



NetDimensions LMS

15.1

Instructor Guide

An overview of the Instructor related features
in NetDimensions LMS Version 15.1

Document Information

Document ID: EN15107

Document Title: NetDimensions LMS 15.1 - Instructor Guide

Document Version: 1.0

Document Date: January 2020

This document may be revised from time to time.

Legal Notices

This document has been created for authorized licensees and subscribers ("Customers") of the software products and associated services of Learning Technologies Group, Inc. by its division PeopleFluent and all of its affiliates (individually and collectively, as applicable, "PeopleFluent"). It contains the confidential and proprietary information of PeopleFluent and may be used solely in accordance with the agreement governing the use of the applicable software products and services. This document or any part thereof may not be reproduced, translated or retransmitted in any form without the written permission of PeopleFluent. The information in this document is subject to change without notice.

PEOPLEFLUENT DISCLAIMS ALL LIABILITY FOR THE USE OF THE INFORMATION CONTAINED IN THIS DOCUMENT AND MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO ITS ACCURACY OR COMPLETENESS. PEOPLEFLUENT DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. PEOPLEFLUENT DOES NOT GUARANTEE THAT ITS PRODUCTS OR SERVICES OR ANY SAMPLE CONTENT CONTAINED IN ITS PRODUCTS AND SERVICES WILL CAUSE OR ENABLE CUSTOMER TO COMPLY WITH LAWS APPLICABLE TO CUSTOMER. USERS ARE RESPONSIBLE FOR COMPLIANCE WITH ALL LAWS, RULES, REGULATIONS, ORDINANCES AND CODES IN CONNECTION WITH THE USE OF THE APPLICABLE SOFTWARE PRODUCTS, INCLUDING, WITHOUT LIMITATION, LABOR AND EMPLOYMENT LAWS IN RELEVANT JURISDICTIONS. THE PEOPLEFLUENT PRODUCTS AND SAMPLE CONTENT SHOULD NOT BE CONSTRUED AS LEGAL ADVICE.

Without limiting the generality of the foregoing, PeopleFluent may from time to time link to third-party web sites in its products and/or services. Such third-party links are for demonstration purposes only, and PeopleFluent makes no representations or warranties as to the functioning of such links or the accuracy or appropriateness of the content located on such third-party sites. You are responsible for reviewing all content, including links to third-party web sites and any content that you elect to use, for accuracy and appropriateness, and compliance with applicable law.

Any trademarks included in this documentation may comprise registered trademarks of PeopleFluent in the United States and in other countries.

Microsoft, Windows, and Internet Explorer are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries. Oracle and PeopleSoft are registered trademarks of Oracle International Corporation. Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated. All other names are used for identification purposes only and are trademarks or registered trademarks of their respective owners. Portions of PeopleFluent Workforce Communication software may include technology licensed from Autonomy and are the copyright of Autonomy, Inc. Quartz Scheduler is licensed under the Apache License.

Website: www.peoplefluent.com

Email: support@peoplefluent.com

Copyright © 2020, Learning Technologies Group, Inc. All rights reserved.

Table of Contents

1. Introduction	4
2. The Teach Menu	4
3. Customizable Columns for Sessions	6
4. Session Actions	10
5. Reviewing Participants	12
6. The Knowledge Center	19

Introduction

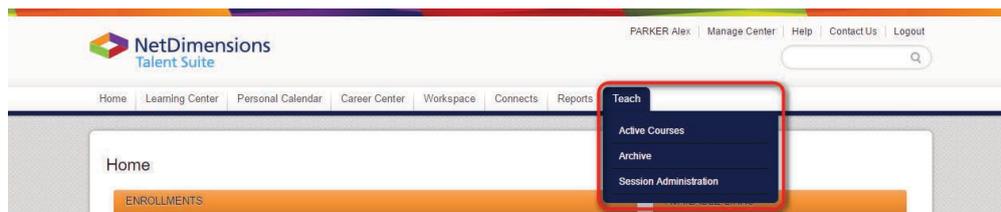
This document provides an overview of the features and procedures relevant to instructors in the NetDimensions Learning Management System (LMS). It focuses on the functions made available by enabling the "Instructor" role access control.

The Teach Menu

Enabling the "Instructor" role access control for a given role will expose what is typically labeled as the "Instructor" or "Teach" Menu. This menu has three tabs:

- **Active Courses**
This tab lists sessions with an Active or Invitation Only status for which the logged in user has been configured as an Instructor
- **Archive**
This tab lists inactive sessions for which the logged in user has been configured as an Instructor
- **Session Administration**
This tab lists sessions for which the logged in user has been granted Read Only or Unrestricted access/permissions to

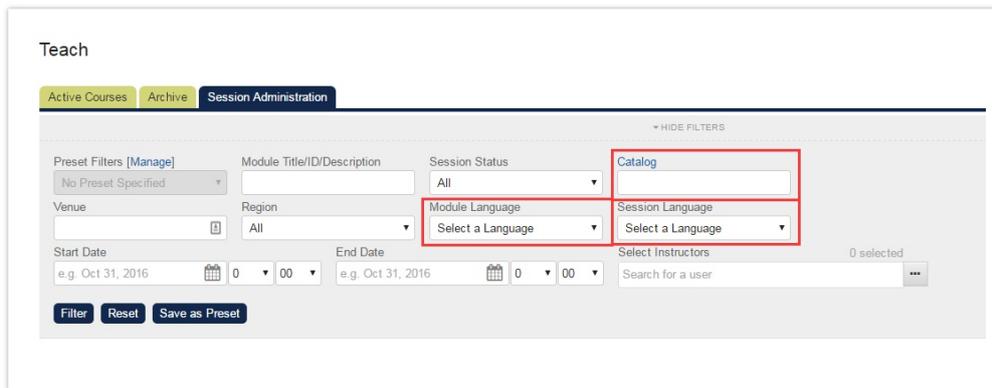
These tabs allow you to perform instructor-oriented management of course properties, the Knowledge Center, and user records.



The Teach Filters

You can filter the listed sessions by specifying one or more of the following criteria:

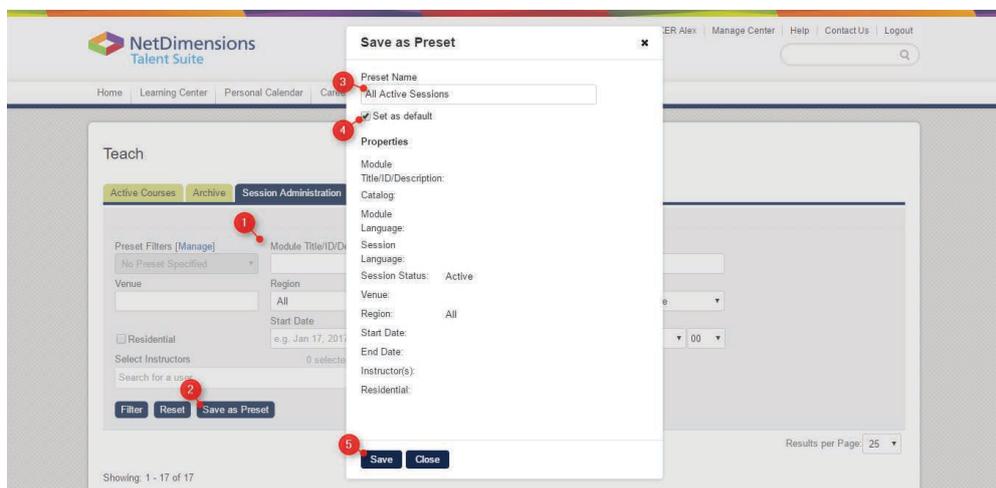
- Module Title/ID/Description
- Session Status (applies to Session Administration only)
- Venue
- Region
- Start Date
- End Date
- Instructors (applies to Session Administration only)
- Session Attributes (applies to Session Administration only)
- Module Language
- Session Language
- Catalog



User can also use "Save as Preset" Button to manage filters.

Preset Filters

In the Session Administration tab, a "Save as Preset" function is available for when the same set of filters will be used repeatedly.



To save the filter for repeated use:

1. Set the filters as required
2. Click "Save As Preset"
3. Enter Preset Name
4. To have preset automatically load by default whenever landing on Session Administration, enable the "Set as default" checkbox
5. Click "Save"

To apply a Preset Filter:

1. Set "Preset Filters" to the required Filter
2. Click "Filter"

To manage Preset Filters, click on "Manage" next to Preset Filter. The following actions are available per Preset Filter:

1. Edit (to rename or view the selected filters for the Preset)
2. Delete
3. Set as Default

Exporting

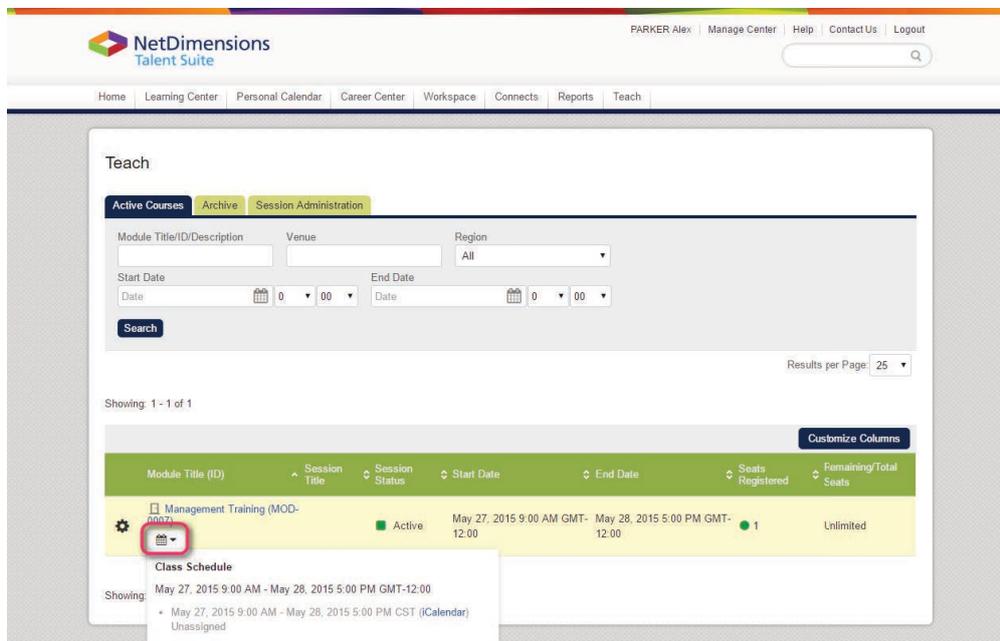
You can export the list of sessions to CSV.

Customizable Columns for Sessions

The sessions are listed in a table with the following columns by default:

- Module Title (ID)
- Session Title
- Session Status
- Venue
- Start Date
- End Date
- Seats Registered
- Remaining/Total Seats

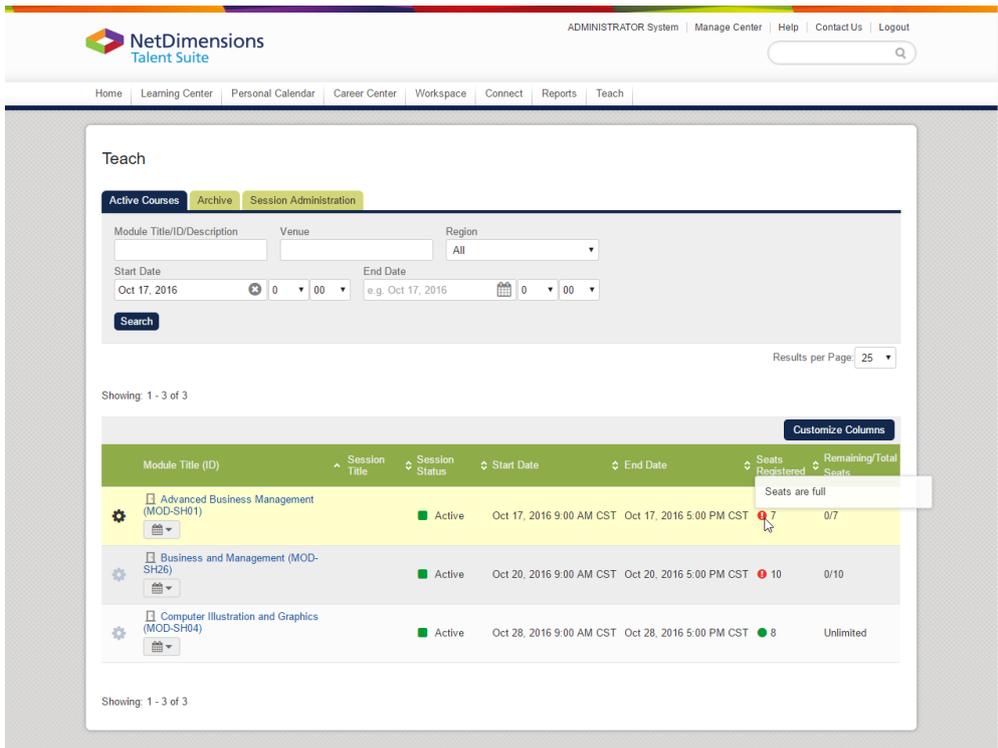
For Classroom, Virtual Classroom, and Workshop/Seminar type sessions, the Module Title (ID) column also contains class schedule information, accessible by clicking on the calendar icon:



The Seats Registered column also contains an Enrollment Limits indicator to flag sessions that have

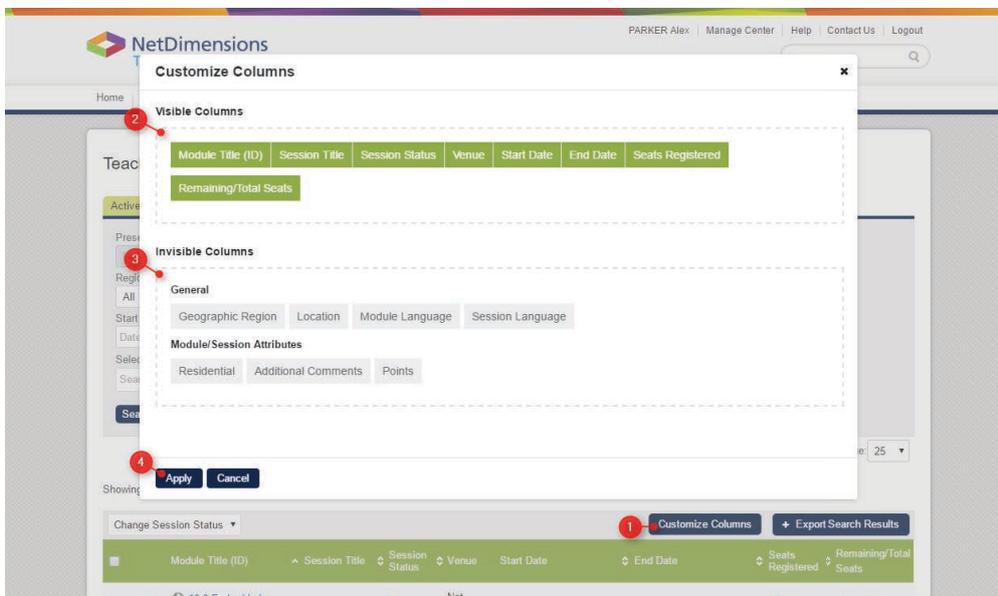
- Currently reached their maximum enrollment limits
- Not yet reached their minimum enrollment limits

More information is available by mousing over the exclamation mark icon:



The following columns are also available but not visible by default:

- Geographic Region
- Location
- Module Language
- Session Language
- Module/Session Attributes (that have "Teach" enabled as a Display Area)



To customize the columns

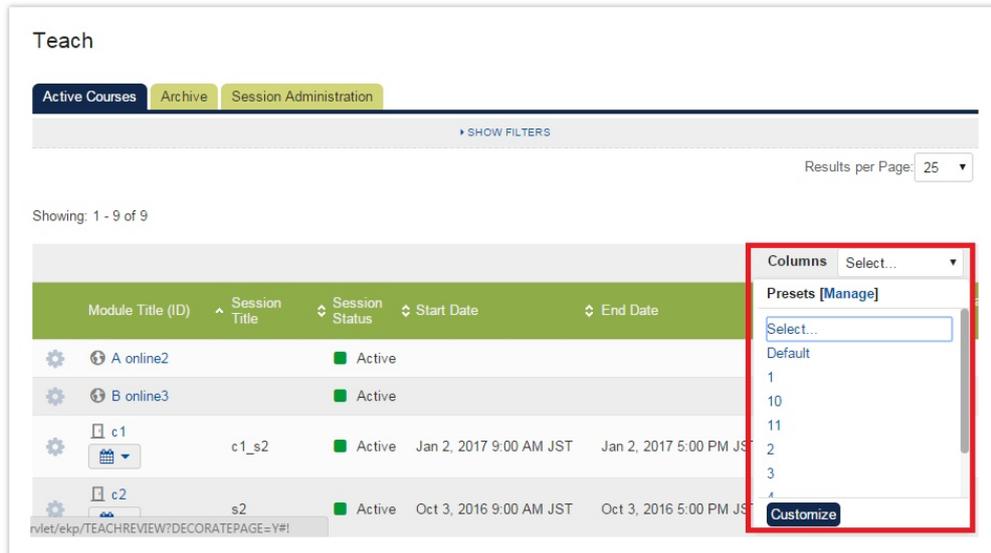
1. Click on "Customize Columns"
2. Click on any of the Visible Columns to move them to Invisible Columns
3. Click on any of the Invisible Columns to move them to Visible Columns
4. Click "Apply"

The column selection will also be applied when using the "Export Search Results" function in the

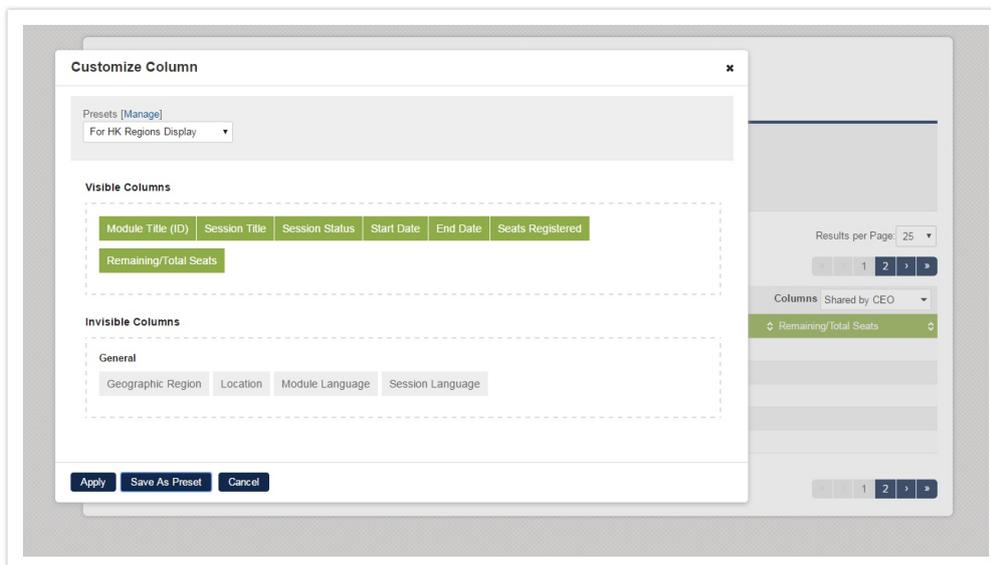
Session Administration tab.

Saving Column Configurations

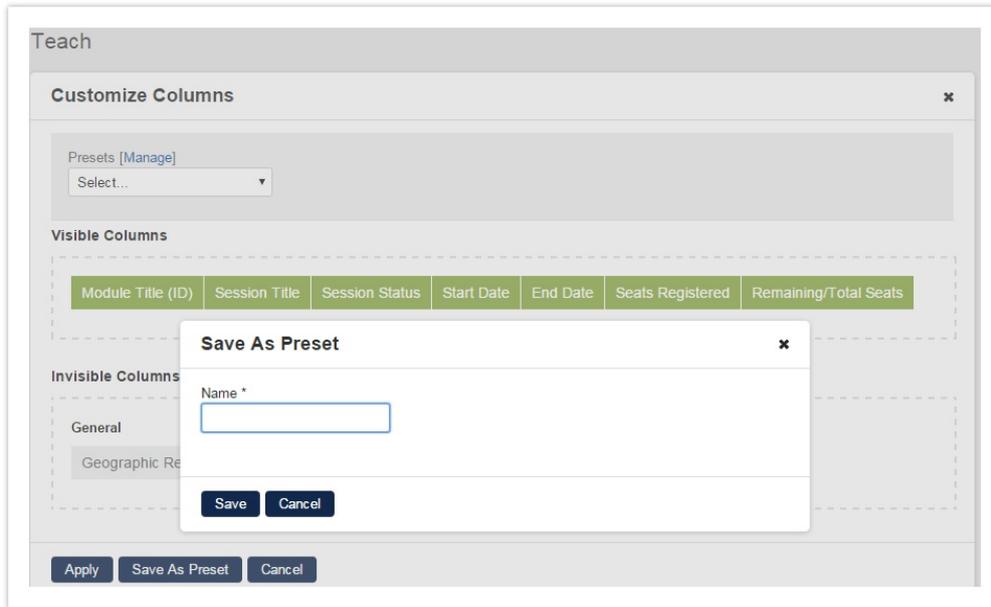
Users can save the customized column list and load it at any time. This applies to *Manage Learning Modules*, *Teach*, and *Teach Review Participants*. On landing at one of these pages, users will see a "Columns" drop down listing saved column configurations:



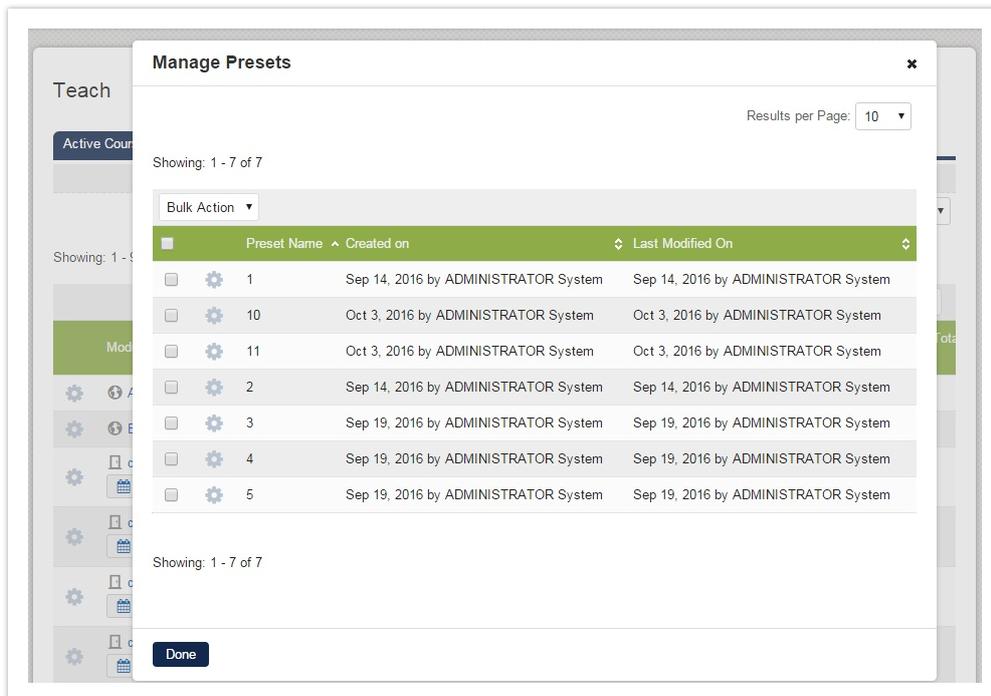
Clicking on the "Customize" button will launch the "Customize Column" dialog.



After configuring the Visible and Invisible Columns, clicking "Save As Presets" and it will prompt an input dialog where users can input a name for the preset and save it:



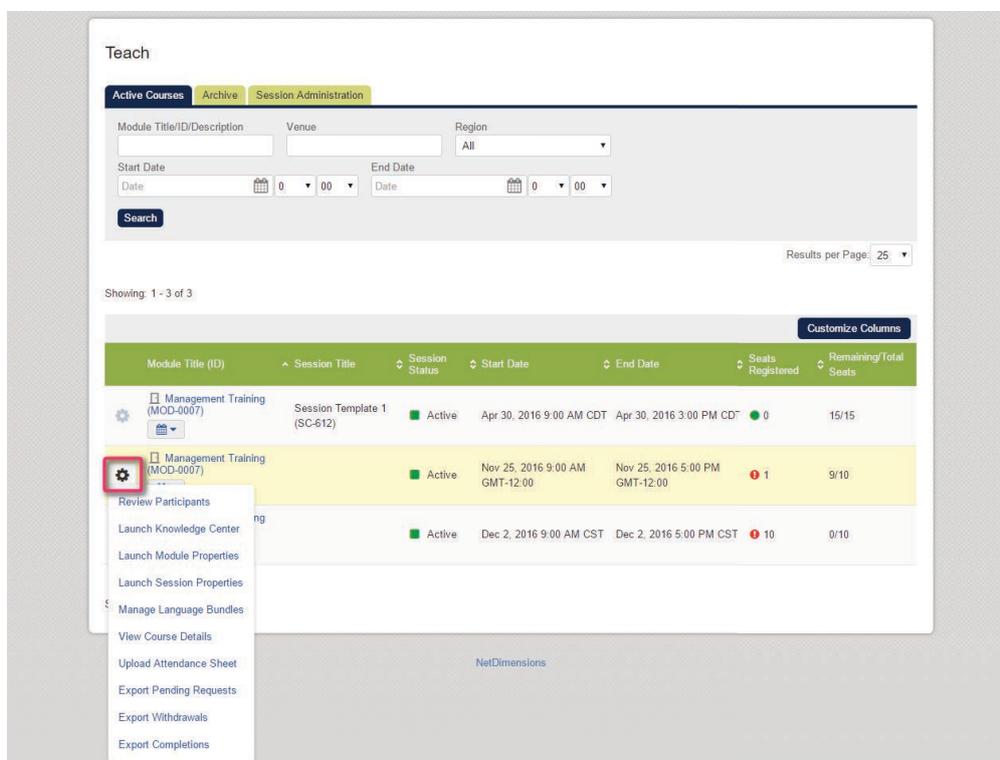
Clicking on the [Manage] link under the drop down will show the "Manage Presets" dialog allowing users delete presets individually or in bulk:



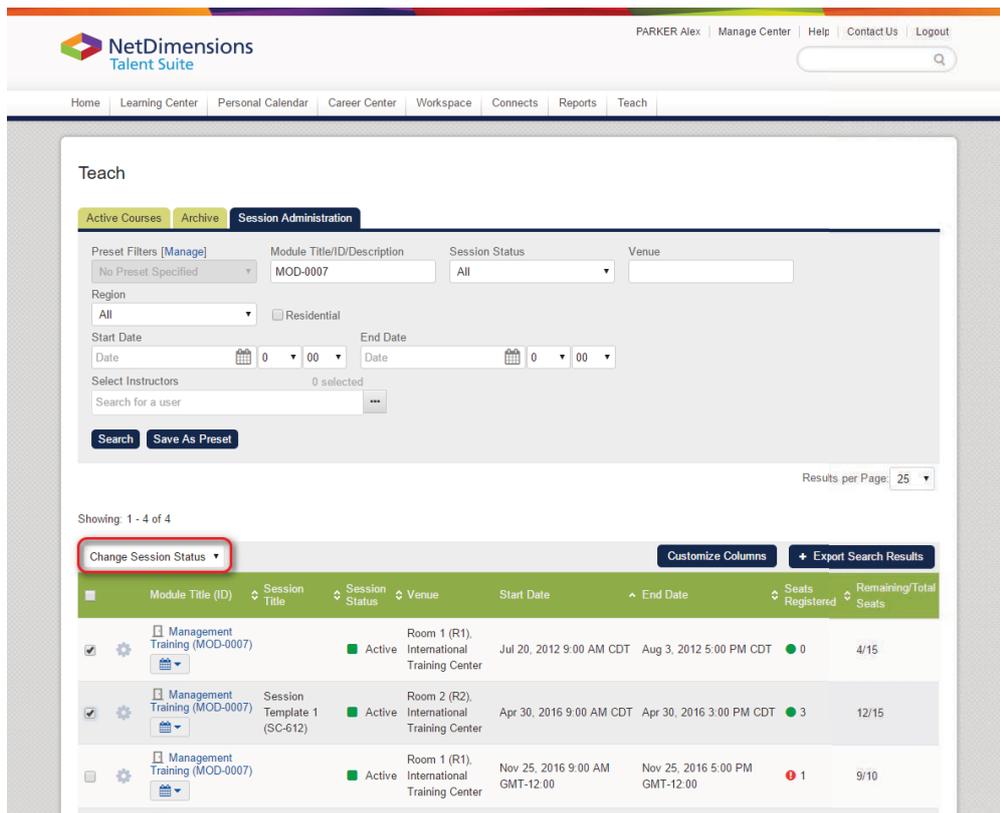
Session Actions

Depending on Role Access and Permissions, the following actions are available per session via the gear icon:

- Review Participants
- Launch Knowledge Center
- Launch Module Properties
- Launch Session Properties
- Manage Language Bundles
- View Course Details
- Upload/Download/Delete Attendance Sheet
- Export Pending Requests
- Export Withdrawals
- Export Completions
- Manage Reference Resources



In Session Administration, you can also change the session status across multiple sessions:



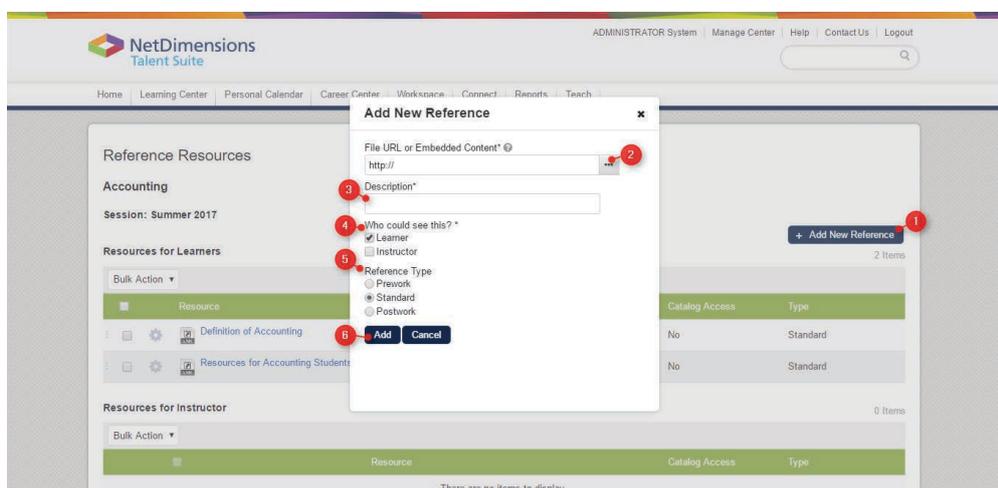
Managing Reference Resources

Under "Manage Reference Resources" for a session, you can

1. Add a new Resource
2. Preview a Reference Resource
3. Delete a Reference Resource (individually or in bulk)
4. Re-arrange the order of the Resources

To add a new Reference Resource

1. Click "Add New Reference"
2. Enter the URL or, if you have the appropriate Role Access, Select File from Repository Manager
3. Enter a description
4. Specify if the Resource is for Learners or Instructors or Both
5. Specify the Reference Type
6. Add



Reviewing Participants

The Review Participant Filters

When you click on "Review Participants" for a session, the enrolled participants are listed in a table. The list of participants can be filtered by:

- First Name
- Last Name
- User ID
- Status

The filtered list of participants can be exported to CSV.

Customizable Columns for Review Participants

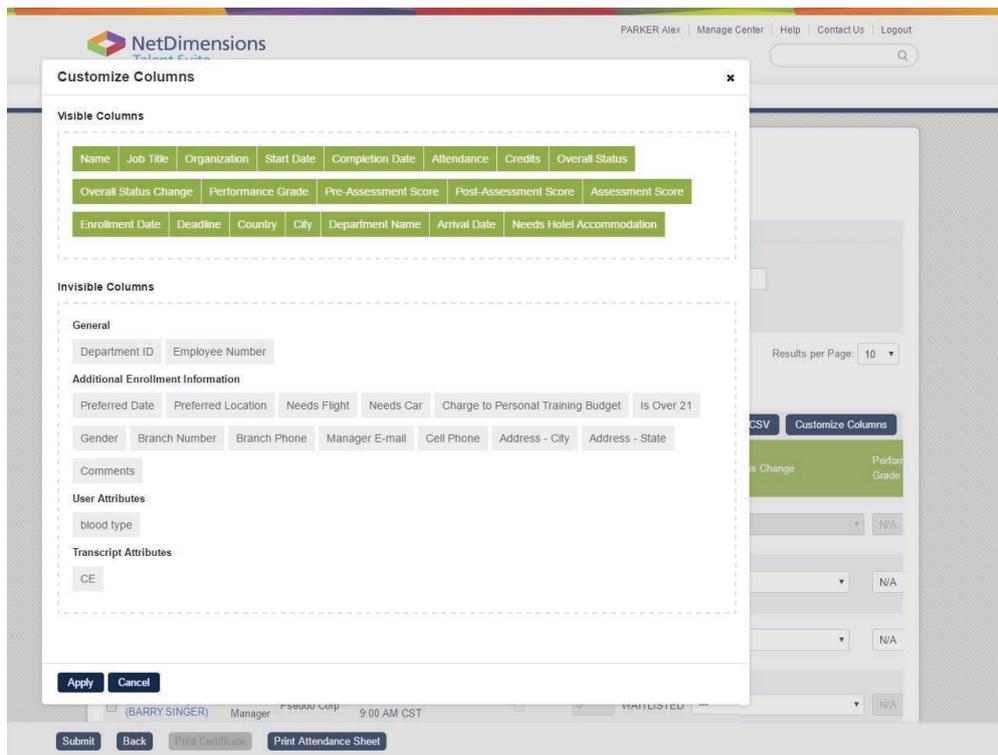
By default, the participants for the session are listed in a table with the following columns:

- Name
- Job Title
- Organization
- Start Date
- Completion Date
- Attendance
- Credits
- Overall Status
- Overall Status Change
- Performance Grade
- Pre-Assessment Score
- Post-Assessment Score
- Assessment Score
- Attempts Taken (for Learning Types that support multiple attempts)

The following are also available but not visible by default:

- Enrollment Date
- Deadline
- Country
- City
- Department ID
- Department Name
- Employee Number
- Additional Enrollment Information Fields
- User Attributes and User Attribute Extensions (that have "Teach Review Participants" enabled as Display Area)
- Transcript Attributes (that have "Teach Review Participants" enabled as Display Area)

You can click on "Customize Columns" to toggle the visibility of columns. The column selection is applied to the table of participants and also when using the "Export To CSV" function.

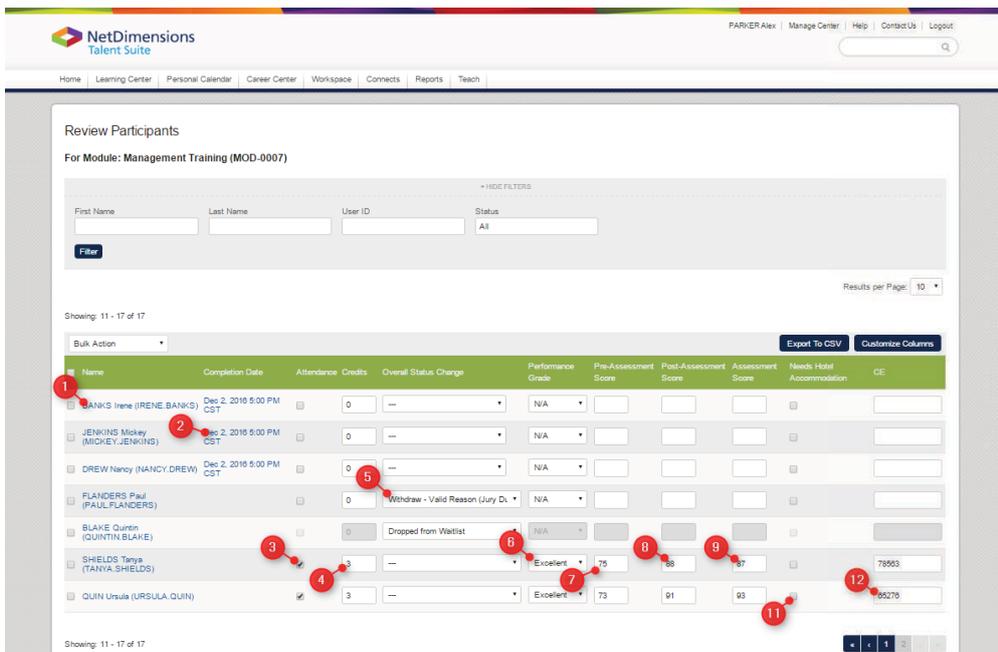


Users can also save a customized column list. Please refer to the section "[Saving Column Configurations](#)"

Review Participant Actions

Depending on Organization Settings, Role Access, and Permissions, you can perform a number of actions against individual participants directly in the table:

1. Launch the Transcript Detail for the course by clicking on the Participant's Name
2. For participants who have completed the course, amend the Completion Date
3. Mark Attendance (also available as Bulk Action)
4. Update Credits
5. Change Overall Status (also available as Bulk Action)
6. Set Performance Grade
7. Set Pre-Assessment Score
8. Set Post-Assessment Score
9. Set Assessment Score
10. Grant additional attempts
11. Update Additional Enrollment Information
12. Update Transcript Attributes
13. Enroll Users

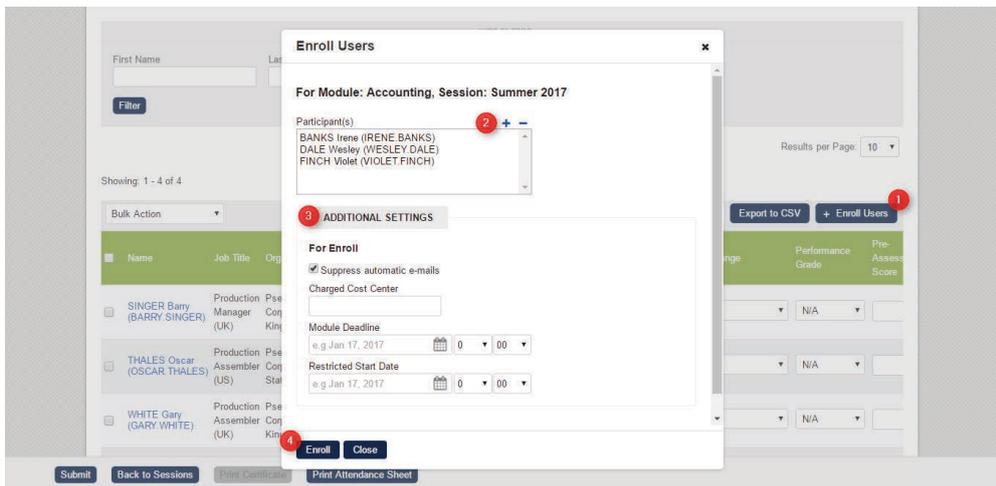


You may also print attendance sheets and certificates, if applicable.

Enrolling Users

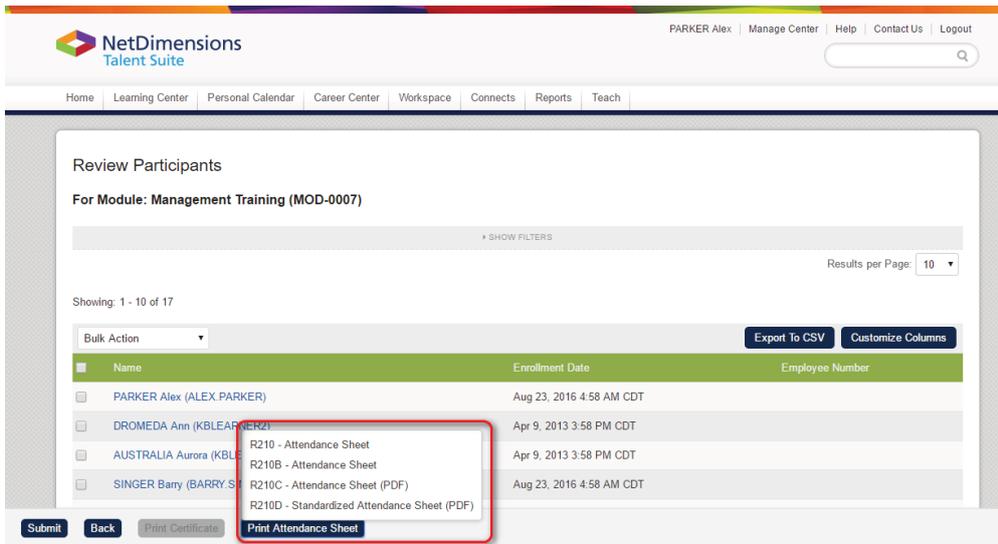
Instructors with appropriate Role Access Control can enroll additional users to the session. To Enroll Users

1. Click the "Enroll Users" button
2. Select the Participants
3. Enter Additional Settings
4. Click Enroll

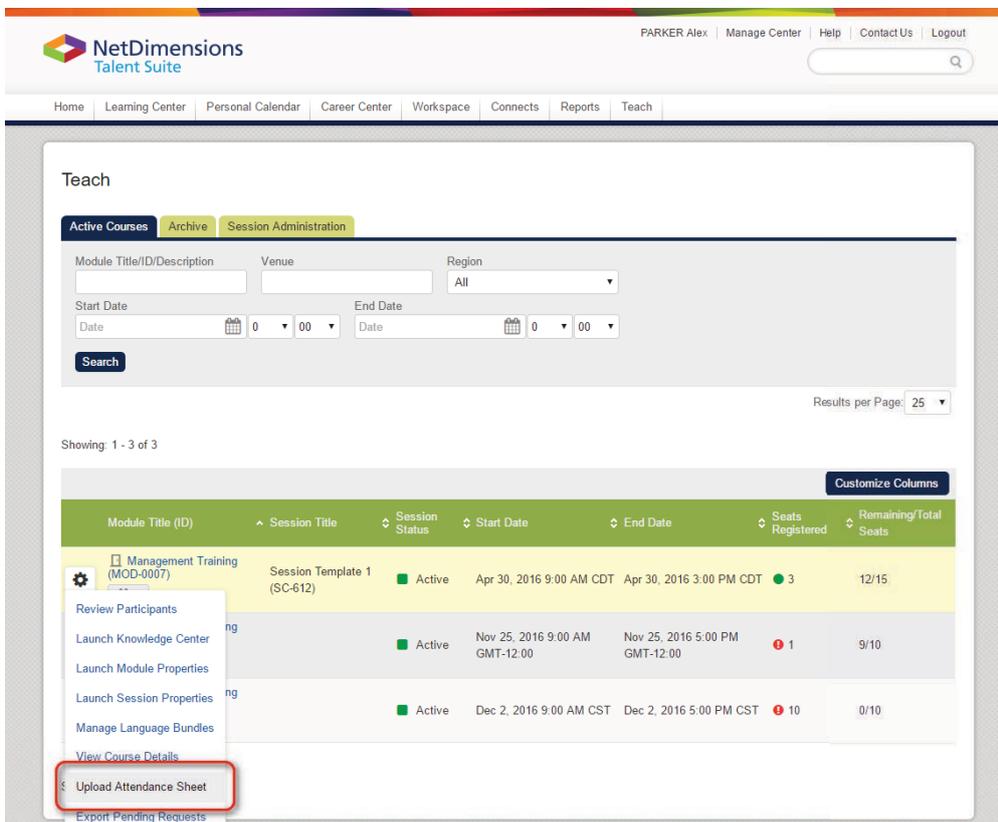


Marking Attendance

Attendance Sheets in a variety of formats can be produced for use during the training sessions. These can be printed via Review Participants:



Once completed, these can be scanned and uploaded back into the system via the Gear Icon in the Sessions list.



If an existing attendance sheet is already uploaded, users can only download or delete this item. If a new attendance sheet needs to be uploaded, users will have to delete the existing attendance sheet before uploading a new one.

The screenshot shows the 'Teach' interface with tabs for 'Active Courses', 'Archive', and 'Session Administration'. A 'SHOW FILTERS' link is visible. The results are shown per page (25) and show 1-10 of 10 items. A table lists courses with columns for Module Title (ID), Session Title, Session Status, Start Date, End Date, Seats Registered, and Remaining/Total Seats. A dropdown menu is open for the first row, with 'Download Attendance Sheet' highlighted in a red box. Other options include 'Review Participants', 'Launch Knowledge Center', 'Launch Module Properties', 'Launch Session Properties', 'View Course Details', 'Delete Attendance Sheet', and 'Export Pending Requests'.

Module Title (ID)	Session Title	Session Status	Start Date	End Date	Seats Registered	Remaining/Total Seats
Virtual Classroom		Active			1	Unlimited
		Active			1	Unlimited
		Active			2	Unlimited
		Active			0	Unlimited
	1_s3	Active	Oct 28, 2016 9:00 AM JST	Oct 29, 2016 5:00 PM JST	0	15/15
	1_s2	Active	Jan 2, 2017 9:00 AM JST	Jan 2, 2017 5:00 PM JST	2	Unlimited

When attendance needs to be reported on, the attendance will need to be specifically set for each learner. Assuming a majority of participants attended the class, the easiest way to set the attendance is as follows:

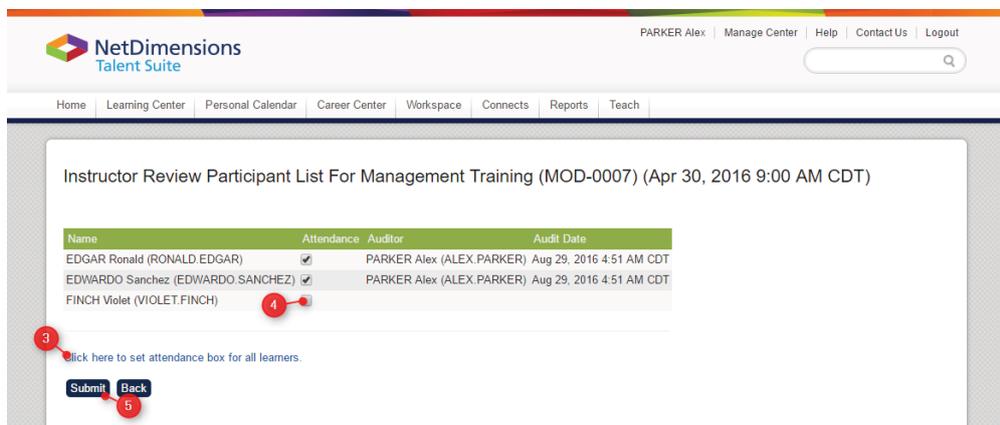
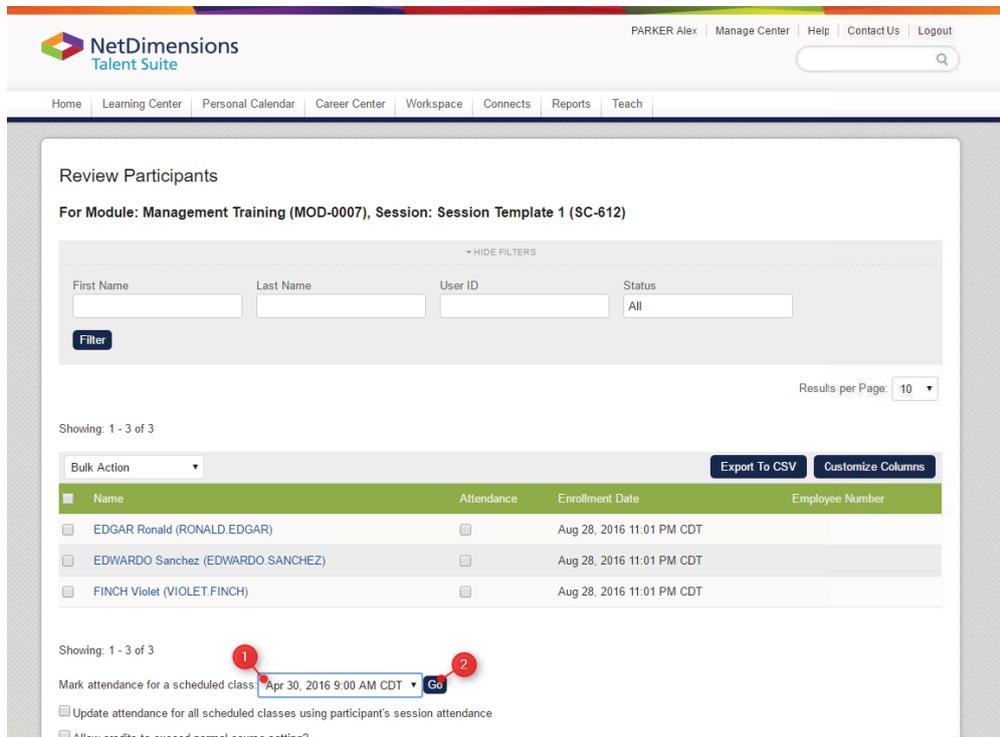
1. Select all Participants
2. Select Mark Attendance in Bulk Action
3. Uncheck the Attendance checkbox for Participants that did not attend
4. Click Submit

The screenshot shows the 'Review Participants' interface for 'Management Training (MOD-0007)'. It includes search filters for First Name, Last Name, User ID, and Status. A table lists participants with columns for Name, Attendance, Enrollment Date, and Employee Number. Red callouts indicate: 1. Selecting all participants in the Bulk Action dropdown; 2. Selecting 'Mark Attendance' in the Bulk Action dropdown; 3. Unchecking the 'Attendance' checkbox for participants who did not attend; 4. Clicking the 'Submit' button.

Name	Attendance	Enrollment Date	Employee Number
PARKER Alex (ALEX PARKER)	<input type="checkbox"/>	Aug 23, 2016 4:58 AM CDT	
DROMEDA Ann (KBLEARNER2)	<input checked="" type="checkbox"/>	Apr 9, 2013 3:58 PM CDT	
AUSTRALIA Aurora (KBLEARNER1)	<input checked="" type="checkbox"/>	Apr 9, 2013 3:58 PM CDT	
SINGER Barry (BARRY.SINGER)	<input checked="" type="checkbox"/>	Aug 23, 2016 4:58 AM CDT	
LAW Carrie (CARRIE.LAW)	<input checked="" type="checkbox"/>	Aug 23, 2016 4:58 AM CDT	
WESLEY Dale (WESLEY.DALE)	<input type="checkbox"/>	Aug 23, 2016 4:59 AM CDT	
BRADSHAW David (DAVID.BRADSHAW)	<input type="checkbox"/>	Aug 23, 2016 4:58 AM CDT	
MCDONALD Fin (FIN.MCDONALD)	<input type="checkbox"/>	Aug 23, 2016 4:58 AM CDT	
FIELDS Harry (HARRY.FIELDS)	<input checked="" type="checkbox"/>	Aug 23, 2016 4:58 AM CDT	

For sessions that involve a number of classes over a period of time, attendance can be marked for each class:

1. Select the class
2. Click Go
3. Click on link to set attendance box for all participants
4. Uncheck Attendance checkbox for participants who did not attend
5. Click Submit



Granting Additional Attempts

For courses with a specific number of attempts, it is possible to grant additional attempts at any point in time via Review Participants:



The "Number to be granted" and "Reason for granting" are mandatory fields:

Grant Additional Attempts ✕

For English Online Course 001

Number to be granted*

Reason of granting*

Required

In the following situations, granting additional attempts will be unsuccessful:

1. The number of course attempts allowed has already been set to unlimited in Catalog Editor.
2. The transcript Overall Status is in Completed, Waiver/Exempt, Passed, Finished Using, Cancelled, or Failed status.
3. The "Number to be granted" is an invalid value.

It's possible to review the history of additional attempts granted at Transcript Detail, accessible by clicking on a Participant Name link:

Granted attempts

Granted attempts	Grantor	Reason	Granted time
2	SYSTEM Administrator	Some reason	Jul 23, 2013 6:36 PM CST
3	SYSTEM Administrator	Some other reason	Jul 23, 2013 6:36 PM CST

The Knowledge Center

For courses involving exams, certificates, reference material, and the like, switching on the Knowledge Center for the course will provide learners with access to everything related to their specific session via a single access point. Instructors will also have an instructor view of the session's Knowledge Center and, depending on configuration, will be able to access the following instructor related functions:

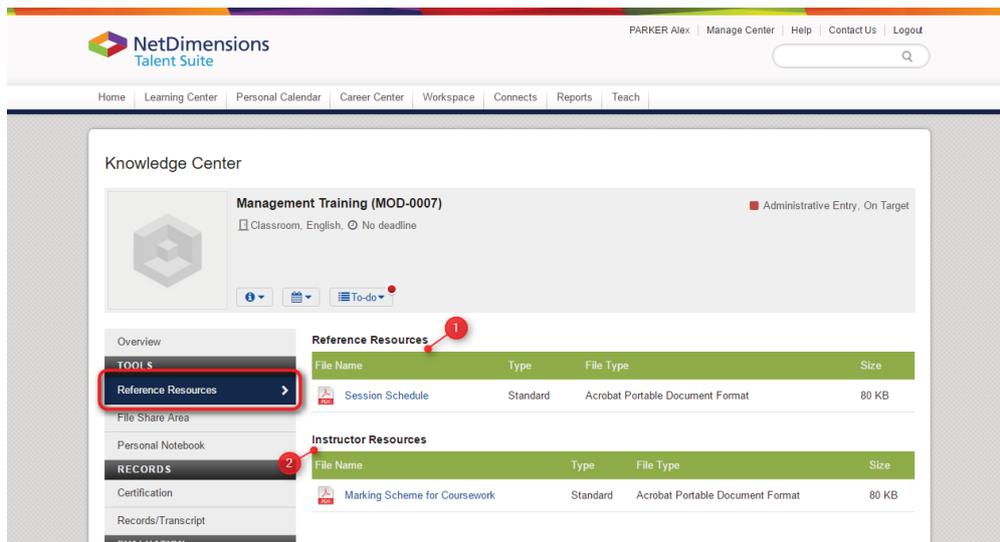
1. Reference Resources
2. File Share Area
3. Peer Comments
4. Contact Group Members
5. Contact Instructors
6. Forum

The screenshot shows the NetDimensions Talent Suite interface. At the top, there's a navigation bar with 'PARKER Alex | Manage Center | Help | Contact Us | Logout' and a search bar. Below that, a secondary navigation bar includes 'Home | Learning Center | Personal Calendar | Career Center | Workspace | Connects | Reports | Teach'. The main content area is titled 'Knowledge Center' and features a course card for 'Management Training (MOD-0007)' with a status of 'Administrative Entry, On Target'. A left-hand navigation menu is visible, with red circles and numbers 1 through 6 highlighting the following items: 1. Reference Resources (under TOOLS), 2. File Share Area (under TOOLS), 3. Peer Comments (under EVALUATION), 4. Contact Group Members (under COMMUNICATION), 5. Contact Instructors (under COMMUNICATION), and 6. Forum (under COMMUNICATION). The main content area includes sections for 'Instructors' (listing PARKER Alex and ALLEN Barry), 'Exams' (listing 'Final Exam (EXAM) Incomplete'), and 'Evaluation' (listing 'Course evaluation (EV) Incomplete').

Reference Resources

Reference Resources can be uploaded to the system for learners and/or instructors. Clicking on Reference Resources in a session's Knowledge Center, Instructors will see

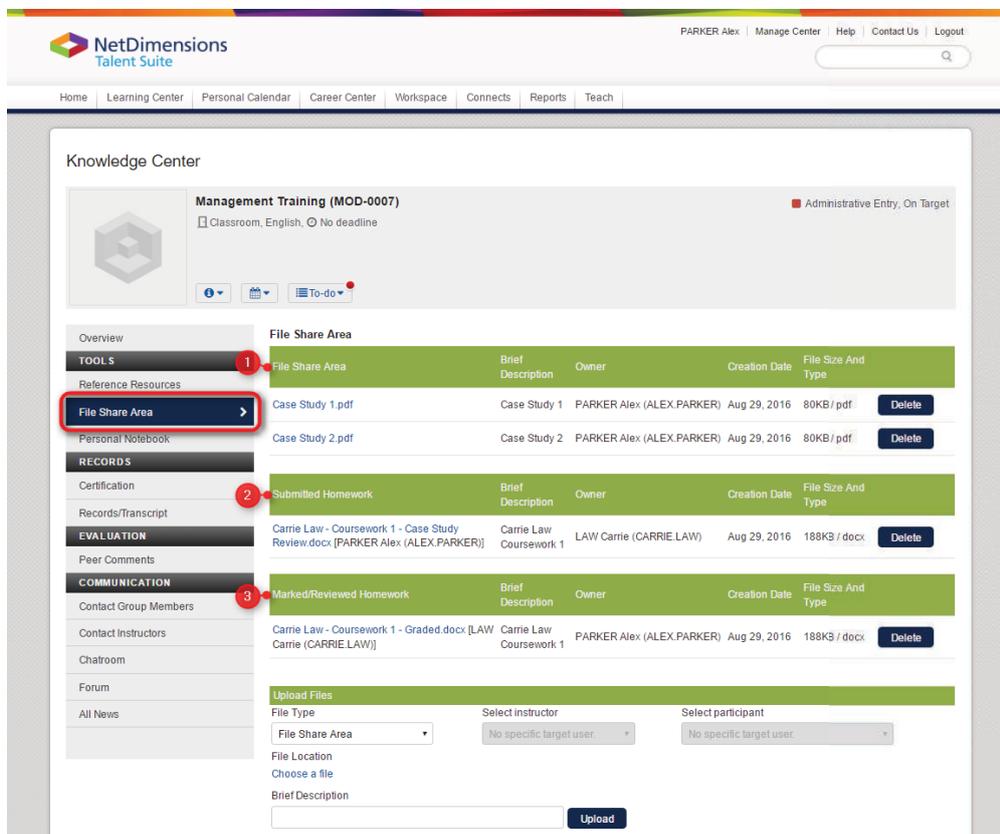
1. The resources available to participants enrolled on the session
2. The resources available to instructors only



File Share Area

The File Share Area allows Instructors and Learners to upload files. Files may be one of the following types:

1. File Share Area
This is open to both Instructors and Learners to share files with the group
2. Submitted Homework
Designed for Learners to upload files and optionally target a specific instructor for downloading
3. Marked/Reviewed Homework
Having reviewed any submitted homework from Learners, Instructors can upload files of this type, optionally targeting the respective Learner



Peer Comments

In Peer Comments, the Instructor can review the ratings and comments made by participants

The screenshot displays the NetDimensions Talent Suite interface. At the top, the user is identified as PARKER Alex, with links for Manage Center, Help, Contact Us, and Logout. A search bar is present. The main navigation includes Home, Learning Center, Personal Calendar, Career Center, Workspace, Connects, Reports, and Teach. The Knowledge Center section is active, showing details for 'Management Training (MOD-0007)', marked as an Administrative Entry, On Target. A sidebar menu on the left lists various tools and records, with 'Peer Comments' highlighted under the 'EVALUATION' section. The main content area shows a form to rate the module and submit a comment. Below the form, there are two comments for 'Management Training':

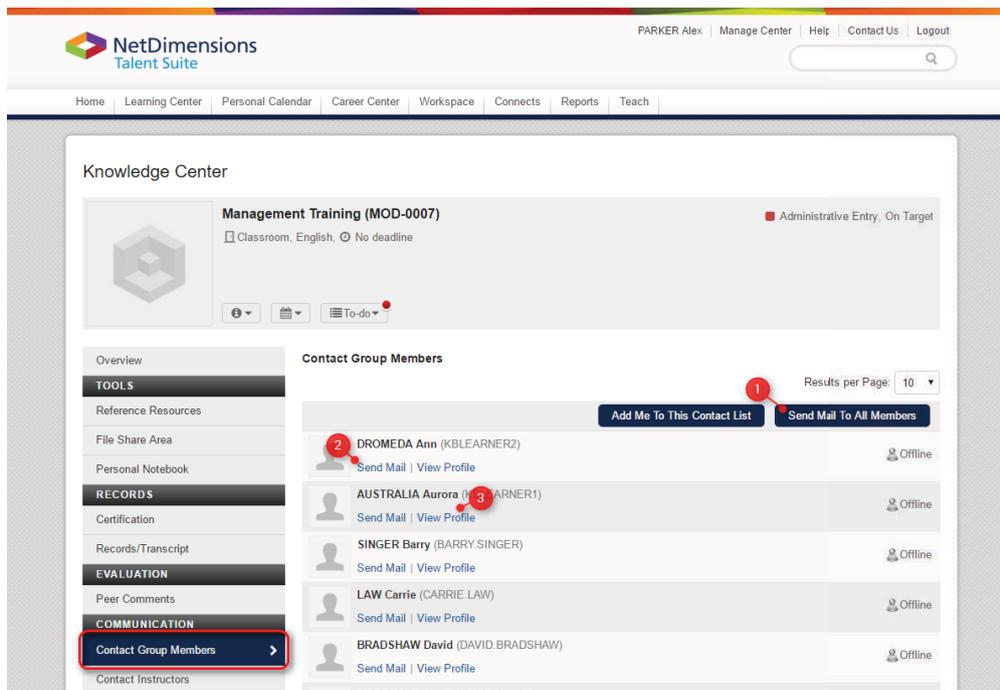
- Comments for Management Training:** Average Rating: ★★★★★ (5 stars). Results per Page: 10.
- Comment 1:** By HARRY FIELDS (HARRY FIELDS), posted on Aug 29, 2016 1:15 PM CST. Rating: ★★★★★. Comment: "Very relevant." Feedback: 0 of 0 votes found this comment being useful. Do you feel that this comment is useful? Yes No.
- Comment 2:** By FIN MCDONALD (FIN MCDONALD), posted on Aug 29, 2016 1:12 PM CST. Rating: ★★★★★. Comment: "Great course, thoroughly enjoyed it!" Feedback: 0 of 0 votes found this comment being useful. Do you feel that this comment is useful? Yes No.

Showing: 1 - 2 of 2

Contact Group Members

In the Contact Group Members area, Instructors can

1. E-mail the group
2. E-mail an individual learner
3. View a learner's profile



Contact Instructors

Similar to the Contact Group Members area, the Contact Instructors area allows users to

1. E-mail all Instructors
2. E-mail an individual Instructor
3. View an Instructor's profile

Forum

If enabled for the course, instructors will be able to access the forum from the Knowledge Center:

Business Integrity (MOD-00004) Administrative Entry
 Classroom, English - (en), Started On Dec 12, 2019 9:00 AM GMT

Overview
Tools
 Reference Resources
Records
 Certification
 Records/Transcript
Evaluation
 Peer Comments
 Assessment Workflow
Communication
 Contact Group Members
 Contact Instructors
Forum

Forum

Forum Title	Posts	Last Updated
Business Integrity Course Forum	1	Last updated 6/19/19 2:47 PM by HO Sara

Having clicked on the Forum, users can:

1. View/Delete individual topics in the forum
2. Create a new topic
3. Edit, Set Permissions, or Delete the forum (depending on the instructor's role access control)

Business Integrity Course Forum

Subscribe + **New Topic** (2)

Edit (3)
 Permissions
 Delete

Results per Page: 25

Showing: 1 - 2 of 2 (1)

Coursework 1 by HO Sara on 6/19/19 2:47 PM	0 Posts	Last updated 6/19/19 2:47 PM by HO Sara
Presentation Discussion by SINGER Barry on 8/30/16 11:56 AM	1 Posts	Last updated 8/30/16 12:01 PM by BRADSHAW David

Showing: 1 - 2 of 2

Close forum

After clicking on a topic, users can

1. Post a Reply
2. E-mail the author
3. View the author's profile
4. Delete an entry

[Business Integrity Course Forum](#) >

Presentation Discussion

 **SINGER Barry** wrote on 8/30/16 11:56 AM 

We need to prepare a presentation in preparation for the training. Group A members are:

- Barry
- Carrie
- David
- Fin

 Email  Reply

1 Posts

 **BRADSHAW David** wrote on 8/30/16 12:01 PM 

RE: Presentation Discussion
lol, no worries, I'll make a start with the case study background

 Email  Reply

Close forum