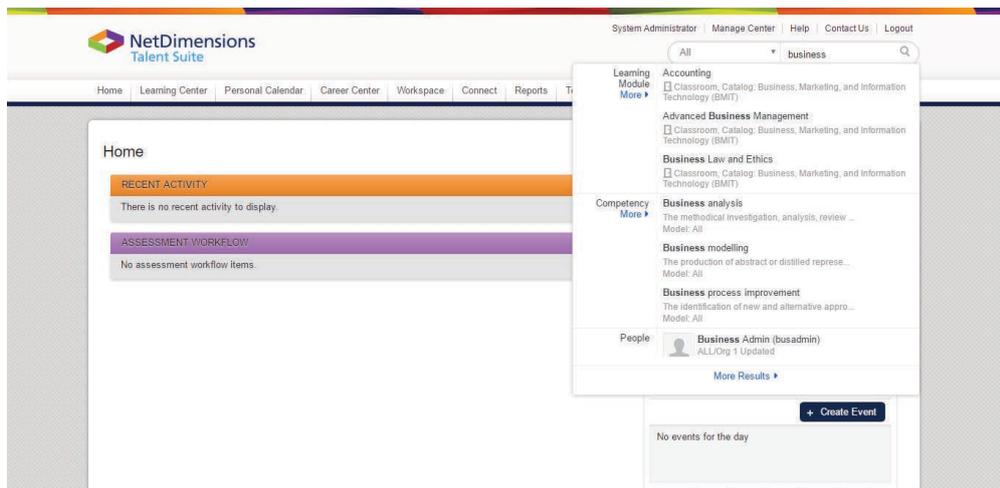


## Searching

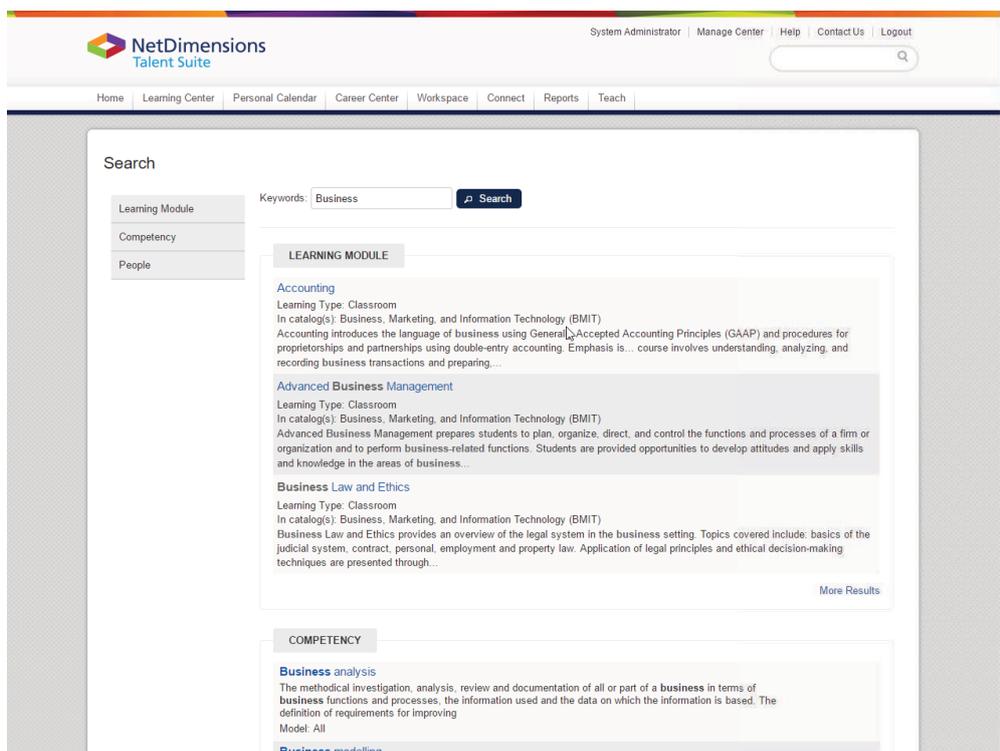
Using a single search field, users are able to search across Job Profiles, People, News articles, Learning Objects, Reference Resources, and Competencies. The search term is matched against the following:

- 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:



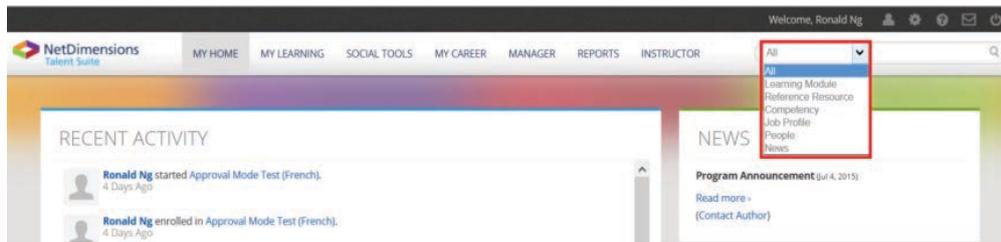
The search results are grouped by object type with tabs on the left to quickly jump to the relevant section when necessary. Text matching the keyword is highlighted and there are links to further information for each search result. Categories with results exceeding five in number will also have a "More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

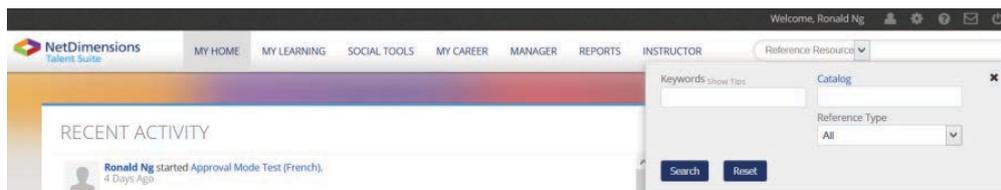
- Ä - Ae
- Ö - Oe
- Ü - Ue
- ä - ae
- ö - oe
- ü - ue
- ß - ss

## Advanced Filters

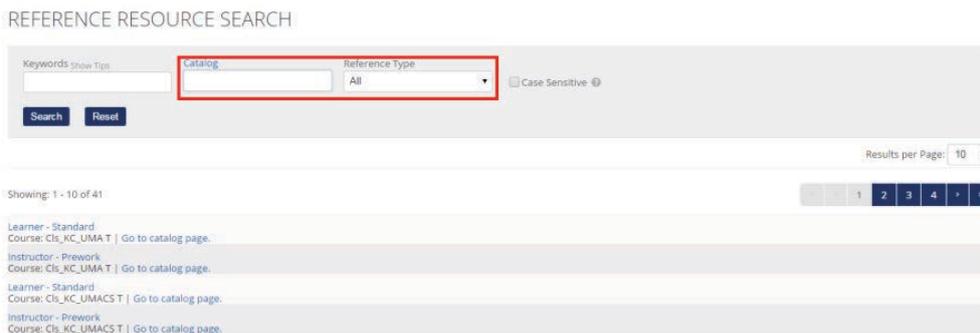
On focusing on the Search Field, an object type drop down appears and you can opt to search within a specific object type only:



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

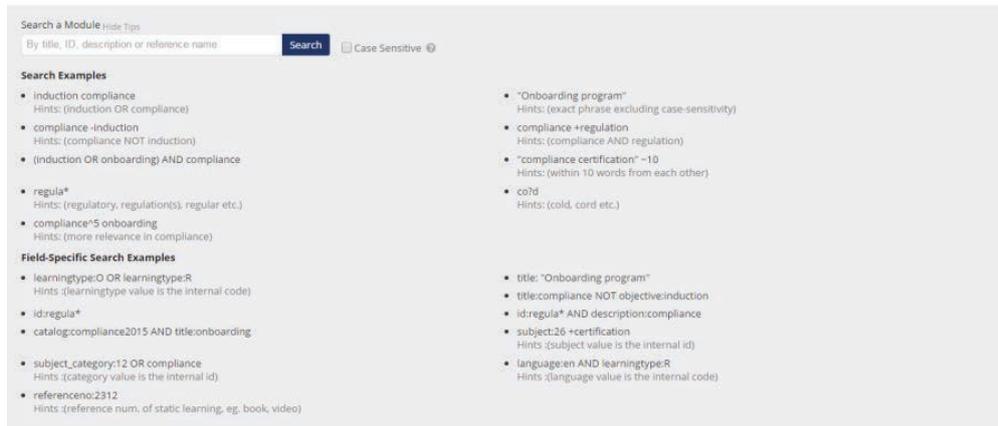
Filters are located on the left side while the results table is displayed on the right. The catalogs can be filtered via an expandable/collapsible tree display. There is a keyword search in case there are a lot of levels to drill down to help with the catalog level selection. Suggestions are also available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

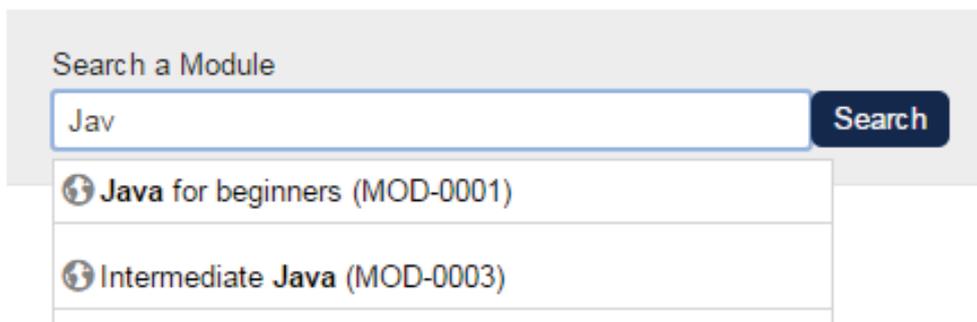
1. Every time you enter a keyword or change a filter option, the search result will be updated automatically.
2. All filter options will be reset if you enter a new keyword/catalog in search field.
3. Total numbers are matched will be indicated inside the '( )' in catalog tree and filter options.

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:

## Learning Module Search



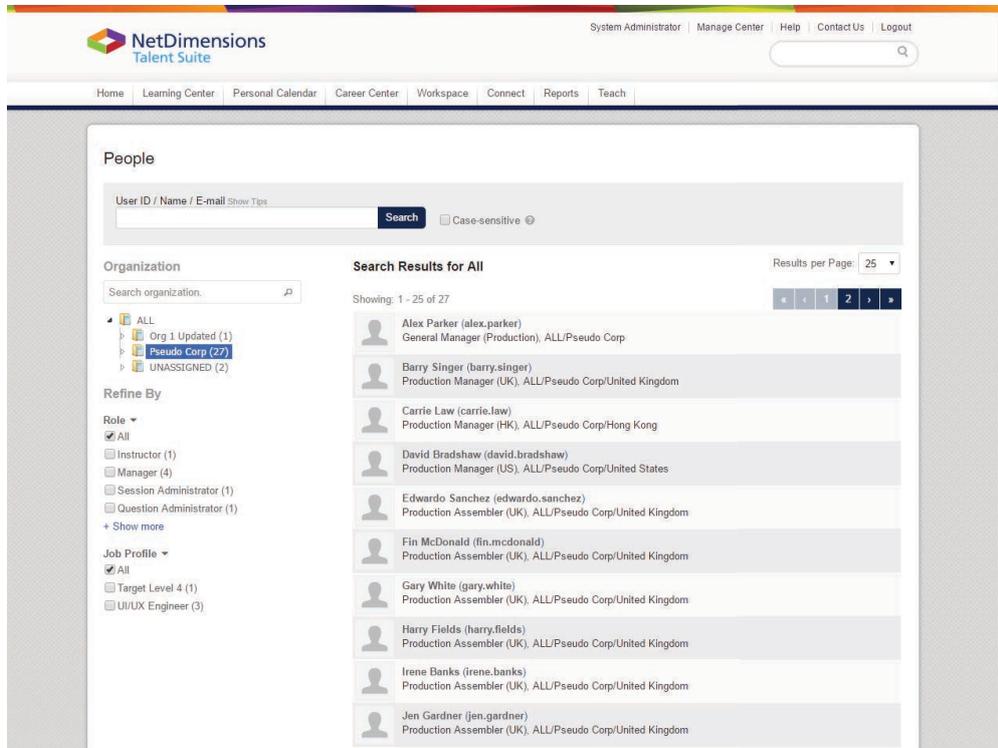
Once a learning object/module/program (from the Search Catalog) is located, the Users can:

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

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:

### COMPETENCY SEARCH



## Job Profile Search

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

### JOB PROFILE SEARCH



## 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.

### LEARNING MODULE SEARCH



Search a Module [Show Tips](#)

By title, ID, description or reference name   Case-sensitive [?](#)

## The Learning Center

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### 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)

The screenshot displays the 'Learning' section of the NetDimensions Talent Suite. At the top, there are navigation tabs: Home, Learning Center, Personal Calendar, Career Center, Workspace, Connect, Reports, and Teach. Below these is a search bar and user information (Alex Parker, Help, Contact Us, Logout). The main content area is titled 'Learning' and has tabs for 'Current Learning Modules', 'Records/Transcript', 'External Training Records', and 'Activity Log'. A filter section allows users to search by Module Title/ID, Status (All), Type (All), and Training undertaken between (e.g. Nov 28, 2017). A 'Filter' button is present. Below the filter, it shows 'Showing: 1 - 6 of 6' and 'Results per Page: 25'. A 'Sort By' dropdown is set to 'Due Date' with a 'Refresh' button. The list of learning modules includes:
 

- Mentor Assignment**: Task, Multi-Language, Enrolled On Nov 28, 2017 6:22 PM CST. Line Manager is responsible for assigning a mentor to the new starter. Action: Send Reminder (3).
- Read Employee Handbook**: Task, Multi-Language, Enrolled On Nov 28, 2017 6:20 PM CST. Log onto the wiki and read the employee handbook. Action: Mark as completed (2).
- Servers and Network Security**: Program, Multi-Language, Enrolled On Nov 28, 2017 6:18 PM CST. Action: Show Sub-Modules (4).
- Computer Programming**: Program, Multi-Language, Enrolled On Nov 28, 2017 4:34 PM CST. Action: Hide Sub-Modules (5).
- Computer Programming I**: Classroom, English - (en), Enrolled On Nov 28, 2017 4:34 PM CST, Required. Computer Programming I covers fundamental concepts of programming... Action: Show All (6).
- Computer Programming II**: Classroom, English - (en), Enrolled On Nov 28, 2017 4:34 PM CST, Required. Computer Programming II explores and builds skills in C++ and Java... Action: Show All (7).
- Advanced Business Management**: Classroom, English - (en), Enrolled On Nov 28, 2017 4:33 PM CST. Advanced Business Management prepares students to plan, organize, direct, and control the functions and processes of a firm or organization... Action: Show All (6).
- Model Thinking**: Online, Multi-Language, Enrolled On Nov 17, 2017 2:30 PM CST. Action: Launch (1).

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:

### Current Learning Modules

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

**Exam: Addition**

Legend:  Not Attempted(NA)  Attempted(A)  Bookmarked(B)

**SECTION 1**

Question Filter: All

Question	Responded
→ 1.	<input type="checkbox"/> (NA)
2.	<input type="checkbox"/> (NA)
3.	<input type="checkbox"/> (NA)

**QUESTION (1)**

1 + 1

4

1

2

3

Mark for review

---

**QUESTION (2)**

1 + 2

4

2

Total Number of Exam Questions: 3  
Number of unanswered question: 3

[Summary and End Exam Page](#)

### 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.

**Addition ( E1 )**

Questions	Mark	Points Earned
1.1 (Q1)	✘	0
1.2 (Q2)	✘	0
1.3 (Q3)	✔	1

Maximum Points: 3.0

1. 1 + 1

- ✘  4
- 1
- ➔  2
- 3

Reference Info:

**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:

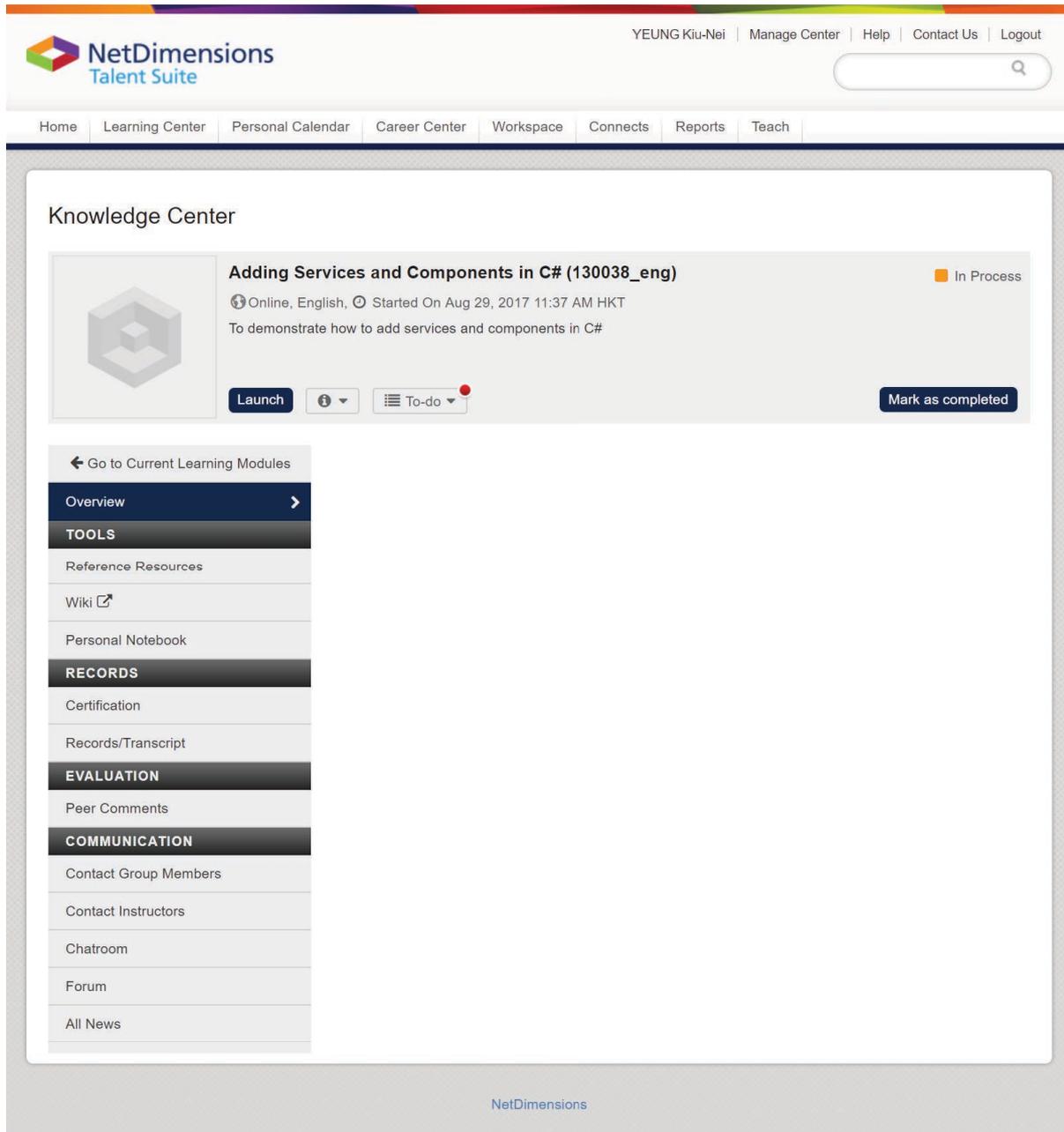
- From the Home Page > **Learning Center** > **Learning**, click **Knowledge Center** on the desired course from the list. The KC of that course will appear.

**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:



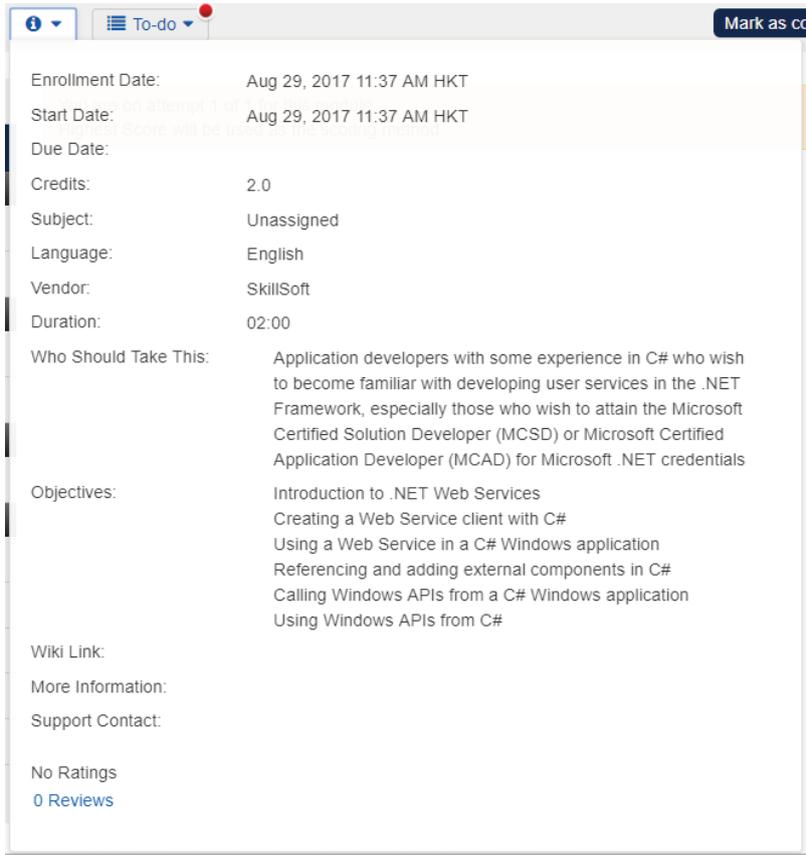
**Header**

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:



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

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

Due Date:

Credits: 2.0

Subject: Unassigned

Language: English

Vendor: SkillSoft

Duration: 02:00

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

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

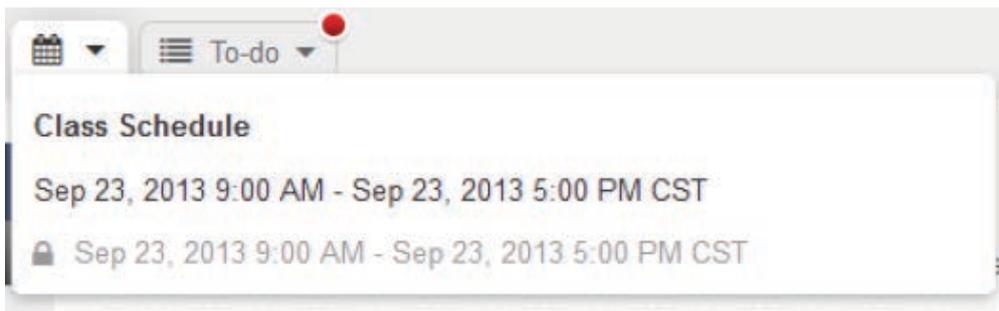
Wiki Link:

More Information:

Support Contact:

No Ratings  
[0 Reviews](#)

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



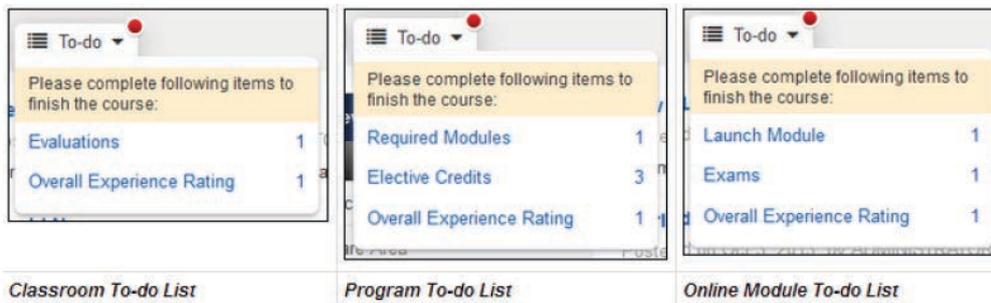
**Class Schedule**

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

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

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

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



### Content Area

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

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

Attribute A: A value  
Attribute 2: B value

---

**New Look & Feel**  
Posted on Oct 3, 2013, by ADMINISTRATOR System  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin viverra sagittis vehicula. Curabitur vehicula aliquet nulla ac venenatis. Phasellus commodo nibh mi, a adipiscing diam facilisis et.

---

**World News**  
Posted on Oct 3, 2013, by ADMINISTRATOR System  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin viverra sagittis vehicula. Curabitur vehicula aliquet nulla ac venenatis. Phasellus commodo nibh mi, a adipiscing diam facilisis et.

---

**Instructors**

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

---

**Pre-Course Assessment**  
Please take the following pre-course assessments according to the available date (if applicable):

- Standard Exam 1 (STD\_EX\_1) Incomplete, Available Date: Sep 28, 2013 12:05 PM CST
- Standard Exam 1 (STD\_EX\_1-47) Completed, Available Date: Sep 8, 2013 12:05 PM CST

[View all assessments](#)

---

**Reference Resources**

**Prework**

- [Prework Resource](#)

**Standard**

- [Online Resource](#)
- [External Reference Resource](#)

**Postwork**

- [Post-work Resource](#)

---

**Exams**  
Please take the following exams before marking this module finished.

- Standard Exam 1 (STD\_EX\_1-53) Incomplete

---

**Post-Course Assessment**  
Please take the following post course assessments according to the available date (if applicable):

- Standard Exam 1 (STD\_EX\_1-56) Completed

[View all assessments](#)

---

**Evaluation**  
Please take the evaluation after completing the course.

[Launch Evaluation](#)

---

**Overall Experience Rating**  
Please rate your overall experience before marking this module finished.

(Please Select)

[Submit](#)

**Contact Group Members/Contact Instructors**

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

Contact Instructors

Results per Page: 10

[Send Mail to all Instructors](#)

	1 Instructor (Coke) (INSTRUCTOR1_COKE) <a href="#">Send Mail</a>   <a href="#">View Profile</a>	
	1 Instructor (NetD) (INSTRUCTOR1_NETD) <a href="#">Send Mail</a>   <a href="#">View Profile</a>	
	1 Instructor (Pepsi) (INSTRUCTOR1_PEP5I) <a href="#">Send Mail</a>   <a href="#">View Profile</a>	

Showing: 1 - 3 of 3

**Contact Instructors Page**

Contact Group Members

Results per Page: 10

[Remove me from this contact list](#) [Send Mail to all Members](#)

	2 Learner (Coke) (LEARNER2_COKE) <a href="#">Send Mail</a>   <a href="#">View Profile</a>	
	ADMINISTRATOR System (NDADMIN) <a href="#">Send Mail</a>   <a href="#">View Profile</a>	

Showing: 1 - 2 of 2

**Contact Group Members Page**

**Exams**

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

## Exams

Please take the following exams before marking this module finished.

[Standard Exam 1 \(STD\\_EX\\_1-53\)](#) Incomplete

**Sub Modules**

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

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

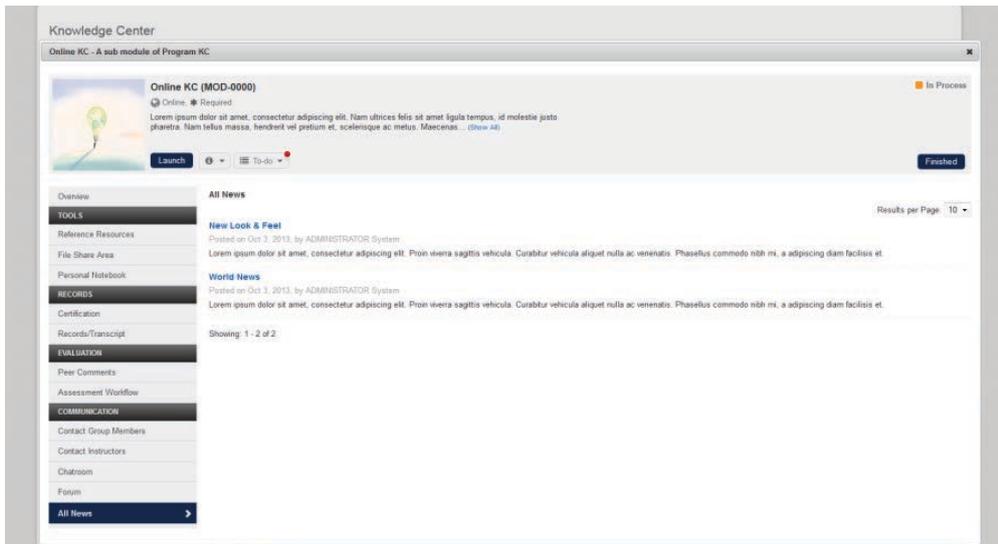
**Active and Completed Modules**

 <p><b>Program KC (MOD-0001)</b>                  Program, No deadline, Required                  Knowledge Center 1 Reference(s)</p>	In Progress
▼ Hide Sub-Modules	
 <p><b>Online KC (MOD-0000)</b>                  Online, No deadline, Required                  Attribute A: A value                  Attribute 2: B value                  Launch Knowledge Center 1 Exam(s) 4 Reference(s)</p>	In Progress
 <p><b>Classroom KC (MOD-0002)</b>                  Classroom, No deadline, Required                  Knowledge Center</p>	In Progress

**Available Modules**

 <p><b>Online KC (MOD-0000)</b>                  Online, No deadline, 3 Credits, Seats: Unlimited                  Instructor: 1 Instructor (Coke), 1 Instructor (NetD), 1 Instructor (Pepsi)                  Attribute A: A value                  Attribute 2: B value                  Enroll</p>
 <p><b>Self Training (Paper) KC (MOD-0005)</b>                  Self-Training (Paper), No deadline, 3 Credits, Seats: Unlimited                  Enroll</p>

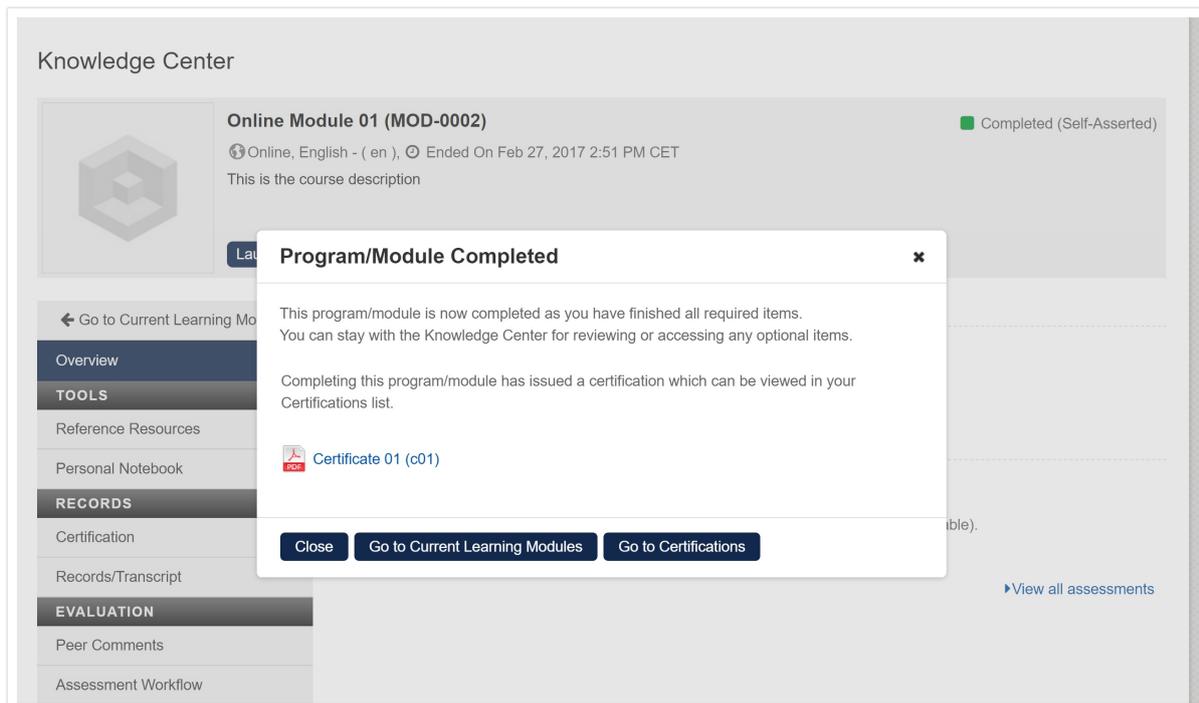
**Program Sub Modules Display**



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 reopen the Knowledge Center as per usual.

**Change Your Enrollment in the Course Module**

If the course owner configured the course to allow the learner to withdraw and/or mark the course as

complete, after you have enrolled in a learning object, you may:

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

**Note:**

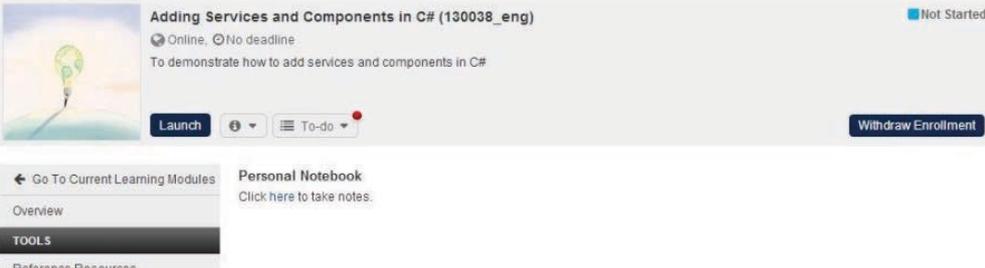
- For modules that you have already begun work on, you will find that the status has been set to "accessed". Generally speaking, you can only "remove" a module that is in progress, and you can only "withdraw" from a module that has not yet been used. Therefore, a status of "enrolled" will allow withdrawals,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

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

1. Click **Go** to the Knowledge Center.
2. Click the **Finished** button.

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

Knowledge Center



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

Online, No deadline

To demonstrate how to add services and components in C#

Launch To-do Withdraw Enrollment

Go To Current Learning Modules

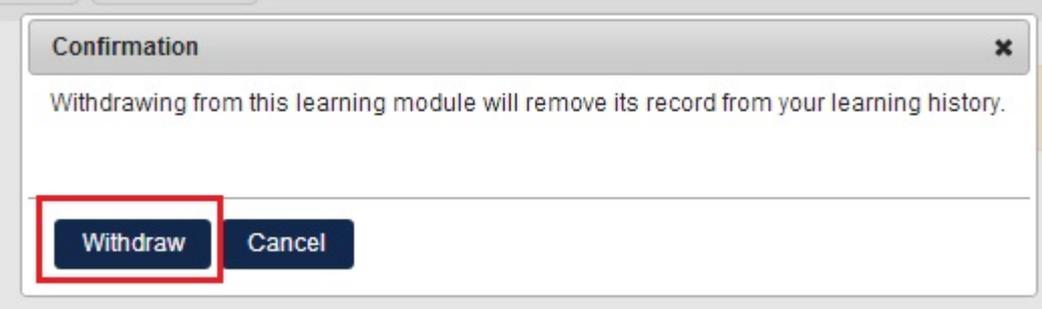
Personal Notebook  
Click here to take notes.

Overview

TOOLS

Reference Resources

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

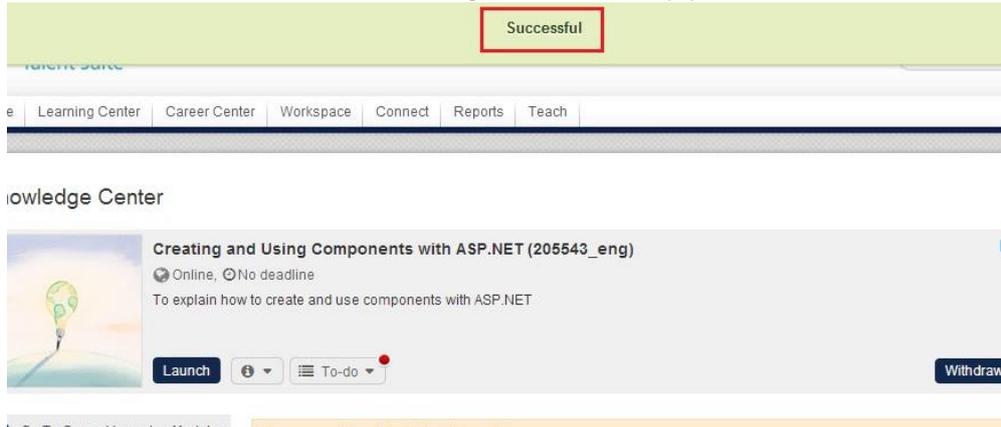


**Confirmation** ✕

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

**Withdraw** Cancel

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

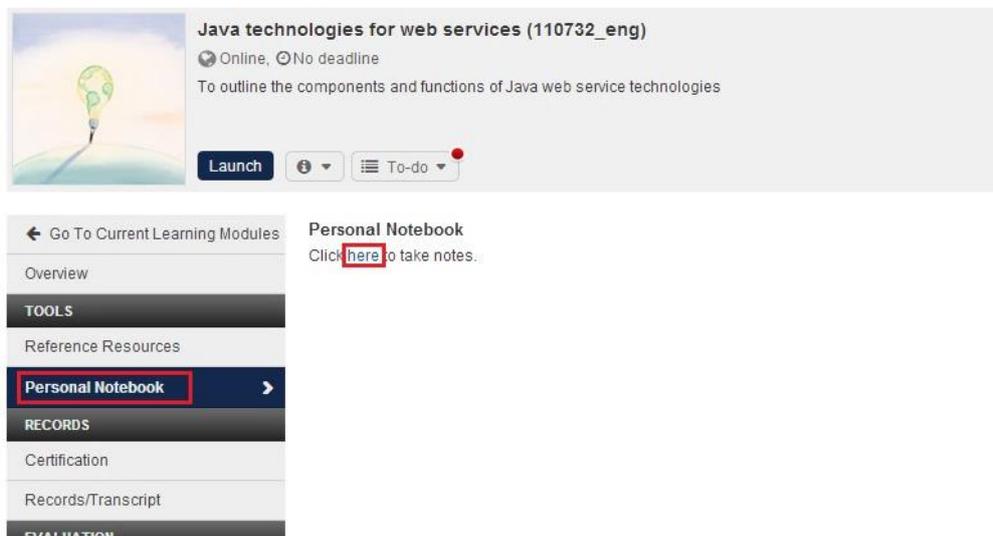


**Make Online Notes for the Selected Learning Program/Module**

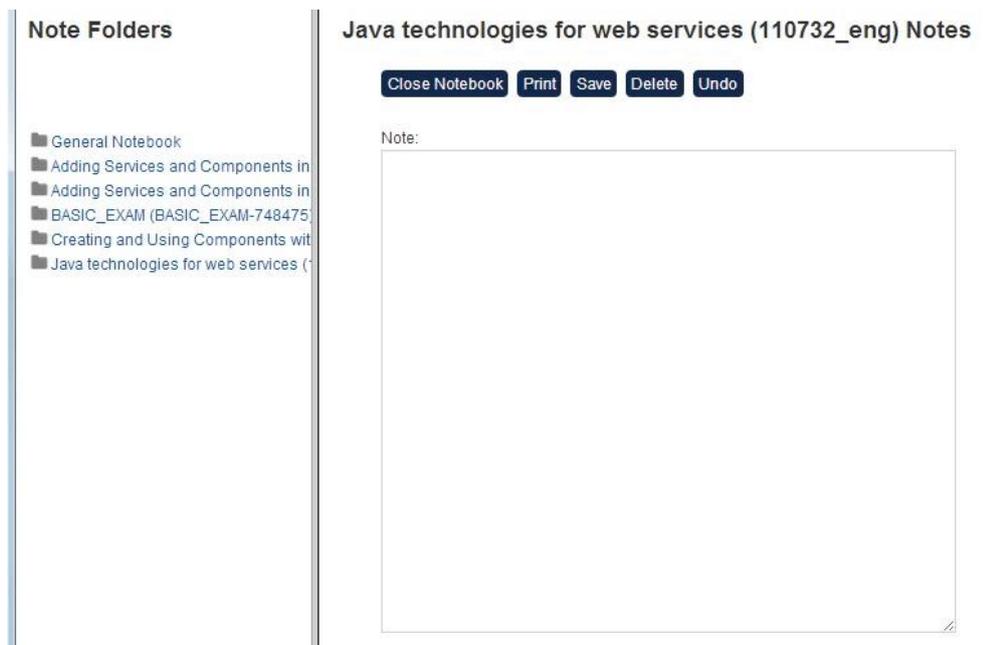
NetDimensions Talent Suite incorporates a personal notebook that allows you to take notes for specific modules or learning programs. To access the notebook from the Knowledge Center of a particular course:

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

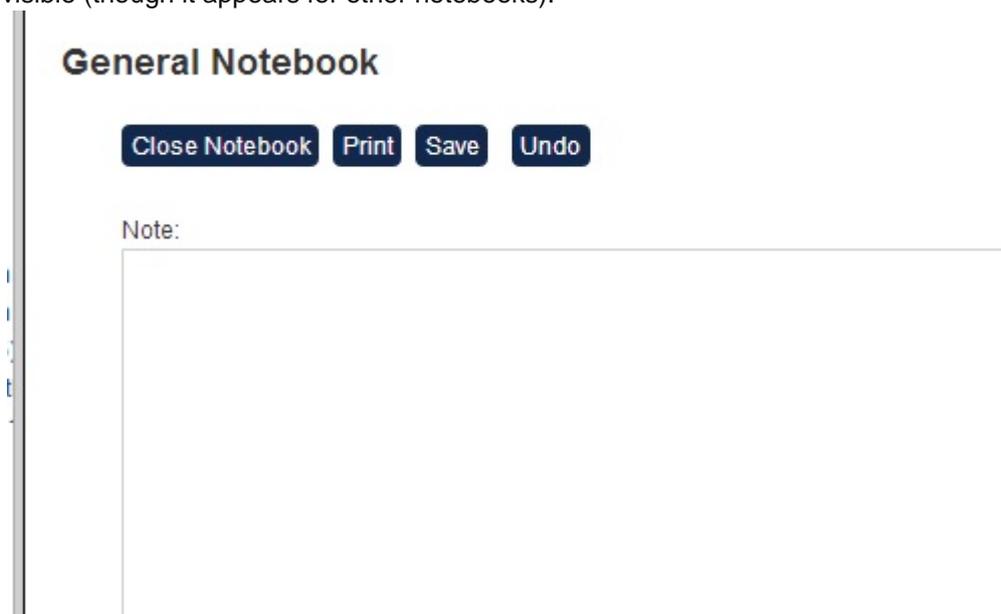
Knowledge Center



- 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).



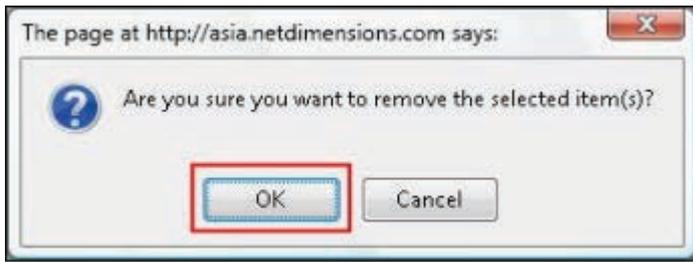
5. Type your notes in the Note area.

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:

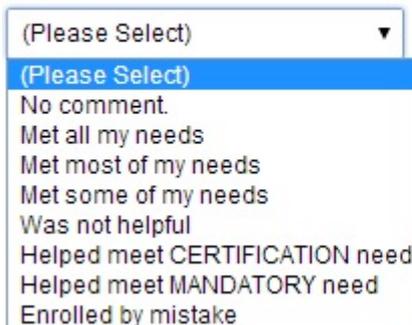
1. If an online evaluation has been assigned to a module, you will see the Overall Experience Rating notification.



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

**Overall Experience Rating**

Please rate your overall experience before marking this module finished:



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

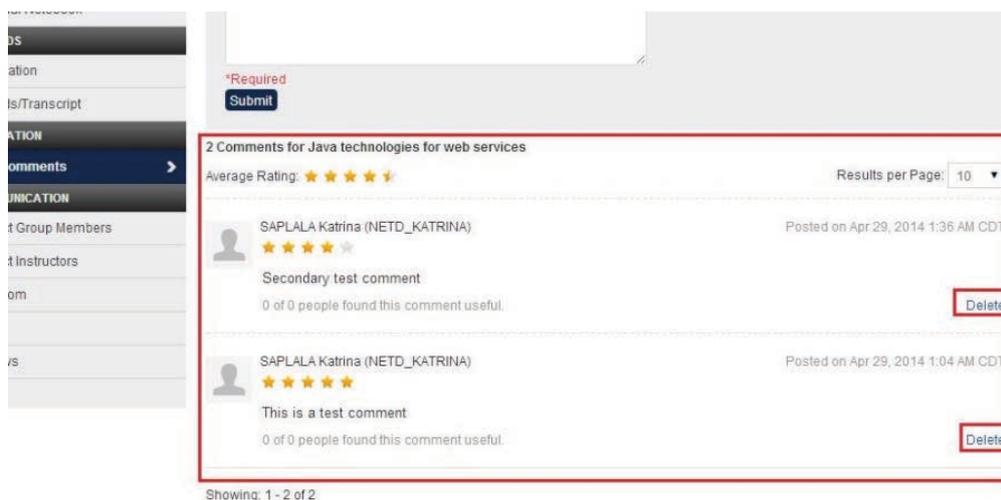
**Write Peer Comments**

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.

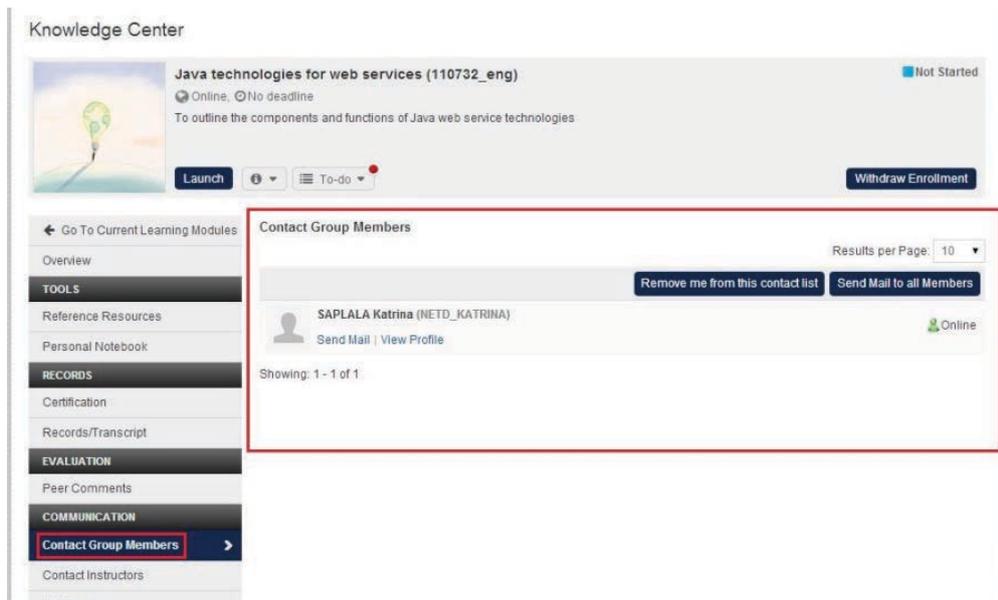


4. Click the **Delete** button if you want to remove the comment permanently.

**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*

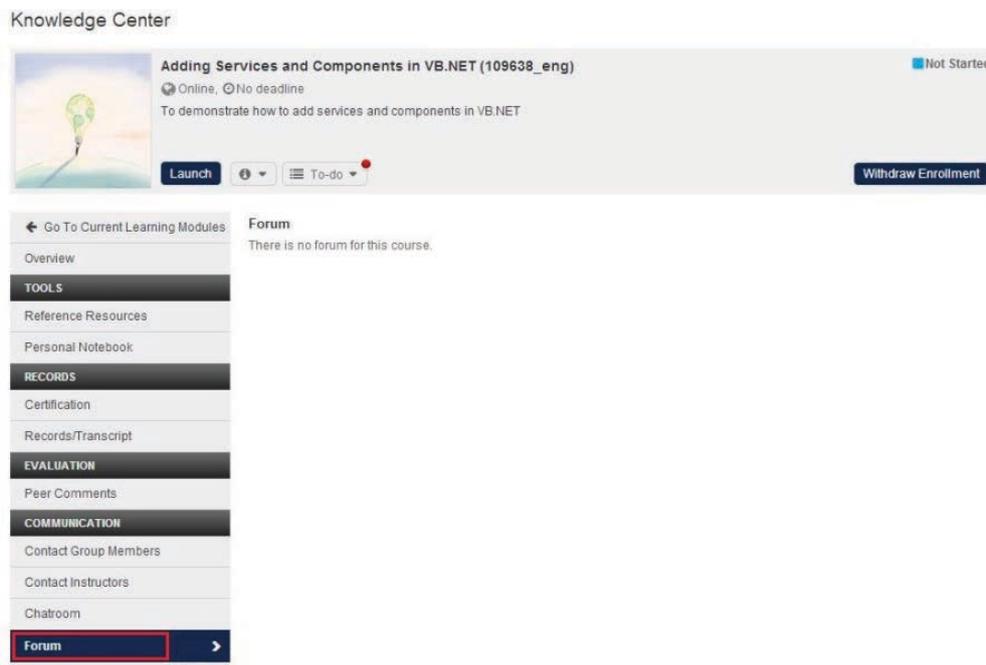
1.To remove your online profile from Learning Group, click the Delete hyperlink from the Add/Delete me from this contact list.

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:

#### Knowledge Center

**Cert Test (MOD-0038)**  
 Online, No deadline

Launch

Go To Current Learning Modules

**Overview**

TOOLS

Reference Resources

Personal Notebook

RECORDS

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

**Exams**

Please take the following exams before marking this module finished.

(dd3b4d24-2294-4ec4-ab5a-8bf72d47dd24) Incomplete

#### Records / Transcript

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

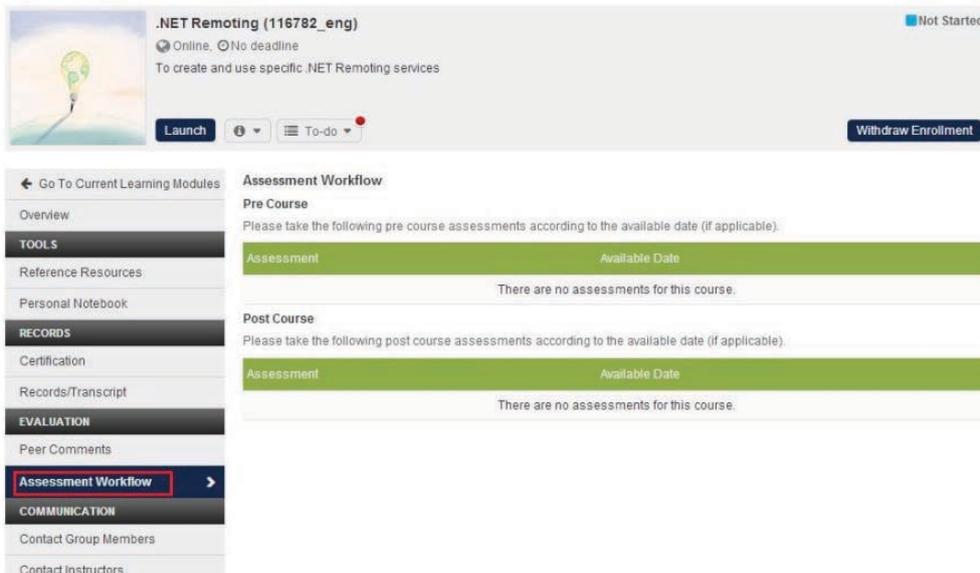
The screenshot displays the NetDimensions Talent Suite interface. At the top, there is a navigation bar with the NetDimensions logo and links for Manage Center, Help, Contact Us, and Logout. Below this is a secondary navigation bar with links for Home, Learning Center, Personal Calendar, Career Center, Workspace, Connects, Reports, and Teach. The main content area is titled "Knowledge Center" and features a course card for "\_ONLINE0007 (\_ONLINE0007)". The card includes a "Launch" button, a "To-do" dropdown, and a "Withdraw Enrollment" button. Below the course card is a sidebar menu with categories: TOOLS (Overview, Reference Resources, Personal Notebook), RECORDS (Certification, Records/Transcript, Evaluation), EVALUATION (Peer Comments, Assessment Workflow), and COMMUNICATION (Contact Group Members, Contact Instructors, Chatroom, Forum, All News). The "Records/Transcript" section is active, showing details such as "Last modified by" on Dec 22, 2017 3:18 PM HKT, "Enrollment Date: Dec 22, 2017 3:18 PM HKT", "Start Date: Not yet started", "End Date:", "Due Date:", "Credits: 0.00", "Overall Status: Not Started", "Learning Module Type: Online", "Revision Number: 0", "Course Scoring Method: Highest Score", "Score: N/A", "Residential (UX1): No", "ID:", "Required: No", "Additional Comments:", "Points:", "CPD-Structured-Hrs:", and "CPD-Unstructured-".

**Assessment Workflow**

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

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

Knowledge Center



**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

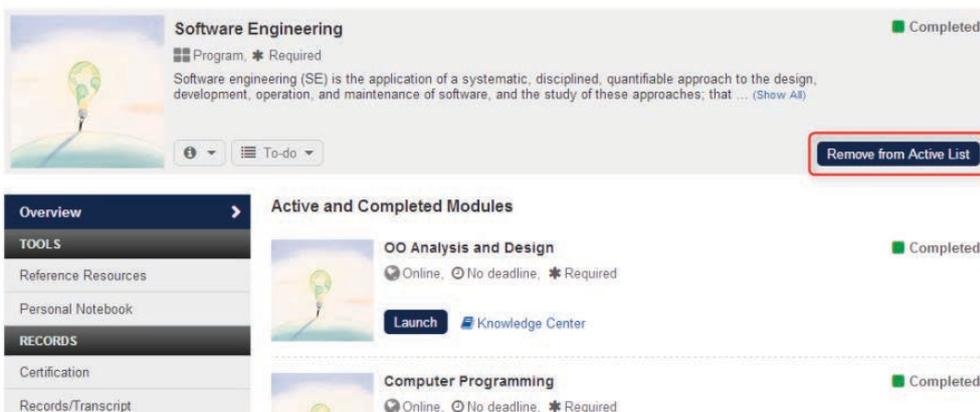
*Knowledge Center Available in Records / Transcript*

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.

Knowledge Center



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

## Training Progress

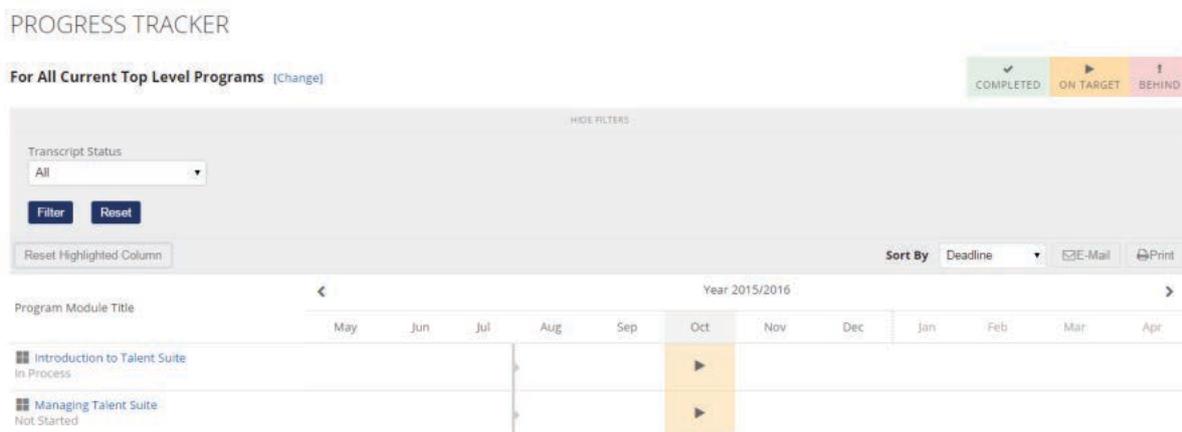
(Performance, Learning)

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:



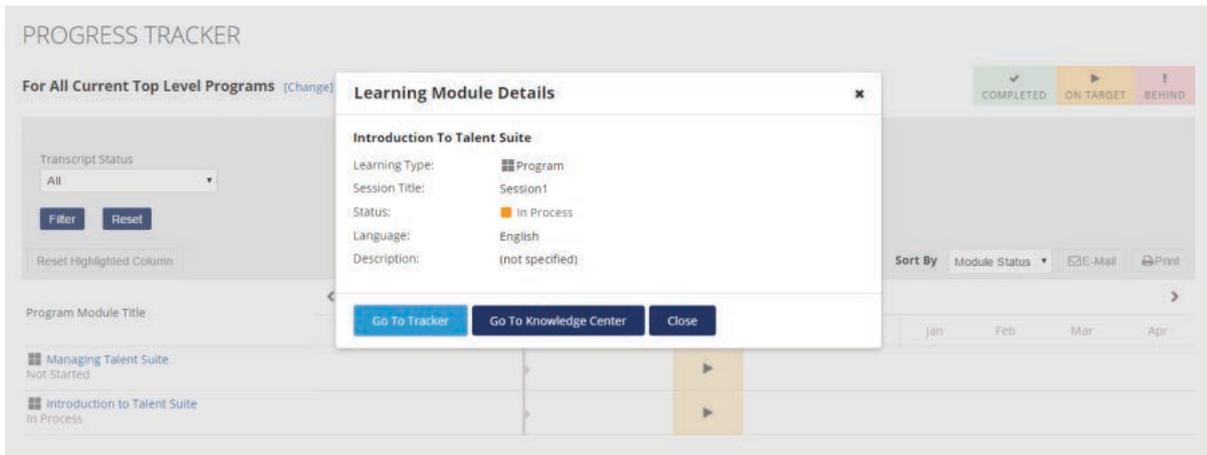
You will find Progress status and an accompanying link to the Progress Tracker at:

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.

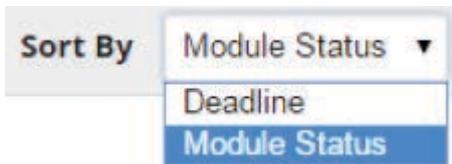
When you click on a module, a **Learning Module Details** screen will popup with links to its own progress tracker and knowledge center where applicable.



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:

## Send E-mail



From: ADMINISTRATOR System (ndadmin)

To

Learner: ADMINISTRATOR System (ndadmin)

CC

0 selected

...

Subject

Text

File Attachment

No file chosen

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

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

### *Deadline Details*

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

## Deadline Details ✕

### Deadline

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

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

### Progress Summary

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

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

Close

### Login Notifications

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

## NOTIFICATIONS

### Behind Progress Alert

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

Module Name	Deadline
<a href="#">How to create Talent Suite Widgets</a>	Mar 11, 2015 8:00 PM CST

Continue

### Training Progress Home Page Widget

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

## TRAINING PROGRESS

 Your overall training status is Behind

  [How to create Talent Suite Widgets](#) , Not Started, Progress is Behind, Due on Mar 11, 2015 8:00 PM CST

▶   [Introduction to Talent Suite](#) , Not Started, On Target

▶   [Managing Talent Suite](#) , Not Started, On Target

 [View in Program Progress Tracker](#)

### 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.

### Current Learning Modules

Results per Page: 25

Sort By Due Date Refresh

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

Online

To demonstrate how to add services and components in C#

Launch Knowledge Center Withdraw Enrollment

Showing: 1 - 2 of 2

### Session Transfer

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

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

The screenshot shows the NetDimensions Talent Suite interface. At the top, there's a navigation bar with 'Home', 'Learning Center', 'Personal Calendar', 'Career Center', 'Workspace', 'Connects', 'Reports', and 'Teach'. Below this is a 'Learning' section with tabs for 'Current Learning Modules', 'Records/Transcript', and 'External Training Records'. A 'Session Transfer' popup window is open, displaying the 'Current Session: Behavioral Analysis (Jul 2, 2018 9:00 AM - Jul 5, 2018 8:00 PM)'. It has a dropdown menu for 'Select a target session' with options: 'May 21, 2018 9:00 AM (Room 1)', 'Aug 6, 2018 9:00 AM (Room 1)', and 'Sep 3, 2018 9:00 AM (Room 1)'. Below the popup, the 'Behavioral Analysis (ba)' module is visible with a 'Session Transfer' button. Below that is the 'Benefits of Listening (\_pc\_Is\_Iaqs3001)' module.

### Records/Transcripts

At the Records/Transcripts tab you can

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

### Learning

Current Learning Modules | Records/Transcript | External Training Records

HIDE FILTERS

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

Filter

Results per Page: 10

Bulk Action

- Bulk Action
- Print Detailed Transcripts
- Print Summarized Transcripts

Print

	Status	Start Date - End Date	Score
English 101	Completed	Jun 24, 2014 2:30 PM - Jun 24, 2014 2:30 PM CST	
Language 101	In Process	Jun 24, 2014 1:55 PM CST	
English 101	Completed	Jun 24, 2014 2:30 PM - Jun 24, 2014 2:30 PM CST	
Chinese 101	Not Started		
Japanese 101	Not Started		
Spanish 101	Not Started		
Korean 101	Not Started		
German 101	Not Started		
View Transcript Details	Not Started		
Go to the Knowledge Center	Not Started		
Print Transcript	Not Started		
Thai 101	Not Started		

Showing 1 - 10 of 11

1 2

### 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](#)

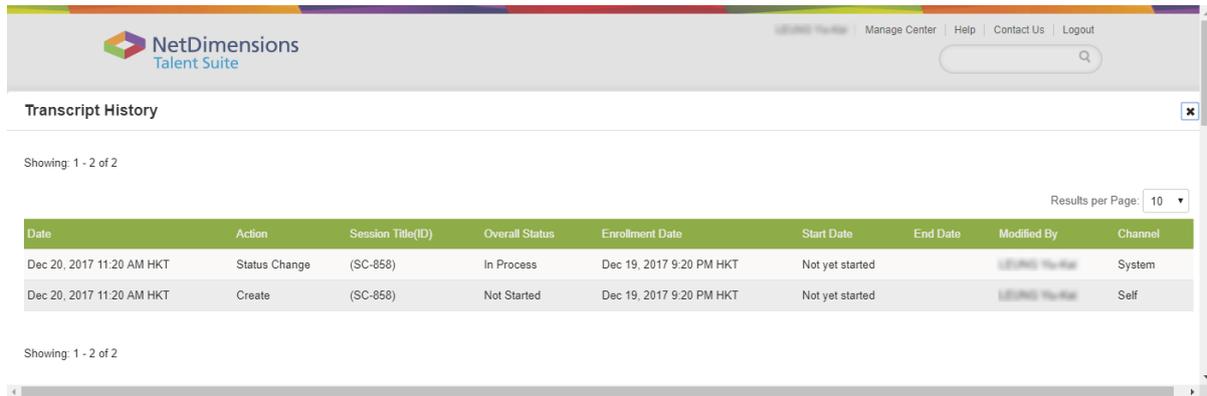
Where e-Signatures have been employed, e-signature records are also accessible:

eSignature Records		
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.



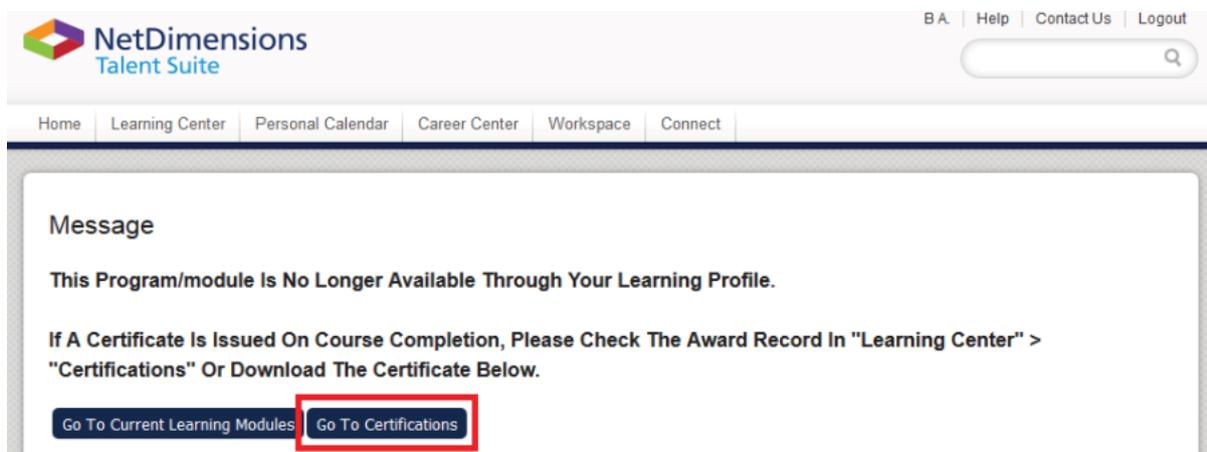
**Note:**

- 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*

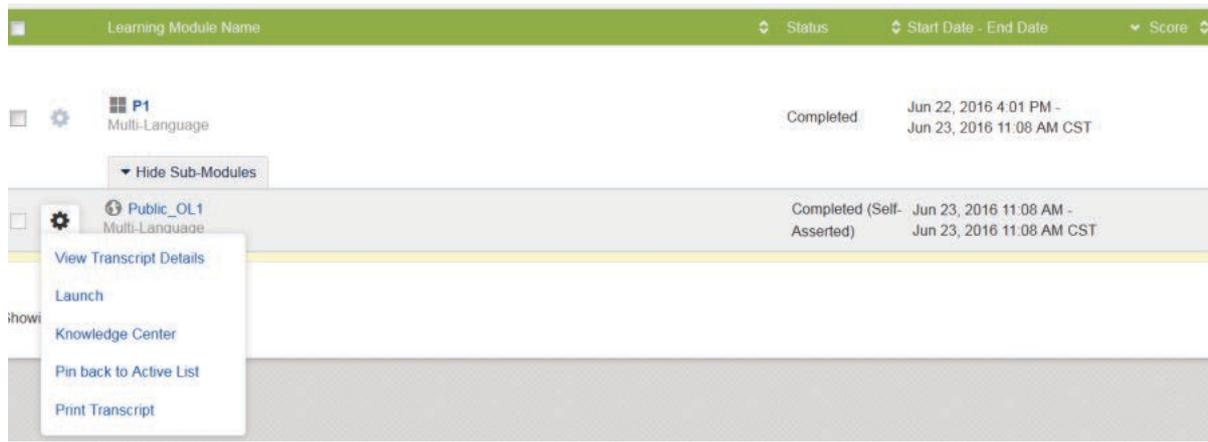
If completing a course contributes to a certification award, then the learner can follow links to the Certifications listing page on course completion:



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.

### Knowledge Center



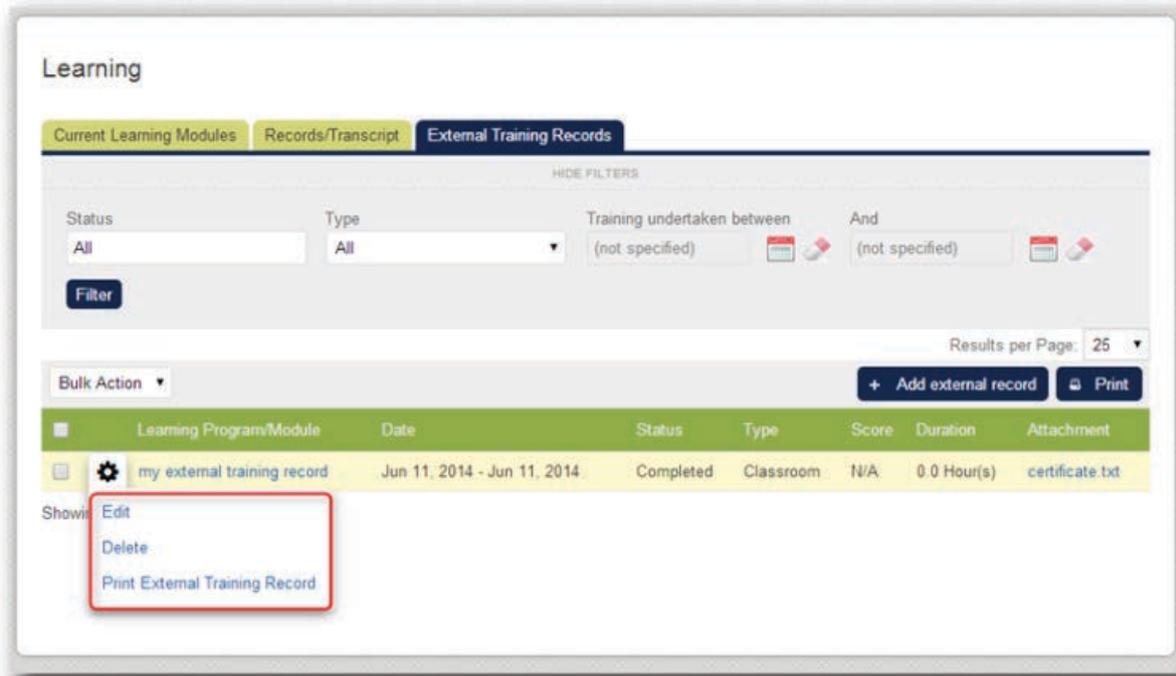
**Public\_OL1** ■ Completed (Self-Asserted), Completed

📍 Online, Multi-Language, ⌚ No deadline, ⚙️ Required

Public OL1 Desc

[Launch](#) [To-do](#) [Remove From Active List](#)

## External Training Records



**Learning**

Current Learning Modules | Records/Transcript | **External Training Records**

HIDE FILTERS

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

[Filter](#)

Results per Page: 25

Bulk Action [+ Add external record](#) [Print](#)

Learning Program/Module	Date	Status	Type	Score	Duration	Attachment
my external training record	Jun 11, 2014 - Jun 11, 2014	Completed	Classroom	N/A	0 0 Hour(s)	certificate.txt

Show [Edit](#) [Delete](#) [Print External Training Record](#)

Depending on access controls, users can:

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

## Enrollment Requests

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

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

### Enrollment Requests

Overall Status	Learning Type	Date	Final Status
<div style="border: 1px solid red; padding: 2px;">                     All                      Pending                      Waitlisted                      Approved                      Denied                 </div>	Online	Date to be confirmed	Pending Approval
Module - Online - Math 1	Online	Date to be confirmed	Pending Approval
Module - Online - English 1	Online	Date to be confirmed	Pending Approval
Module - Online - Computer 1	Online	Date to be confirmed	Pending Approval

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

### Enrollment Status

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

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

Approver	Status	Approval Date	Reminder Date	Reminder Sent Date	Expiry Date	Expiration Sent Date	Approver Comments
MOLINA Alon (NETDALON)	Awaiting Response						<a href="#">Send a Gentle Reminder to approver</a>

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

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

## Certifications

(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

NetDimensions Talent Suite

LAW Zechariah | Manage Center | Help | Contact Us | Logout

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

### Certifications

Certifications | Certifications for Approval

#### Certifications Awarded To LAW Zechariah

Status: 1 All

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

2 View Details

3 Print

NetDimensions

### Viewing Certification Details

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





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:

Home **Learning Center** Career Center Workspace Connect

---

### Training Plan

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

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

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



### Human Computer Interface Guidelines

by Unknown  
0 Reviews

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

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

Sessions:  Human Computer Interface Guidelines      Seats: Unlimited

**Enroll**

**Payment Method:**  
**Currency**

<b>List Price:</b>	USD10.00
<b>Price Info:</b>	Charge per registration based on cost center

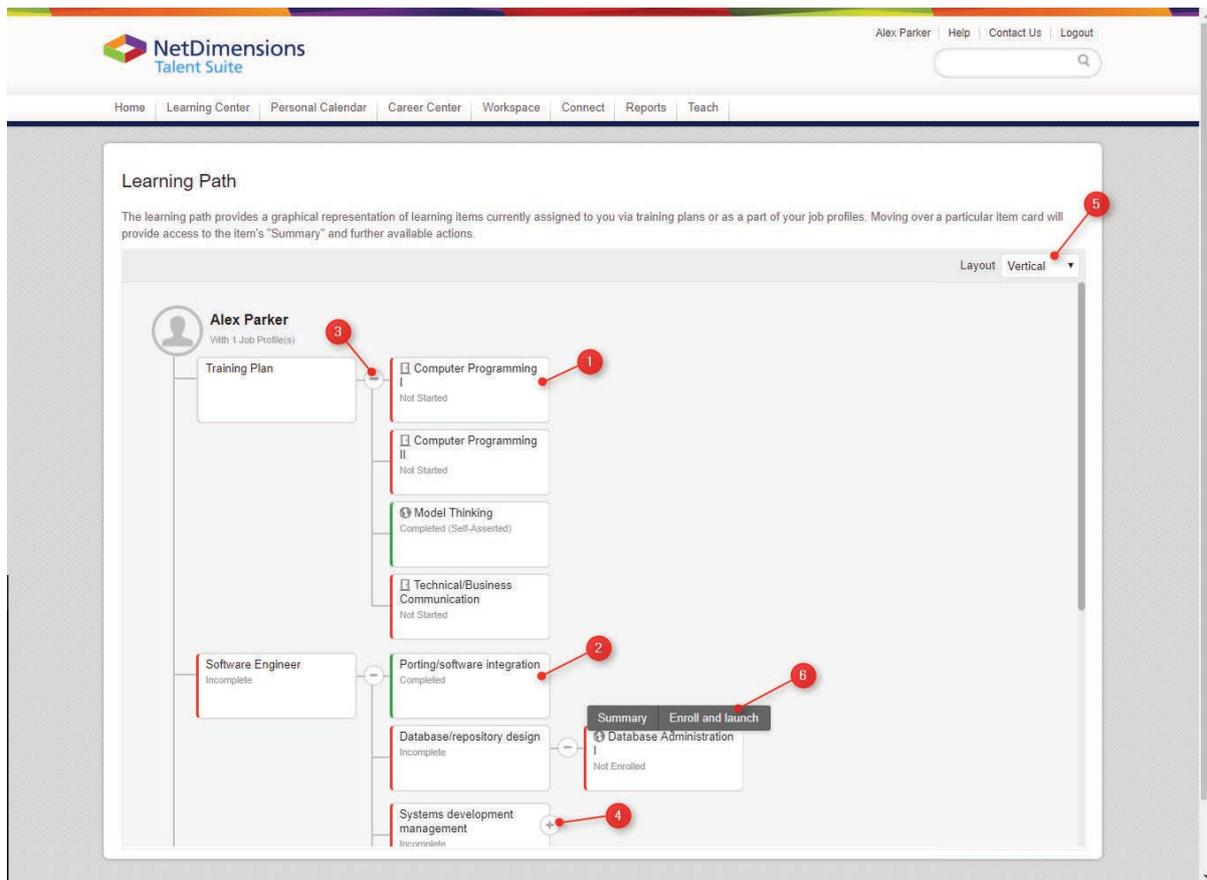
Close

 to top of page

## Learning Path

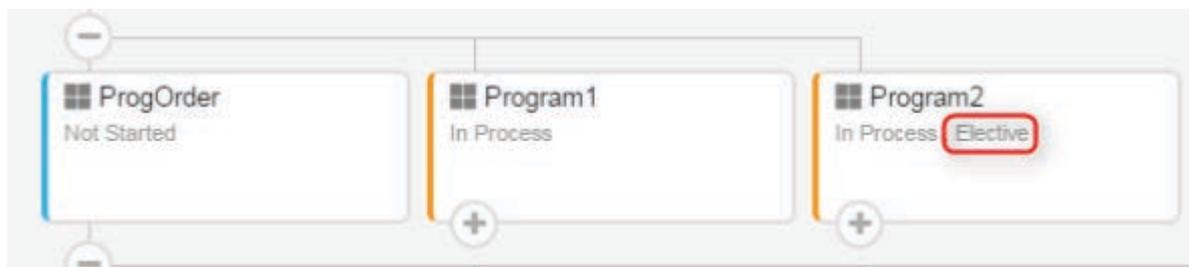
(available for Performance and Learning only)

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.



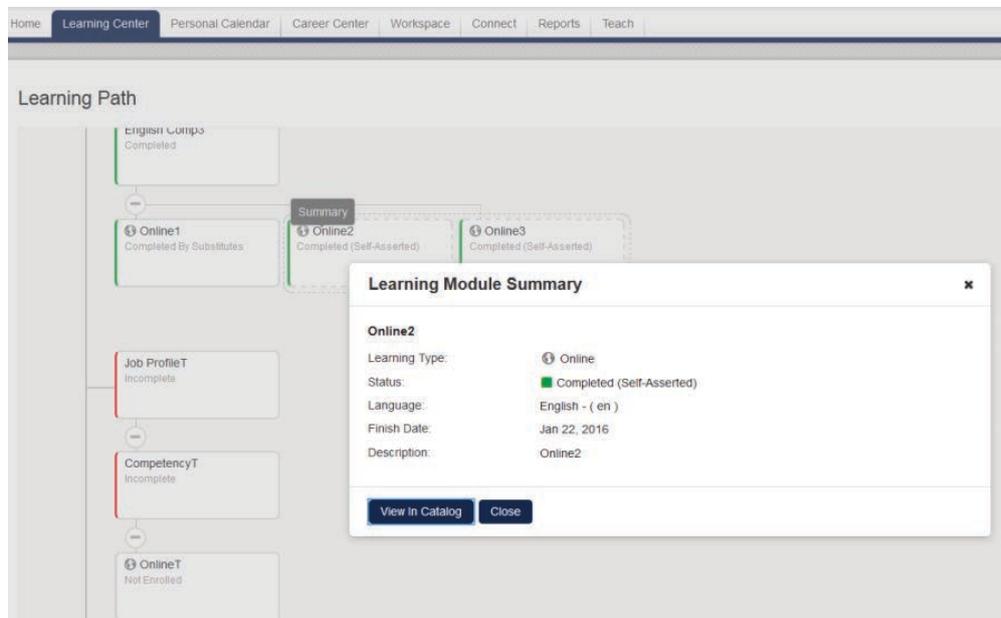
### Color Coding

- *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. *Green* means that it's complete.

## Summaries

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



For Training Objects, the summary will include where applicable:

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

### Info

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

## Catalog 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.



### English 102

by Unknown

0 Reviews

English 102 - Sample

Learning Type: Online

Subject: Unassigned

Language: English

Objectives:

More Information:

Sessions:  English 102 - English 102  
English 102 Sample

Seats: Unlimited

**Enroll**

**Close**

 to top of page

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

## Enrollment Confirmation

Please confirm your enrollment request for:

**Item Name: English 102**

**Confirm Enrollment**

**Cancel**

5. A message will indicate if the enrollment was successful or if problems occurred.
6. Click **Launch this Course** to launch the course.

## Enrollment Successful

---

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

[Launch this Course!](#)

### Additional Enrollment Information when no Approval

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

### Enrollment Confirmation

#### For Online Course

**ADDITIONAL INFORMATION**

Cell Phone

Comments

**Confirm enrollment**

**Cancel**

This feature 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.

### Catalog

[Top](#)



DEFAULT PUBLIC CATALOG



USABILITY TESTING

## Course Calendar

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

The screenshot shows the NetDimensions Talent Suite interface. At the top, there is a navigation bar with 'Home', 'Learning Center', 'Personal Calendar', 'Career Center', 'Workspace', 'Connects', 'Reports', and 'Teach'. Below this is the 'Course Calendar' section. It features several filter options: Learning Type (All), Region (All), Audience (All), Credits, Category (All), Duration Comments, Module, Instructor (0 selected), and Venue/Room (0 selected). There are search fields for 'Search for a user' and 'Search for a Venue'. A checkbox is checked for 'Show only "Active" and "Inv...'. A 'Filter' button is present. Below the filters is a calendar grid for 'MARCH 31 TODAY'. The calendar shows dates from 26 to 31, with course listings for specific days. For example, on March 28, there is a 'Test course 12...' from 23:00 to 10:00. On March 30, there is a 'Java Developm...' from 20:00 to 06:00. On March 31, there is a 'Java Developm...' from 06:00 to 06:00. The calendar also shows dates from the previous month (26, 5, 12, 19, 26) and the following month (1, 6, 13, 20, 27).

## 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**").

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CASEY Tim | Manage Center | Help | Contact Us | Logout

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

### AI Assistant Recommendations

These recommendations provide course suggestions based on your interactions and recent training history. You can select the type of recommendations using the drop-down selection below. Suggestions and associations are re-analyzed once each week, so if the current recommendation information is sparse please check back later.

Recommendation Focus: Job Related Suggestions | Courses to consider: Consider ALL My Training | Display Limit: 10

Filter

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

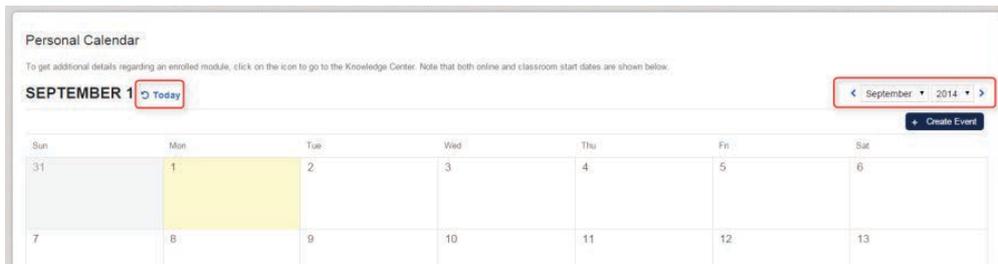
NetDimensions

## 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.

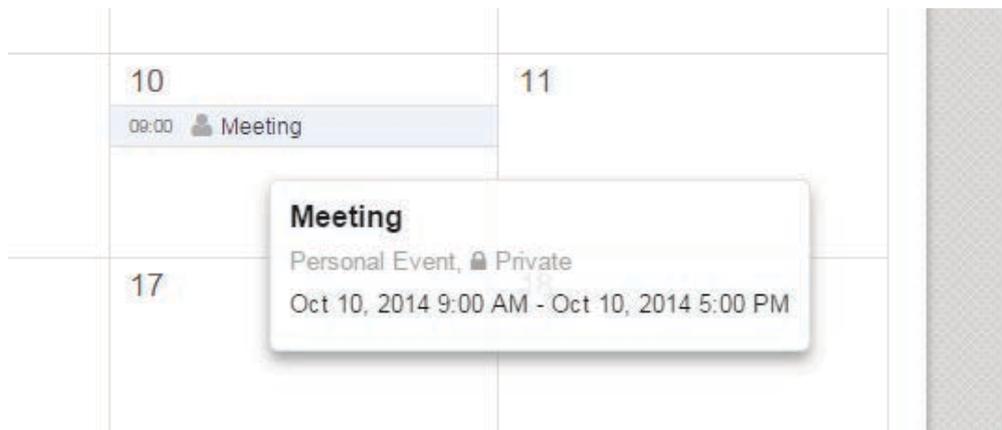
## Personal Calendar

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:

PERSONAL CALENDAR

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

[+ Create Event](#)

11:00 Meeting

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

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

[Full View](#)

**Info - Right to Left Languages**

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



## The 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

**NetDimensions Talent Suite**

Alex Parker | Help | Contact Us | Logout

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

### Summary

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

**Training Plan**

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

**Assigned job profiles**  
Software Engineer

**Competency Training Status**

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

**Proficiency Levels**

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

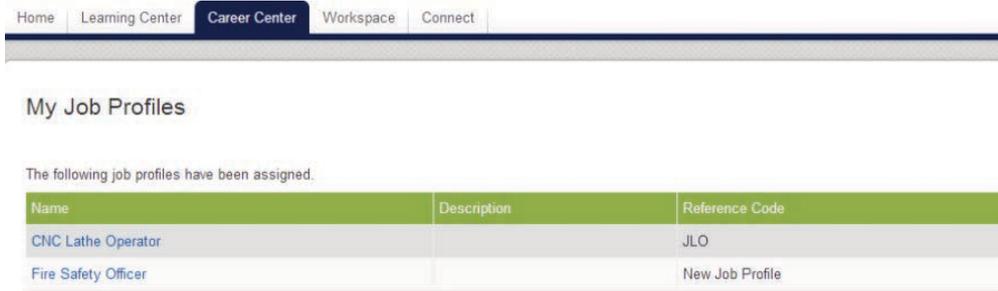
**Certifications Awarded**  
Java SE 8 Programmer

## Job Profiles

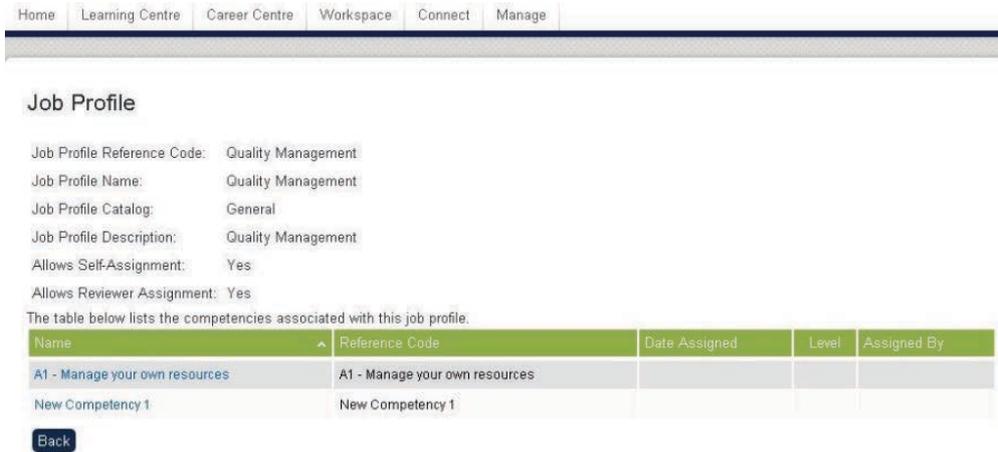
(Available for Performance and Learning)

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.



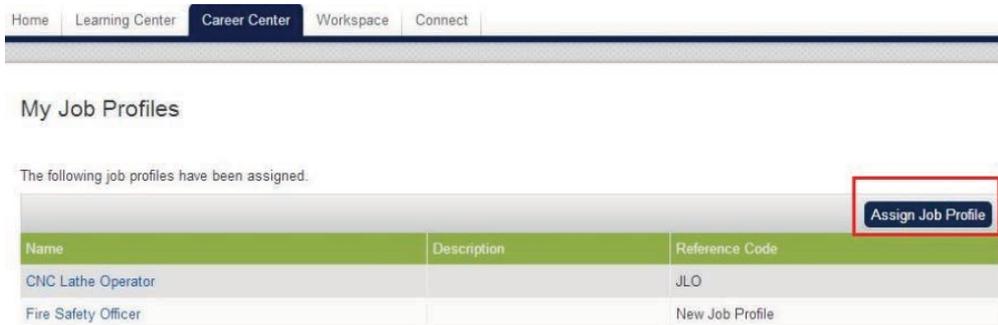
3. Clicking on the hyperlink will reveal the Job Profile screen.



**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

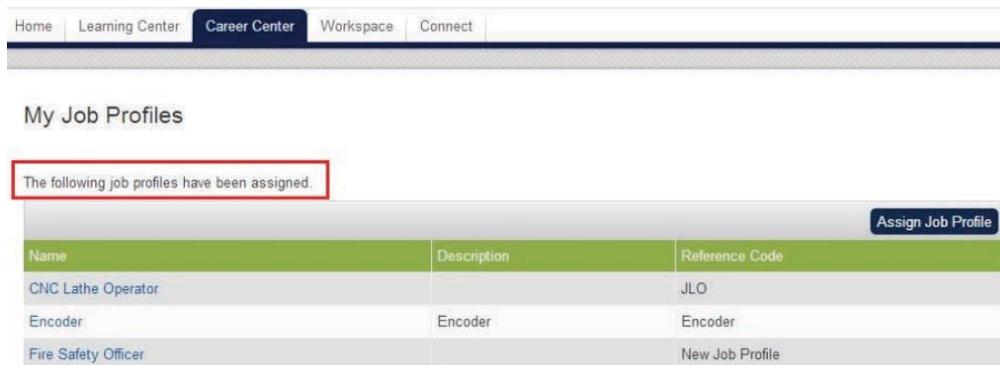


## Assign Job Profile

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

Cancel

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



## 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

**My Competencies**

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

[+ Self-Award Competencies](#)

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

[Update proficiency level](#)

**Competency Assessments**

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

[View assessment](#)

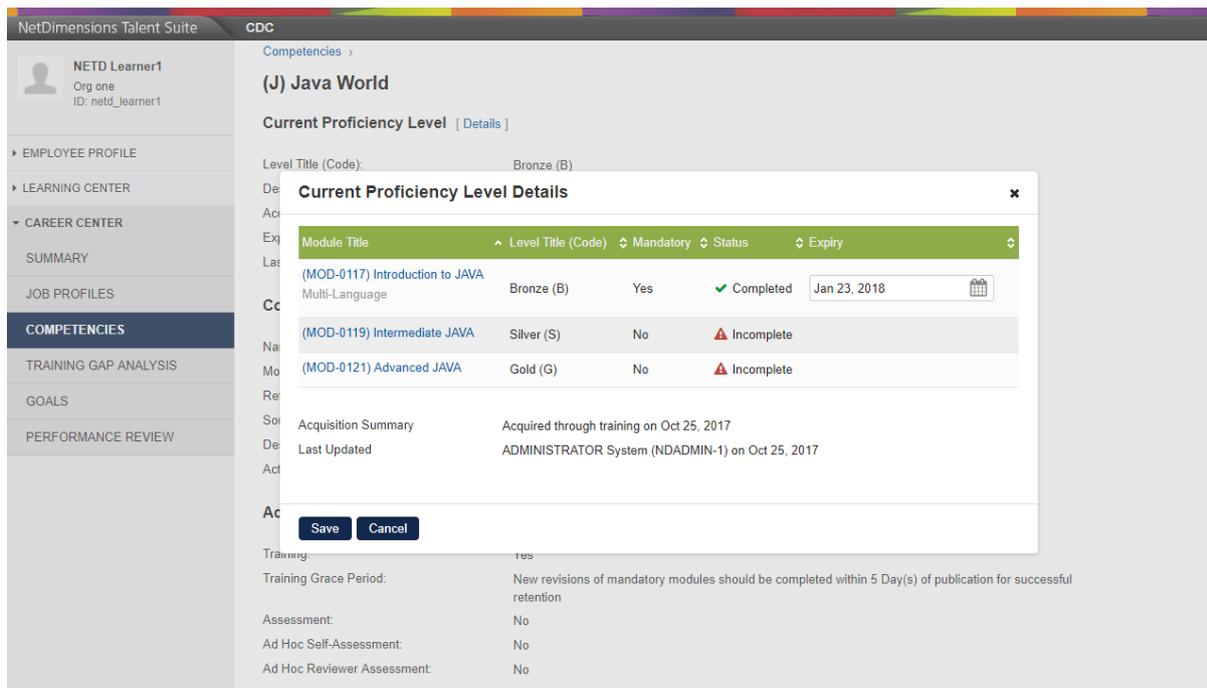
The details of the competencies can be viewed on a new page by clicking the desired Competency Name.

The screenshot shows the 'My Competencies' section of the NetDimensions Talent Suite. A red circle '1' highlights the breadcrumb 'My Competencies >'. A red circle '2' highlights the 'Current Proficiency Level' section, which includes fields for Level Title (Code), Description, Acquisition Summary, Expiry, and Last Updated. A red circle '3' highlights the '[Details]' link next to the 'Current Proficiency Level' header. Below this are sections for 'Competency Details', 'Acquisition Method', and 'Proficiency Levels' (a table with 3 rows). The 'Learning Modules' section contains a table with 3 rows of module information. A 'Back' button is at the bottom left.

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

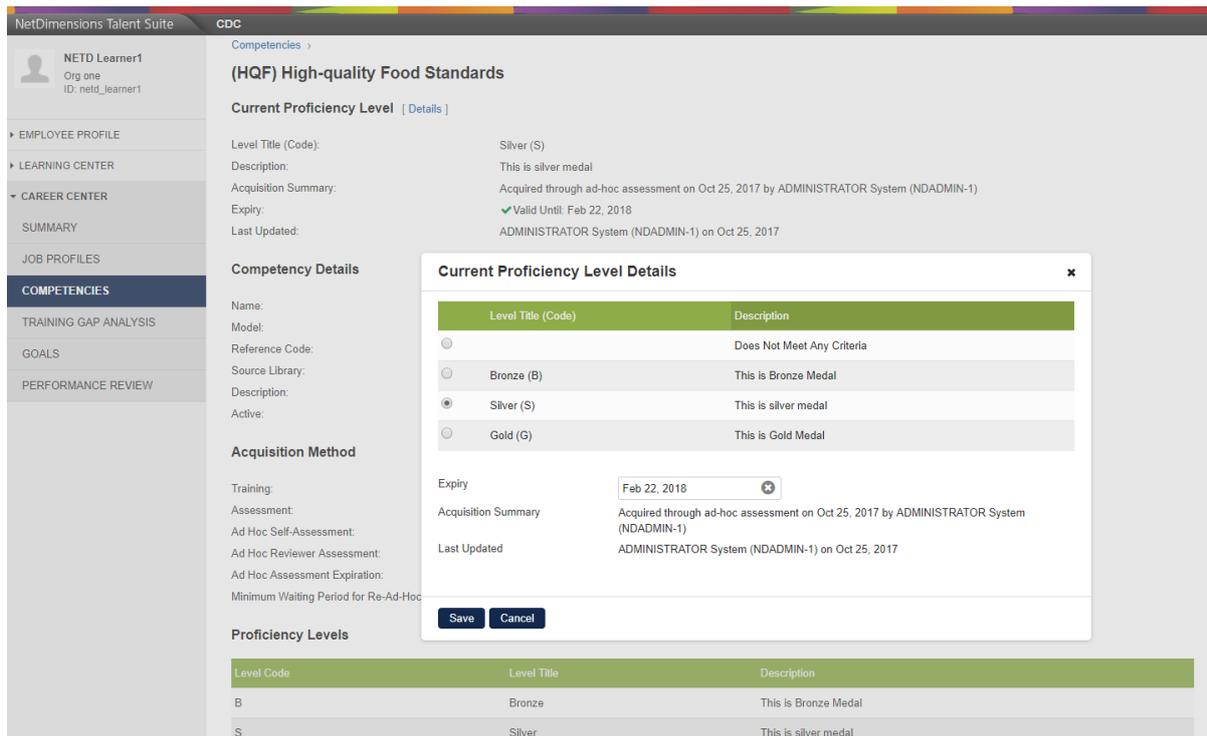
### Current Proficiency Level Details

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 competencies that have been configured for self-award:

1. Click Self-Award Competencies
2. Filter by the Competency Model
3. Select the Proficiency Level to award
4. Enter expiry date if applicable

## 5. Save

NetDimensions Talent Suite

Alex Parker | Help | Contact Us | Logout

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

### Competency Center

Competency Model  
Business change implement

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

Save  
Cancel

### Competency Expiry, Renewal, and Grace Period Indicators

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

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

Note:

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

**C1**

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

**Acquisition Method**

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

**Proficiency Levels**

Level	Description
1	Default Proficiency Level

**Learning Modules**

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

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

[Back](#)

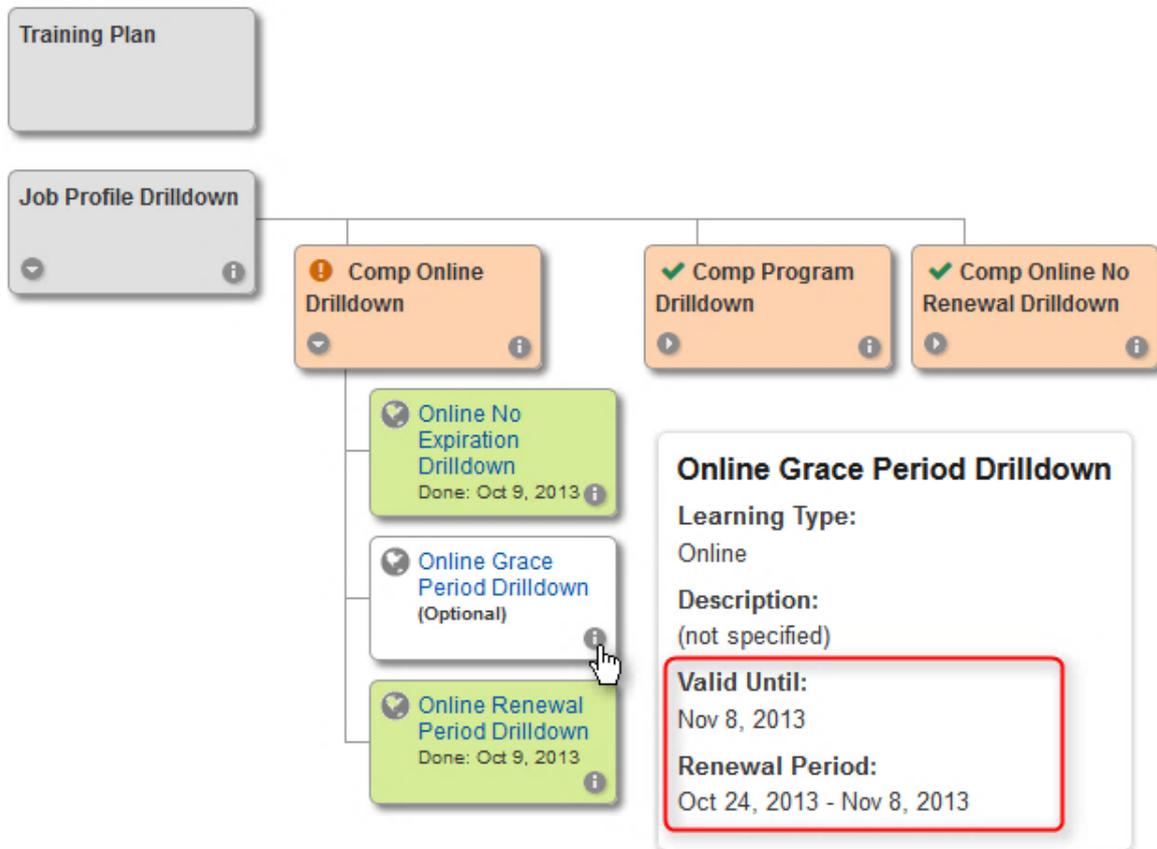
On the Competency Detail page, on mouse-over of "In Renewal Period", the Expiry Date and Renewal Period will be shown. If a user has not yet acquired the competency, general information about the competency will be shown on this page.

2 Learner (Pepsi)  
 Pepsi

Job Profile Drilldown

- Job Profiles (1)
  - Job Profile Drilldown
    - Required Competencies (3)
      - Comp Online Drilldown - Level 2 (Required Level 2)
        - Optional Learning Modules (3 required of 3)
          - Online Grace Period Drilldown  In Renewal Period
          - Online No Expiration Drilldown
          - Online Renewal Period Drilldown  Valid for Now  
Valid Until: Dec 8, 2013  
Renewal Period: Nov 23, 2013 - Dec 8, 2013
        - Comp Program Drilldown - Level 2 (Required Level 2)
          - Required Learning Modules (2)
            - Program Grace Period Drilldown
            - Program Renewal Period Drilldown
        - Comp Online No Renewal Drilldown - Level 4 (Required Level 1)
          - Required Learning Modules (2)
            - Online Expiration Drilldown  Valid for Now
            - Online No Expiration Drilldown

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:

The screenshot shows the 'Competency Assessment' form with the following sections:

- Employee Details:** Name: STUDENT2 New2, Job Title: (blank), Join Date: Unknown, Assigned Job Profiles: Product Management, This is the name, Direct Appraiser: MOLINA Alon
- Description:** Assessment Template 2
- Instructions:** Assessment Template 2

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

The screenshot shows the 'Competencies' section with a table for 'Product Management'. A red box highlights the 'Select Level' dropdown buttons for each competency row.

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

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

The screenshot shows the 'Competencies' section with the 'Evidence' field highlighted by a red box. The table structure is the same as in the previous screenshot.

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

Below the table, there is a text input field containing 'This is the name' and an 'Overall Comments' section at the bottom.

- You can also provide Overall Comments:



- 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:

Competency Assessments

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

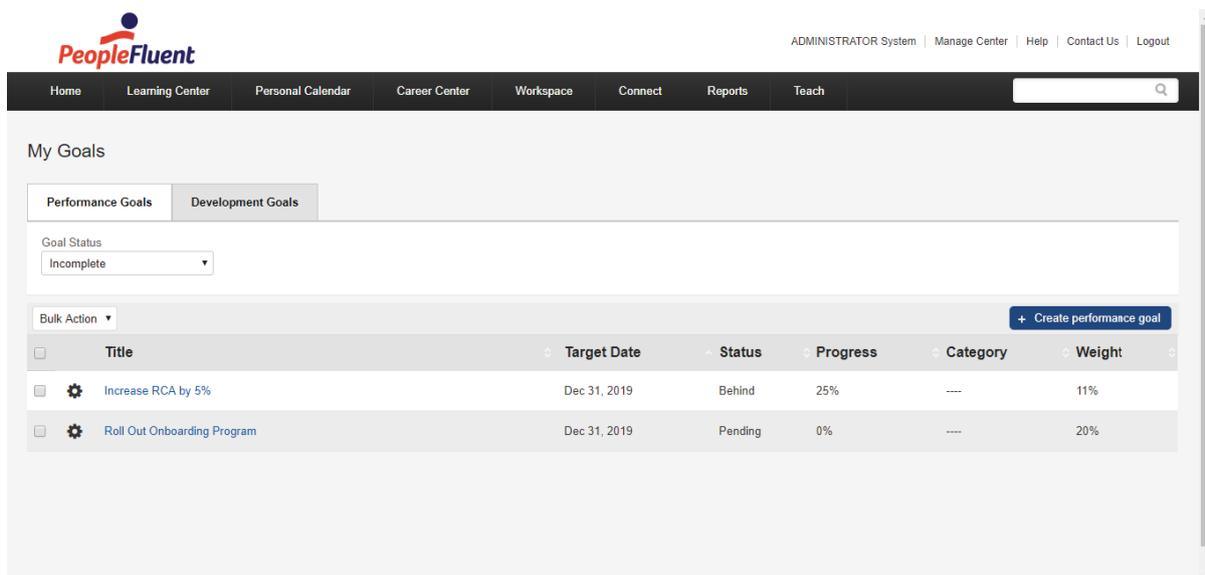
- To resume the assessment, click the Assess button on the Tools icon. Once the reviewer completed the assessment, click the Finish button. This returns to Competency Assessment screen with the updated percentage completion.

Competency Assessments

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

## 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

**New Performance Goal**

Details

Title\*  
Required

Weight\*  
Required %

Description (Maximum 2000 characters)

Start Date\*  
(not specified)

Target Date\*  
(not specified)

Measurement & Milestones

Date Closed  
(not specified)

Linked Organizational Goal

Link Goal Unlink Goal

Save Cancel

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.

**Select an Organizational Goal**

ZCorp Goal Program 2012

**Organizational Goals**

- ⚙️ Improve Profitability
- ⚙️ Increase US profits by 10%
- ⚙️ Increase EMEA Profits by 10%
- Link Goal Profits by 13%
- ⚙️ Org1
- ⚙️ Decrease cost of sales by 15%
- ⚙️ Reduce Operating Costs
- ⚙️ Minimise Debt
- ⚙️ Efficient Billings
- ⚙️ Improve Customer Satisfaction
- ⚙️ Increase Customer Retention
- ⚙️ Extend Customer Loyalty Program
- ⚙️ Open New Regions
- ⚙️ Recruit Partners
- ⚙️ Launch New Products

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

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

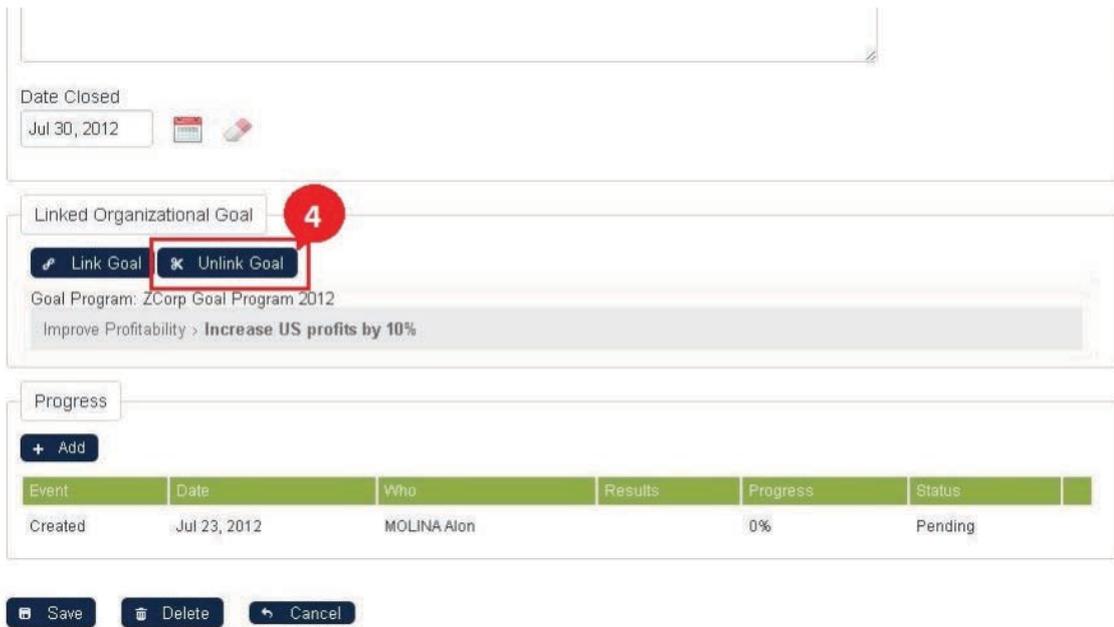
Use the scroll bar to browse the list of the organizational goals.

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

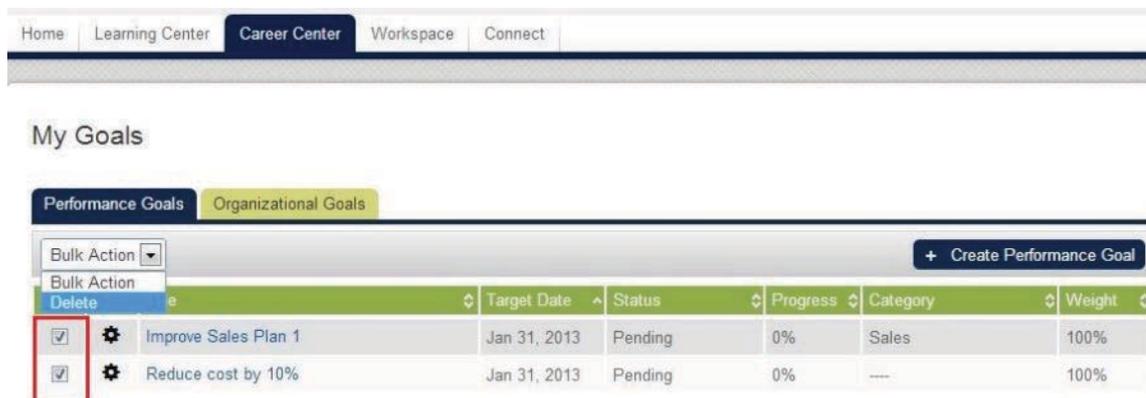


4. Click the **Save** button to keep the updates.

### 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:

### My Goals

Performance Goals		Organizational Goals				
Bulk Action ▾			+ Create Performance Goal			
<input type="checkbox"/>	Title	Target Date	Status	Progress	Category	Weight
<input type="checkbox"/>	Improve Sales Plan 1	Jan 31, 2013	Pending	0%	Sales	100%
<input type="checkbox"/>	Reduce cost by 10%	Jan 31, 2013	Pending	0%	---	100%

Goal Hierarchy

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" ( i ):

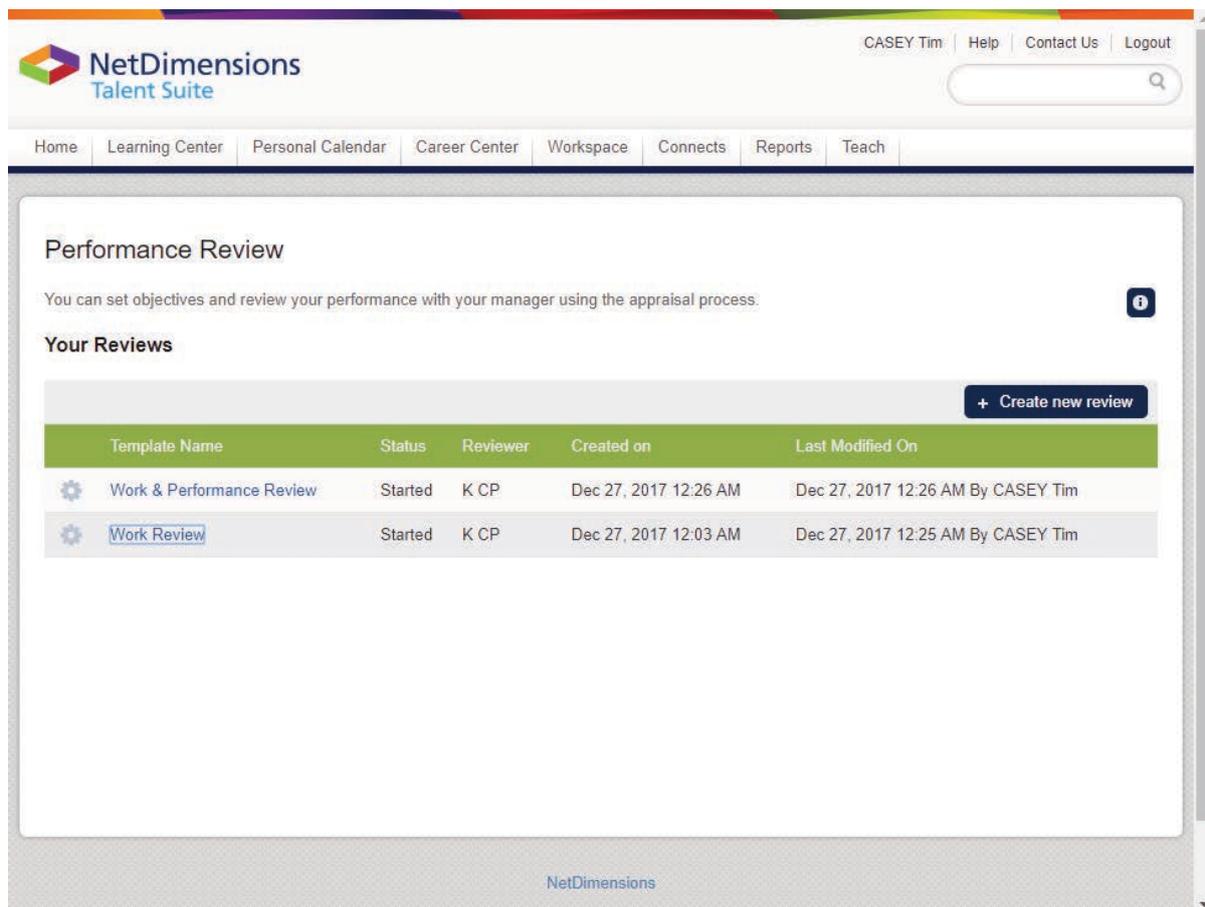
The screenshot shows the NetDimensions Talent Suite interface. The main content area is titled "View Hierarchy" and displays a tree structure of goals. The root goal is "Reduce Cost by 10%". It has three sub-goals: "Switch Off PC After Work", "Use Recycled Paper", and "Use Electronic Mail Instead of ...". A tooltip is visible over the "Use Electronic Mail Instead of ..." goal, showing details: "Performance Goal", "Owner: ATOM Aaron", "Progress: 0% Complete", and "Status: Pending". A "Switch to Detailed View" link is located in the top right of the hierarchy view. A "Back" button is in the bottom left.

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

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

Performance Review

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

**Create new appraisal**

Appraisal Template

Your Reviewer

Search for a user

Your Super Reviewer

Search for a user

Save Cancel

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

### Performance Review for CASEY Tim

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

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

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

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

**Continue**

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

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

### Performance Review for CASEY Tim

1. Future Planning
➤
2. Sign Off

**Planning**

[+ Select goals](#) [+ Create goal](#)

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

[+ Select goals](#) [+ Create goal](#)

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

[+ Select goals](#) [+ Create goal](#)

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

[Save](#) [Save and Close](#)

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

Your changes have been saved

Performance Review for HK\_OFFICE user001

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

---

**Past achievements**

past achievement description.

Objectives Label Key	Target Date Label Key	How Label Key	Details Label Key	Copy
aa	Jan 24, 2013	dd	bb	<a href="#">Copy</a>

### Clone An Appraisal

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

### Performance Review

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



#### Your Reviews

	Template Name	Status	Reviewer	Created On	Last Modified On
	Competencies	Started	MOLINA Alon	Feb 4, 2013 5:17 PM	Feb 4, 2013 5:17 PM by MOLINA Alon
Continue		Started	MOLINA Alon	Feb 4, 2013 3:05 PM	Feb 4, 2013 3:05 PM by MOLINA Alon
<b>Clone Selected</b>		Started	MOLINA Alon	Jan 29, 2013 4:13 PM	Feb 1, 2013 11:26 AM by MOLINA Alon
Change Setting					

- 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.

Home Learning Centre **Career Centre** Workspace Connect Manage

### Performance Review

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

Your Reviews

	Template Name	Status	Reviewer	Created On	Last Modified On
	Appraisal Template 2	Started	MOLINA Alon	Nov 8, 2012 12:26 PM	Nov 8, 2012 12:26 PM by STUDENT3 New3
	Appraisal Template 2	Completed	MOLINA Alon	Nov 8, 2012 12:19 PM	Nov 8, 2012 12:23 PM by MOLINA Alon

### 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.

#### Edit setting

Your Reviewer  
 ...

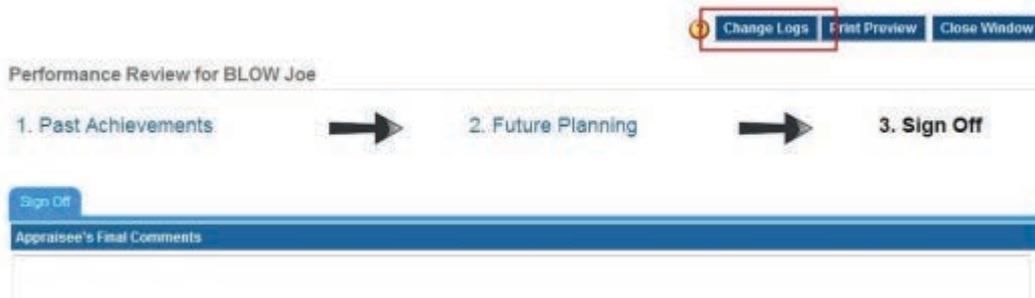
Your Super Reviewer  
 ...

Your Current Review Status  
 Started

**Save** **Cancel**

### 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.

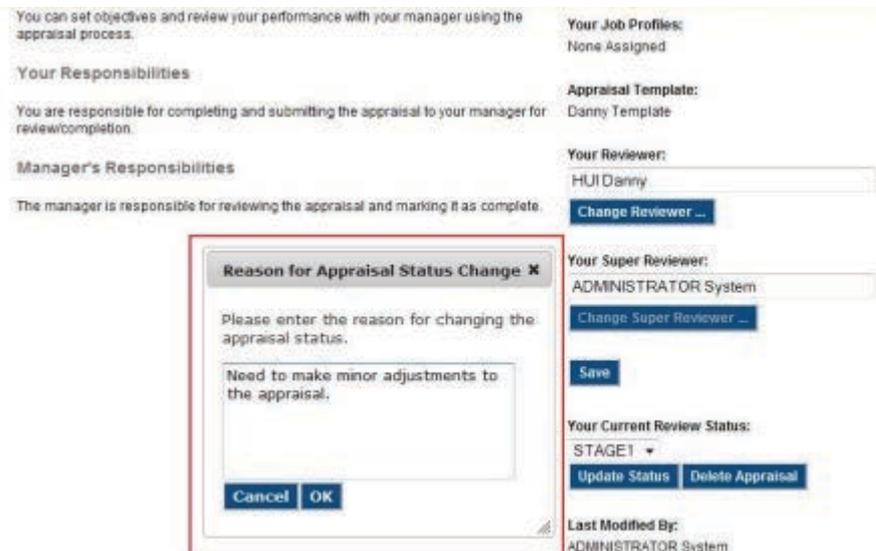
Appraisal Change Logs

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	xiv
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.

**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  
 Appraiser acceptance  
 Appraiser acceptance

**Appraisal Signatures and Circulation**

Status	Signed by	Date Submitted / Signed
Started	No specific signature required	Oct 15, 2010 3:36 PM
STAGE1	No specific signature required	Oct 15, 2010 3:40 PM
STAGE2	<div style="border: 2px solid red; padding: 2px; display: inline-block;">                     User ID <input type="text" value="jblow"/>                      Password <input type="password" value="*****"/> </div>	
STAGE3		
Completed		

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

## Training Gap Analysis

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

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

## Training Gap Analysis

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

Filter Gap Courses by Job Profile	
CNC Lathe Operator	
Title	Action
Guidelines and SOP for CNC Lathe	<a href="#">Go to Catalog Page</a>
Module M1	<a href="#">Go to Catalog Page</a>

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

## Personal Settings

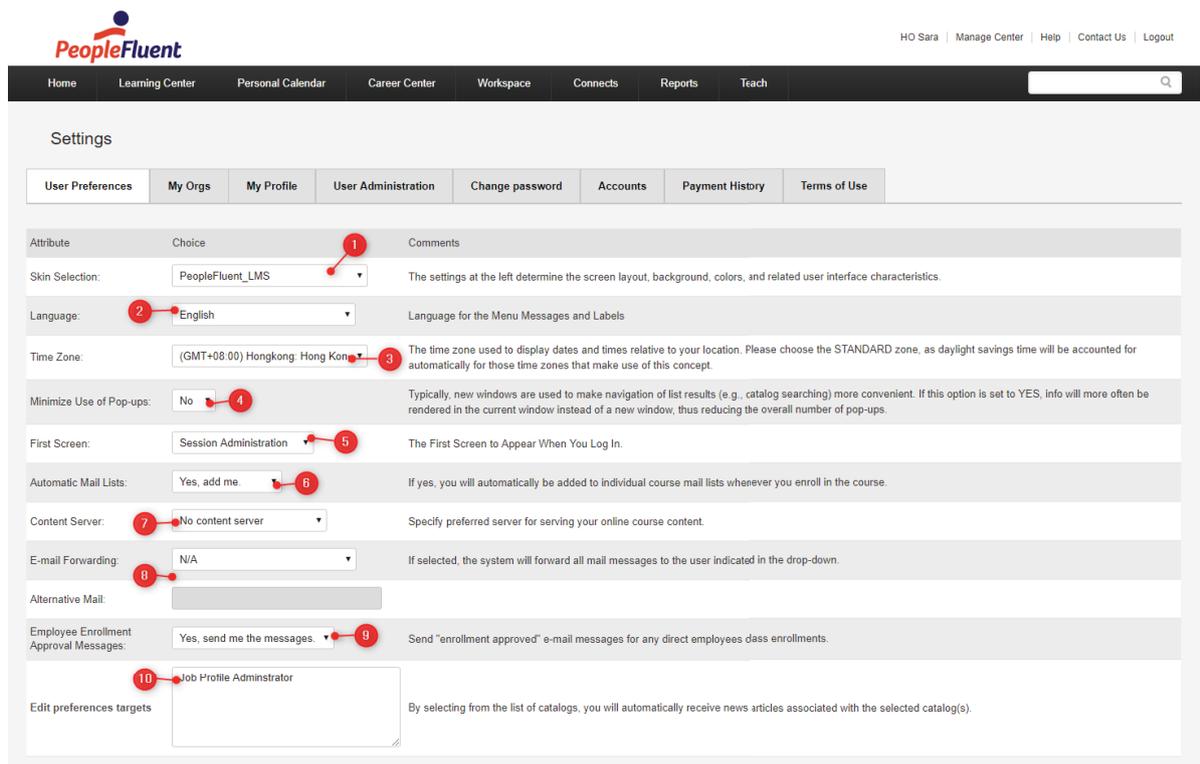
### User Preferences

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.

## Settings

**User Preferences** | **My Profile** | Change Password

**Profile Summary** Edit

**SANTOS Vina**

User ID: EMPNO005  
 Organization: UNASSIGNED  
 vCard: Download

**Education**

New York Univeristy, U.S. ⚙️  
 Sales, Marketing  
 Jan 1, 2012 - Present  
 +Add Education History

**Work History (Total 0.1 year of experience)**

Encoder(Part-time) ⚙️  
 ABC, Manila  
 Jan 1, 2013 - Present (<1 year)  
 sample  
 sample  
 +Add Work History

**Other Information** Edit

**Recent Activity**

- Vina Santos started Classroom Course on CNC Lathe. *just now*
- Vina Santos enrolled in Classroom Course on CNC Lathe. *4 hours ago*
- Vina Santos completed no title. *5 hours ago*
- Vina Santos enrolled in Task Type Course. *5 hours ago*
- Vina Santos completed Task Type Course. *6 hours ago*
- Vina Santos enrolled in Module M1. *a week ago*

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

## Settings

**User Preferences** | **My Profile** | Change Password

**Profile Summary** Edit

**FOUR User**

Organization: UNASSIGNED  
 vCard: Download

**Recent Activity**

- User Four enrolled in Demo Task 01. *5 days ago*
- User Four started TestApproval. *2 weeks ago*
- User Four started MOD-0007. *2 weeks ago*
- User Four completed Program2. *3 weeks ago*
- User Four enrolled in Program1

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.

**User Preferences** | **My Profile** | Change Password

**Profile Summary**

**FOUR User**

Organization: UNASSIGNED  
 vCard: Download

**Viewing Constraints**: Public

Allow others to see my recent course activity

**Save** **Cancel**

**Upload Picture**  
**Remove Picture**

**Recent Activity**

- User Four enrolled in Demo Task 01. *5 days ago*
- User Four started TestApproval. *2 weeks ago*
- User Four started MOD-0007. *2 weeks ago*
- User Four completed Program2. *3 weeks ago*
- User Four enrolled in Program1. *3 weeks ago*
- User Four started Program1. *3 weeks ago*

## Employment Information

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

<b>Employment Information</b>		<a href="#">Edit</a>
<b>Employment Country:</b>	Hong Kong	
<b>Manager Name:</b>	Mananger One	
<b>Manager e-mail:</b>	manange.one@netdimensions.com	
<b>Cost Center:</b>	cost center	
<b>Location Code:</b>	852	

**Employment Information**

Employment Country  
Hong Kong

Manager Name  
Mananger One

Manager e-mail  
manange.one@netdimensions.com

Cost Center  
cost center

Location Code  
852

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

**Contact Details**

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

<b>Contact Details</b>		<a href="#">Edit</a>
<b>Company Name:</b>	Net Dimensions	
<b>Address 1:</b>	17/F	
<b>Address 2:</b>	Siu On Centre	
<b>City:</b>	Lockhart Road	
<b>Province/State:</b>	Wan Chai	
<b>Postal Code/ZIP:</b>	852	
<b>Country:</b>	Hong Kong	
<b>Phone:</b>	21224500	
<b>Telefax:</b>	28698760	
<b>Mobile:</b>	11111111	

### Contact Details

Company Name  
Net Dimensions

Address 1  
17/F

Address 2  
Siu On Centre

City  
Lockhart Road

Province/State  
Wan Chai

Postal Code/ZIP  
852

Country  
Hong Kong

Phone  
21224500

Telefax  
28698760

Mobile  
11111111

Save Cancel

### Education Details

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

**Education**

University, Hong Kong 

CS, Master

Jan 7, 2012 - Sep 7, 2012

+Add Education History

Edit

Delete

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

### Education

#### University, Hong Kong

Institution\*  
University

Location  
Hong Kong

Degree\*  
Master

Field of Study\*  
CS

Start Date\*  
Jan 7, 2012

End Date  
Sep 7, 2012

Present

Save Cancel

### Work History

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

#### Work History (Total 0.5 year of experience)

Documentations Manager (Full-time) 

Net Dimensions, Manila  
Oct 15, 2013 - Present (<1 year)

+Add Work History

Edit

Delete

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

### Work History (Total 1 year of experience)

---

#### Engineer(Full-time)

Net Dimensions, Hong Kong

Jan 9, 2012 - Present (1 year)

#### Add Work History

Company Name\*

Job Title\*

Location\*

Start Date\*  
  

End Date  
  

Present

Employment Status\*  
 

Key Achievements\*

Awards

### Language Skills

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

#### Language Skills

---

English 

Read: Intermediate | Write: Intermediate | Speak: Fluent

Chinese

Read: Native | Write: Native

Edit

Delete

### Language Skills

#### English

Read: Native | Write: Native | Speak: Native

**Add Language Skills**

Language\*

Read

Select a level ▼

Write

Select a level ▼

Speak

Select a level ▼

**Save** **Cancel**

### Language Skills

**Edit Language Skills**

Language\*

Read

Intermediate ▼

Write

Intermediate ▼  
Select a level  
Native  
**Fluent**  
Intermediate  
Elementary

**Save** **Cancel**

### Relocation Interests

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

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

#### Relocation Interests

[Edit](#)

Willingness: Not Specified

To modify the relocation interest, click the Edit link.

### Relocation Interests

**Edit Relocation Interests**

Do you have interests to relocate?

Yes

No

**Save** **Cancel**

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

### Relocation Interests

**Edit Relocation Interests**

Do you have interests to relocate?

Yes

No

Desired Location

Financial Assistance Needed

Yes

No

Reason for Selecting the Desired Location

**Save** **Cancel**

Click Save to keep the records.

### Uploading Your Resume

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

#### Resumé

[Upload](#)

A resumé was not uploaded.

Click the Upload link.

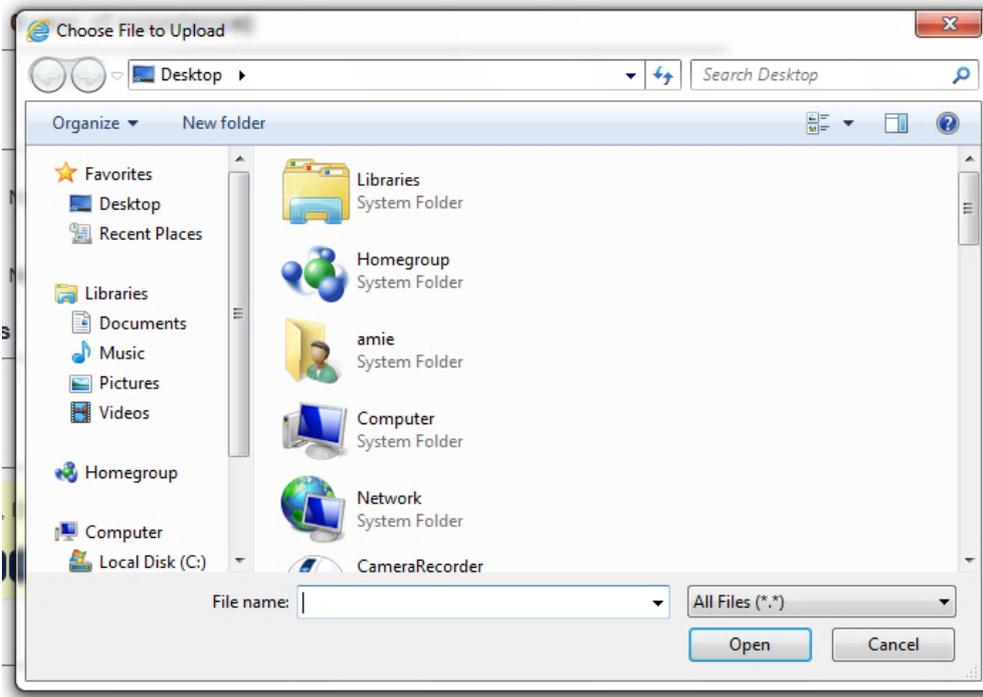
#### Resumé

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

**Select and upload file** **Cancel**

A reminder is displayed that you can upload PDF, DOC, RTF, or TXT file. To continue, click the Select

and Upload File. The window for selecting the file is displayed



Select the file to upload.

### Resumé

[Upload](#)

resume\_alon.txt(1KB)   
Uploaded on Sep 24, 2013 10:10 PM

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

### Resumé

resume\_alon.txt(1KB)   
Uploaded on Sep 24,

Download

### Other Information

Delete

### Other Information

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

### Other Information

[Edit](#)

Other Information:  
Important Information to migrate

### Other Information

Other Information:  
Important Information to migrate

⋮

### Printing a User Profile as PDF

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

User Preferences

**My Profile**

Change password

### Profile Summary

[Edit](#)



#### 1 Learner

User ID: LEARNER1\_PID  
Job Title: Engineer  
Organization: Engineering/Development/Team A  
vCard: [Download](#)  
Other Information: [Other information](#)

### Education History

[+Add Education History](#)

### Work History (Total 0 year of experience)

[+Add Work History](#)

### Language Skills

Englishhh

Read: Native | Write: Fluent | Speak: Intermediate

[+Add Language Skills](#)

### Relocation Interests

[Edit](#)

Willingness: Not Specified

### Resumé

[Upload](#)

A resumé was not uploaded.

### Other Information

[Edit](#)

Other information blah blah



## 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.

## Settings



Strong passwords must be chosen.

- (1) All users will be required to change their password the next time they log on and every 0 days thereafter.
- (2) All passwords must be at least 6 character(s) long and contain at least 2 digit(s) and 0 special character(s).
- (3) Passwords are checked to make sure that they are secure. (Insecure passwords contain "abc", "123", "321", start with same first three characters, contain "hello", "guest", "pass", username, firstname, lastname or other common words, or end with 00, 11, 22, 33, ..., 99).
- (4) After 15 unsuccessful attempt(s) to log in, your ID will be suspended.
- (5) Previous passwords will be checked and cannot be used again.
- (6) Passwords are case sensitive.

**Password**   
**New Password**   
**Reenter**

[Submit](#) [Back](#)

## 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.



### Mail Box

Bulk Action ▾		<a href="#">Refresh</a> <a href="#">Create</a>
<input type="checkbox"/>	Subject	From
<input type="checkbox"/>	✉ Enrollment Pending Notification(Jan 28, 2013)	ADMINISTRATOR System (ndadmin)
<input type="checkbox"/>	✉ Enrollment Pending Notification(Jan 28, 2013)	ADMINISTRATOR System (ndadmin)
<input type="checkbox"/>	✉ Enrollment Pending Notification(Jan 28, 2013)	ADMINISTRATOR System (ndadmin)
<input type="checkbox"/>	✉ Enrollment Confirmation(Jan 28, 2013)	ADMINISTRATOR System (ndadmin)

4. The Message Contents screen appears.

## Message Content



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

**File Attachment:**

**Subject:** Enrollment Pending Notification

Dear New2 Student2,

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

Thank you for your attention.

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

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

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

## Send Mail Messages

To send a mail message:

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



4. The *Send a Message* screen appears.

## Send A Message

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

### Send Details

**From:**  
SANTOS Vina (empno005)

**To:** 0 selected  
 ...

**CC:** 0 selected  
 ...

**Subject:**

### Message

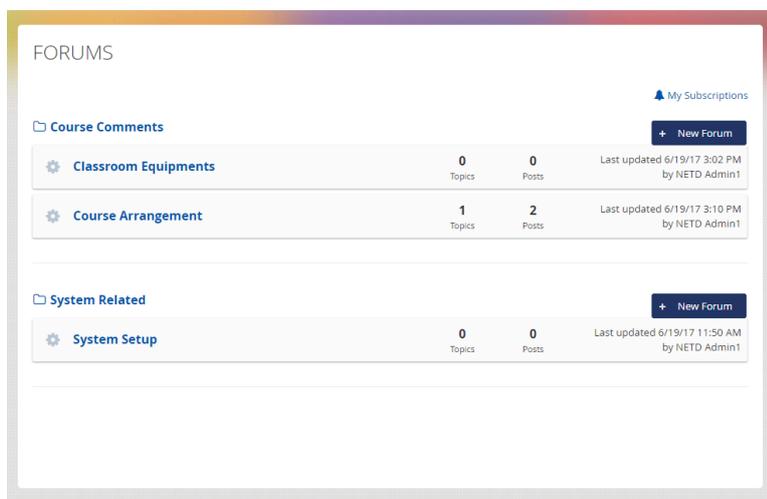
[Send](#) [Cancel](#)

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

## 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.

General ⚙️

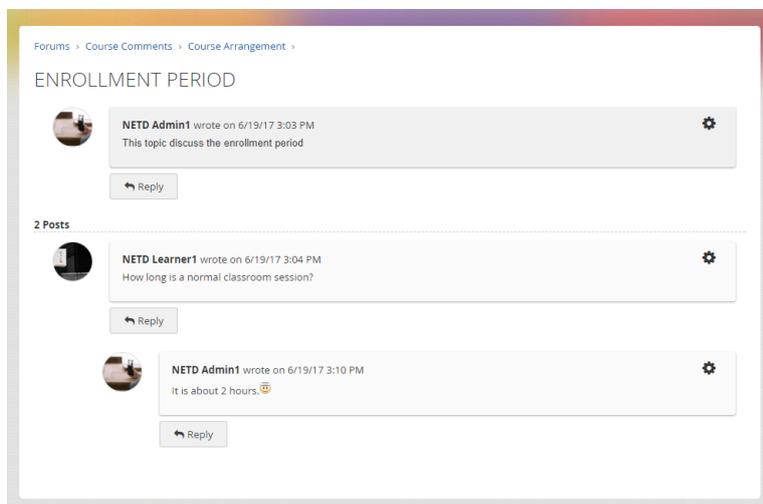
🔔 Subscribe + New Topic

Results per Page: 25 ▾

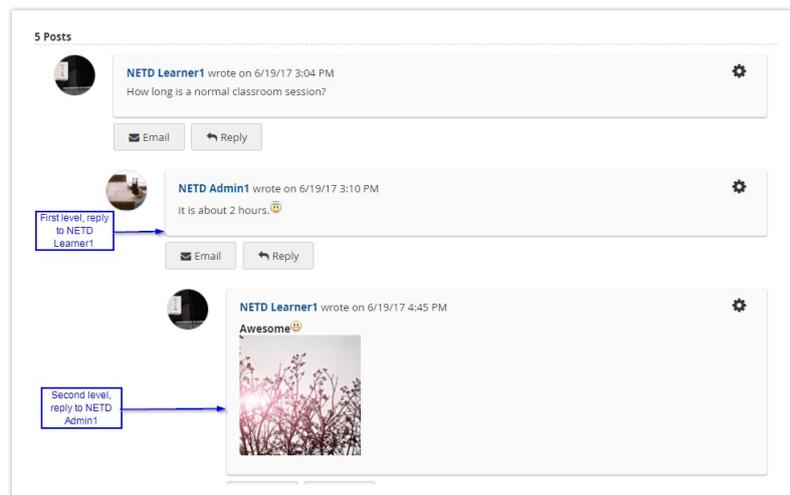
Showing: 1 - 4 of 4

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

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



4. Replying to a specific discussion is demonstrated below:



From the discussion forum, you may also:

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