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NetDimensions LMS 15.1

Instructor Guide

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

www.peoplefluent.com/products/learning

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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

						▼ HIDE FILTERS	
Preset Filters [Manage] No Preset Specified	Ŧ	Module Title/ID/	Description	Session Status	•	Catalog	
Venue	±	Region All	•	Module Language Select a Language	• S	Session Language	
Start Date			End Date		S	Select Instructors	0 selected
e.g. Oct 31, 2016	<u> </u>	00 v 00 v	e.g. Oct 31, 20	16 🛗 0 🔻 00	•	Search for a user	

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.

		Preset Name		
Home Learning Center Pers	sonal Calendar Caree	All Active Sessions		
		Set as default		
	•	Properties		
leach		Module		
		Title/ID/Description:		
Active Courses Archive	Session Administration	Catalog		
	1	Module Language:		
Preset Filters [Manage]	Module Title/ID/Dr	Session		
		Language:		
Venue	Region	Session Status: Active		
	All	Venue.	e *	
	Start Date	Start Date:		
Residential	e.g. Jan 17, 2017	End Date:	▼ 00 ▼	
Select Instructors	0 selecte	Instructor(s):		
Search for a user		Residential:		
Filter Reset Save as I	Preset			

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:

	Feisonal Calendar Ca	reer Center V	orkspace Connects	s Reports Teach		
Teach						
	10					
Active Courses Archive	Session Administrati	on				
Module Title/ID/Descriptio	n Venue		All			
Start Date		End Date				
Date	0 • 00 •	Date	C 🛍	00 ¥ 00 ¥		
Search						
						onulta nor Pago: 25 -
					0	esuits per rage. 25 •
Showing 1 - 1 of 1						
ononing. I tot t						Customize Columns
Madula Titla (ID)	Session	Session	A Start Date	A End Date	▲ Seats	, Remaining/Total
Module Title (ID)	Session Title	Session Status	≎ Start Date	≎ End Date	Seats Registered	♣ Femaining/Total Seats
Module Title (ID)	 Session Title aining (MOD- 	Session Status	≎ Start Date May 27, 2015 9:00	End Date 0 AM GMT- May 28, 2015 5	Seats Registered	♣ Femaining/Total Seats
Module Title (ID)	 Session Title aining (MOD- 	 Session Status Active 	Start Date May 27, 2015 9:00 12:00	♦ End Date 0 AM GMT- May 28, 2015 5 12:00	Seats Registered	Fermaining/Total Seats Unlimited

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:

2000000	Learning Center	Personal Calendar	Career Center	Workspace	Connect	Reports Tea	ch		
Tea	ch								
Activ		Section Adminis	stration						
Mod	dule Title/ID/Descript	ion Venue	stration	Regio	in				
Sta	rt Date		End Da	All		•			
Oc	t 17, 2016	3 0 • 00	e.g. O	ct 17, 2016	0	• 00 •			
Se	arch								
_	aich								
								Resul	ts per Page: 25 🔻
Showi	no: 1 - 3 of 3							Resul	ts per Page: 25 ▼
Showi	ng: 1 - 3 of 3							Resul	ts per Page: 25 🔹
Showin	ng: 1 - 3 of 3		Session	▲ Session	A Start Data		1 End Date	Resul	ts per Page: 25 Customize Columns
Showi	ng: 1 - 3 of 3 Module Title (ID)		Session Title	≎ Session Status	\$ Start Date		≎ End Date	Resul C Seats Registere Seats a	ts per Page. 25 Customize Columns d Remaining/Total are full
Showi	ng: 1 - 3 of 3 Module Title (ID) Advanced Bu: (MOD-SH01)	siness Management	▲ Session Title	Session Status	≎ Start Date Oct 17, 20	: 16 9:00 AM CST	0 End Date - Oct 17, 2016 5:00 PM C	Resul	ts per Page 25 customize Columns d Remaining/Total re full 0/7
Showi C	Module Title (ID) Advanced Bu: (MOD-SHO1) MOD-SHO1) MOD-SHO1) MOD-SHO1) MOD-SHO1) MOD-SHO1) MOD-SHO1 MOD-SH	siness Management Management (MOD-	▲ Session Title	Session Status Active	 Start Date Oct 17, 20 Oct 20, 20 	: 16 9:00 AM CST 16 9:00 AM CST	C End Date C Oct 17, 2016 5:00 PM C	Resul ♦ Seats Registere Seats # Seats # Se	ts per Page 25 • Austomize Columns d Remaining Total Remaining Total 0/7 0/10

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)

Home		_	
2	Visible Columns		
Teac	Module Title (ID) Session Title Session Status Venue Start Date End Date Seats Registered		
Todo	Remaining/Total Seats		
Active		3	
Prese	Invisible Columns		
Regit			
All	General		
Start	Geographic Region Location Module Language Session Language		
Solor	Module/Session Attributes		
Sea	Residential Additional Comments Points		
Sea			
		e:	25 🔻
Showing	Apply Cancel		
Chang	e Session Status 🔻 💦 Customize Columns 🔰 + Export S	earch R	esults

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 "C *olumns*" drop down listing saved column configurations:

Active	Courses Archive	e Session A	dministration				
				SHOW FILTERS			
						Resu	Its per Page: 25
owing:	: 1 - 9 of 9						
						Columns	Select
	Marthala Tala (ID)	Session	Session		A Follow	Presets [M	lanage]
	Module Title (ID)			Start Date	C End Date	Select	
¢	A online2		Active	9		Default	
¢.	B online3		Active	9		1 10	
	<u> </u>	-1 -2		- I 2 2047 0-00 AM ICT	Les 2, 2017 (-00 DM 10	11	
Ŷ	1 -	c1_s2	Active	3 Jan 2, 2017 9:00 AM JST	Jan 2, 2017 5:00 PM JS	2	
	🖸 c2					3	
t/ekn/		s2 RATEPAGE=V#!	Active	e Oct 3, 2016 9:00 AM JST	Oct 3, 2016 5:00 PM JS	3 Customize	

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

For HK Regions Display	•				
T of The Regions Display					
Visible Columns					
Module Title (ID)	Session Title Ses	sion Status Start	Date End Date	Seats Registered	Results per Page: 25
Remaining/Total Se	ats				< < 1 2 >
					Columns Shared by CEO
Invisible Columns					Remaining/Total Seats
General	Location Mod	dule Language	Session Language		
Geographic Region					
Geographic Region					
Geographic Region					
Geographic Region					

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:

custonnize colui	nns					
Presets [Manage]						
Select	¥					
Visible Columns						
Module Title (ID)	Session Title	Session Status	Start Date	End Date	Seats Registered	Remaining/Total Seats
	Save As Pre	eset				×
Invisible Columns	Name *					
Geographic Re						
	Savo Can	ol				

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

Tead	h	Wall	aye r	Tesets			×
						Results per Page: 10	T
Active	e Cour	Showi	ng: 1 - 7	7 of 7			
		Bulk	Action	¥			
Showin	a: 1 - C			Preset Name		Last Modified On	٥
	9. 1		Ф	1	Sep 14, 2016 by ADMINISTRATOR System	m Sep 14, 2016 by ADMINISTRATOR System	
_			Ф	10	Oct 3, 2016 by ADMINISTRATOR System	Oct 3, 2016 by ADMINISTRATOR System	
	Mod		Ф	11	Oct 3, 2016 by ADMINISTRATOR System	Oct 3, 2016 by ADMINISTRATOR System	
¢.	• <i>+</i>		Ф	2	Sep 14, 2016 by ADMINISTRATOR System	m Sep 14, 2016 by ADMINISTRATOR System	
ф	€ E		0	3	Sep 19, 2016 by ADMINISTRATOR System	m Sep 19, 2016 by ADMINISTRATOR System	
	🖸 c		Ф	4	Sep 19, 2016 by ADMINISTRATOR System	m Sep 19, 2016 by ADMINISTRATOR System	
~			Ф	5	Sep 19, 2016 by ADMINISTRATOR System	m Sep 19, 2016 by ADMINISTRATOR System	
Ф	C c	Showi	na: 1 - 7	of 7			
ф	C c	2.1011					
-	🖸 c	Don	e				

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

	Session Administration					
Module Title/ID/Description	Venue	F	Region			
Start Date		End Data	All			
Date	1 0 v 00 v	Date	₩ 0 • 00 •			
Sourch						
Jealth						
					Res	ults per Page: 25 🔹
Showing: 1 - 3 of 3						
Showing. 1 - 5 or 5					_	
						Customize Columns
		Session Status			Seats Registered	Remaining/Total Seats
(MOD-0007)	ng Session Templa (SC-612)	ite 1 📕 Active	Apr.30, 2016 9:00 AM CDT	Apr 30, 2016 3:00 PM CDT	• 0	15/15
Management Trainin (MOD-0007)	ng	Active	Nov 25, 2016 9:00 AM GMT-12:00	Nov 25, 2016 5:00 PM GMT-12:00	0 1	9/10
D I I I I I I I I I I I I I I I I I I I	ng	Activo	Dec 2. 2016 9:00 AM CST	Dec 2, 2016 5:00 PM CST	9 10	0/10
Launch Knowledge Center		Active				
Launch Knowledge Center Launch Module Properties		Active				
Launch Knowledge Center Launch Module Properties Launch Session Properties		Active				
Review Participants Launch Knowledge Center Launch Module Properties Launch Session Properties [§] Manage Language Bundles View Course Details						
Adview Participants Launch Knowledge Center Launch Module Properties Launch Session Properties Manage Language Bundles View Course Details View Course Details			Nottimenting			

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

lama Lageria	Suite	anal Calanda-	Corpor Contor 184	danaca Co	ta Danarta 7	ionsh i		
Iome Learnin	g Center Perso	onal Calendar	Career Center Wo	rkspace Connect	s Reports I	each		
Teach								
Active Course	s Archive S	Session Administ	ration					
Preset Filters	[Manage]	Module Titl	e/ID/Description	Session Status		Venue		
No Preset S	Specified	* MOD-0007		All	•			
Region								
All		 Residen 	tial					
Start Date			End Date					
Date	Ê	00 🔻 00	▼ Date		0 • 00 •			
Select Instruc	ctors	0 s	elected					
Search for a	user							
Search	Save As Preset							
							-	and the first of
							Result	s per Page: 25 🔻
Showing: 1 4 o	бA							
Showing: 1 - 4 o	of 4							
Showing: 1 - 4 o Change Sess	of 4					Customize Columns	+ Exp	ort Search Results
Showing: 1 - 4 o Change Sess	of 4 ion Status ▼	Session	Session			Customize Columns	+ Exp	ort Search Results
Showing: 1 - 4 o Change Sess	of 4	≎ Session Title	\$ Session \$ Status	le Start D	Pate	Customize Columns	+ Exp ≎ Seats Registered	ort Search Results
Showing: 1 - 4 o Change Sess	ion Status V todule Title (ID)	≎ Session Title	≎ Session Status ≎ Venu Roor	⊫e Start D n 1 (R1),	Date	Customize Columns	+ Exp ≎ Seats Registered	ort Search Results
Showing: 1 - 4 o Change Sess	of 4 ion Status v todule Title (ID) Management raining (MOD-000	Session Title		e Start D n 1 (R1), national Jul 20,	0ate 2012 9:00 AM CD	Customize Columns	+ Exp + Exp Seats Registered 0	ort Search Results
Showing: 1 - 4 o Change Sess	of 4 ion Status todule Title (ID) Management raining (MOD-000	Session Title	◆ Session Status ◆ Venu ■ Active Roor Trair	e Start D n 1 (R1), national Jul 20, ing Center	Date 2012 9:00 AM CD	Customize Columns A End Date T Aug 3, 2012 5:00 PM CDT	 + Expl Seats Registered 0 	ort Search Results
Showing: 1 - 4 o Change Sess	of 4 ion Status ▼ todule Title (ID) Ananagement Training (MOD-000	 Session Title Session 	◆ Session Status Active Roor Trair Roor	e Start D n 1 (R1), national Jul 20, ing Center n 2 (R2),	Date 2012 9:00 AM CD	Customize Columns	 + Exp Seats Registered 0 	ort Search Results
Showing: 1 - 4 o Change Sess M Change Sess T T Change Sess T	of 4 ion Status ▼ Iodule Title (ID) Management raining (MOD-000 markstress Management raining (MOD-000	 Session Title Session Template 1 		e Start D n 1 (R1), national Jul 20, ing Center n 2 (R2), national Apr 30,	Date 2012 9:00 AM CD , 2016 9:00 AM CD	Customize Columns	 ◆ Seats Registered 0 T 3 	errich Results Remaining/Total Seats 4/15 12/15
Showing: 1 - 4 o Change Sess M Change Sess F Change Sess Change Se	f 4 ion Status ▼ Iodule Title (ID) Management raining (MOD-000	 Session Title Session Template 1 (SC-612) 	 Session Status Vent Active Inter Train Active Inter Inter Train 	ve Start D n 1 (R1), national ing Center n 2 (R2), national ing Center	Date 2012 9:00 AM CD , 2016 9:00 AM CD	Customize Columns	 + Exp Seats Registered 0 T 3 	ort Search Results Remaining/Total 4/15 12/15
Showing: 1 - 4 o Change Sess M Change Sess M Change Sess M Change Sess Change	f 4 ion Status ▼ todule Title (ID) Anangement raining (MOD-000 → ■ Management raining (MOD-000 → ■ Management raining (MOD-000	 Session Title Session Template 1 (SC-612) 	 Session Status Active Inter Train Active Inter Train Active Inter Train 	e Start D n 1 (R1), national ing Center n 2 (R2), ing Center n 1 (R1). Nov 25	Date 2012 9:00 AM CD , 2016 9:00 AM CE ; 2016 9:00 AM	Customize Columns End Date T Aug 3, 2012 5:00 PM CDT DT Apr 30, 2016 3:00 PM CD Nov 25, 2016 5:00 PM	+ Exp ≎ Seats Registered • 0 T • 3	ort Search Results

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

Flotte Leanning Center Personal Galendar Galeer Center	WORKSDACE CONNECT REDDITS TEACH		
Add	New Reference	×	
Reference Resources File UR	L or Embedded Content* @	0	
http://		•	
Accounting 3 Descrip	ntion*		
Session: Summer 2017			
4 Who co	ould see this? " ner		+ Add New Reference
Resources for Learners 5	uctor		2 Items
Bulk Action *	nce Type vork		
Resource Ostar	idard work	Catalog Access	Туре
: 🔲 🔅 📑 Definition of Accounting 🛛 🚯 🗍 Add	Cancel	No	Standard
Resources for Accounting Students		No	Standard

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.

Customize Columns ×	
Visible Columns	
Name Job Title Organization Start Date Completion Date Attendance Credits Overali Status	
Overall Status Change Performance Grade Pre-Assessment Score Post-Assessment Score Assessment Score	
Enroliment Date Deadline Country City Department Name Arrival Date Needs Hotel Accommodation	
invisible Columns	
General	
Department ID Employee Number	Results per Page: 10 •
Additional Enrollment Information	
Preferred Date Preferred Location Needs Flight Needs Car Charge to Personal Training Budget Is Over 21	
Gender Branch Number Branch Phone Manager E-mail Cell Phone Address - City Address - State	CSV Customize Columns
Comments	s Change Perform Grade
User Attributes	
blood type	* N/A
Transcript Attributes	
CE	▼ N/A
	• N/A
Apply Cancel	

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

Home Learning Center Pe	rsonal Calendar Career Cer	ter Work	space Co	nnects Reports Teach	1						
Review Participants	5										
For Module: Manageme	nt Training (MOD-0007)										
					* HIDE FILTE	RS					
First Name	Last Name		User ID	1	Status						
					AI						
Filter											
										Re	esults per Page: 10 •
Showing: 11 - 17 of 17											
Bulk Action										Export To CSV	Customize Columns
Name	Completion Date	Attendan	ce Credits	Overall Status Change		Performance Grade	Pre-Asse Score	ssment Post-Assessm Score	ent Assessment Score	Needs Hotel Accommodation	CE
ANKS Irene (IRENE.BA	NKS) Dec 2, 2018 5:00 PM CST		0		•	N/A	•				
	2										
JENKINS Mickey (MICKEY.JENKINS)	ec 2, 2016 5:00 PM CST		·			N/A					
JENKINS Mickey (MICKEY.JENKINS) DREW Nancy (NANCY.D)	CST CST REW) Dec 2, 2016 5:00 PM CST		•	-	•	N/A N/A	•				
JENKINS Mickey (MICKEY.JENKINS) DREW Nancy (NANCY.D FLANDERS Paul (PAUL FLANDERS)	CST 2018 5:00 PM		•	 Withdraw - Valid Reason	• (Jury DL •	N/A N/A N/A	•				
JENKINS Mickey (MICKEY, JENKINS) DREW Nancy (NANCY, D FLANDERS Paul (PAUL; FLANDERS) BLAKE Quintin (QUINTIN BLAKE)	e 2, 2016 5:00 PM CST REW) Dec 2, 2016 5:00 PM CST		• •	withdraw - Valid Reason	(Jury DL *	N/A N/A N/A	•				
JENKINS Mickey (MICKEY JENKINS) DREW Nancy (NANCY, D FLANDERS Paul (PAULFLANDERS) BLAKE Quintin BLAKE Quintin BLAKE Quintin BLAKE Quintin SHIELDS Tanke) SHIELDS Tanke)	CST Dec 2, 2016 5:00 PM CST Dec 2, 2016 5:00 PM CST			Withdraw - Valid Reason Dropped from Waitlist	(Jury DL *	N/A N/A N/A N/A Excellent	· · · · · · · · · · · · · · · · · · ·	8, (87		78963

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

First Name	Las		•	
Filter		For Module: Accounting, Session: Summer 2017		
Showing: 1 - 4 of 4		BAKKS Irene (IRENE BANKS) DALE Wesley (VESLEY DALE) FINCH Violet (VIOLET FINCH)	Results per Pa	ge: 10 🔻
Bulk Action		3 ADDITIONAL SETTINGS	Export to CSV + Er	roll Users
Name	Job Title Org	For Enroll Guppress automatic e-mails	nge Performance Grade	Pre- Assess Score
SINGER Barry (BARRY SINGER)	Production Pse Manager Con (UK) King	Charged Cost Center	• N/A	•
	(orly hind	e.g.Jan 17, 2017 1 0 + 00 +		
THALES Oscar	Assembler Con	Restricted Start Date	• N/A	*
	(US) Stat	e.g Jan 17, 2017 🛗 0 🔹 00 🔹		
WHITE Gary (GARY.WHITE)	Production Pse Assembler Con (UK) King		• • N/A	•

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:

>	NetDimens Talent Suite	ions								
Home	Learning Center	Personal Calendar	Career Center	Workspace	Connects	Reports	Teach	 		
Rev	iew Participar	nts								
For N	/lodule: Manager	ment Training (M	IOD-0007)							
					▶ SHOW F	ILTERS				
									Results per	Page: 10
Showir	ng: 1 - 10 of 17									
Bulk	Action •							Export To C	Custon	nize Columns
•	Name				E	nrollment Da	e	Empl	oyee Number	
	PARKER Alex (ALE	EX.PARKER)			A	ug 23, 2016	:58 AM CDT			
	DROMEDA Ann (K	BLEAPNER2)			A	pr 9, 2013 3:	58 PM CDT			
	AUSTRALIA Aurora	R210 - Atte	ndance Sheet		A	pr 9, 2013 3:	58 PM CDT			
	SINGER Barry (BA	RRY.S / R210C - At R210D - St	tendance Sheet (P andardized Attend	'DF) ance Sheet (PF	A	ug 23, 2016	:58 AM CDT			
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Once completed, these can be scanned and uploaded back into the system via the Gear Icon in the Sessions list.

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Active Courses Archive	Session Admini	stration							
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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.

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Active Courses Archive Session	Administration			
		SHOW FILTERS		
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nowing: 1 - 10 of 10				
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Launch Knowledge Center	Active		• 2	Unlimited
Launch Module Properties				
Launch Session Properties	Active		• 0	Unlimited
View Course Details				
Download Attendance Sheet	Active Oct	28 2016 9:00 AM JST Oct 29 201	6 5:00 PM JST 0	15/15
Delete Attendance Sheet				
Export Pending Requests	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

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First Name	Last N	ame	User ID	Status	
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Showing: 1 - 10 of 1	2				Results: per Page: 10
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Showing: 1 - 10 of 1 Bulk Action Name PARKER Ale ROMEDA A	x (ALEX.PARKER) nnn (KBLEARNER2)		Attendance □ ☑	Errollment Date Aug 23, 2016 4.58 AM CDT Apr 9, 2013 3.58 PM CDT	Results per Page: 10 Export To CSV Customize Column Employee Number
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Showing: 1 - 10 of 1 Bulk Action PARKER Ale PARKER Ale AUSTRALIA AUSTRALIA SINGER Ban LAW Carrie (WESLEY Da BRADSHAW MCDONALD	x (ALEX. PARKER) x (ALEX. PARKER) Aurora (KBLEARNER2) y (BARRY.SINGER) y (BARRY.SINGER) cARRIE LAW) e (WESLEY. DALE) David (DAVID. BRADSHA Fin (FIN. MCDONALD)	W/)	Attendance	Errollment Date Aug 23, 2016 4:58 AM CDT Apr 9, 2013 3:58 PM CDT Apr 9, 2013 3:58 PM CDT Aug 23, 2016 4:58 AM CDT	Results per Page 10 Export To CSV Customize Column Employee Number

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

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		EDC	
		au 1 1 au	
First Name Last Name	User ID	Status	
		All	
Filter			
			Results per Page: 10 •
Showing: 1 - 3 of 3			
Bulk Action		Expo	t To CSV Customize Columns
Name Name	Attendance	Enrollment Date	Employee Number
EDGAR Ronald (RONALD.EDGAR)		Aug 28, 2016 11:01 PM CDT	
EDWARDO Sanchez (EDWARDO.SANCHEZ)		Aug 28, 2016 11:01 PM CDT	
EINCH Violet (VIOLET EINCH)		Aug 28, 2016 11:01 PM CDT	
Mark attendance for a scheduled class Apr 30, 2016 9:00 AM C Update attendance for all scheduled classes using participant's	DT Go		
Allow credits to exceed normal course setting?			
		PARKER Alex Mana	ige Center Help Contact Us Logout
NetDimensions Talent Suite			Q
Home Learning Center Personal Calendar Career Center	Workspace Connec	cts Reports Teach	
Instructor Review Participant List For Mar	nagement Trainir	ng (MOD-0007) (Apr 30, 2016	9:00 AM CDT)
Name Attendance Audi	itor	Audit Date	
EDGAR Ronald (RONALD.EDGAR) 🖉 PAR	KER Alex (ALEX.PARKER	R) Aug 29, 2016 4:51 AM CDT	
EDWARDO Sanchez (EDWARDO.SANCHEZ)	KER Alex (ALEX.PARKER	R) Aug 29, 2016 4:51 AM CDT	
FINCH Violet (VIOLET.FINCH)			
FINCH Violet (VIOLET.FINCH)			
FINCH Violet (VIOLET.FINCH)			

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:

ec.M1 USER 01 (M1_USER01)	Jul 22, 2013 11 54 AM CST	0	IN PROCESS	-	•	NUA.	۱		SUnimited
ANAGER 001 (MANAGER001)	Jul 23, 2013 6 32 PM CST	0	IN PROCESS			1NA			VID

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

Grant Additional Attempts	×
For English Online Course 001 Number to be granted* Required	
Reason of granting*	
Regulres	

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

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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



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

\diamond	NetDimen Talent Suite	sions					PARKER	Alex Manag	le Center	Help Col	q
Home	Learning Center	Personal Calenda	r Career Center	Workspace	Connects	Reports 1	ſeach				
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то	ols		File Name		Туре	File Ty	rpe				Size
Ref	erence Resources	<u> </u>	Session Sche	dule	Standard	Acroba	at Portable I	Document Form	nat		80 KB
Per	sonal Notebook	li li	nstructor Resourc	es							
RE	CORDS	2	File Name			Туре	File Ty	ре	_		Size
Cer	tification		Marking Scher	me for Coursew	ork	Standard	Acroba	t Portable Doc	ument For	mat	80 KB
001											

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

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Home Learning Center	Personal Calendar Career Center Workspace C	onnects Reports	Teach			
Knowledge Cente	ər					
Ø	Management Training (MOD-0007) Classroom, English, O No deadline				Administrative	Entry, On Target
Overview	File Share Area					
TOOLS Reference Resources	File Share Area	Brief Description			File Size And Type	
File Share Area	Case Study 1.pdf	Case Study 1	PARKER Alex (ALEX.PARKER) Aug 29, 2016	80KB/pdf	Delete
Personal Notebook	Case Study 2.pdf	Case Study 2	PARKER Alex (ALEX.PARKER) Aug 29, 2016	80KB/pdf	Delete
Certification	2 Submitted Homework	Brief Description	Owner	Creation Date	File Size And Type	
EVALUATION Peer Comments	Carrie Law - Coursework 1 - Case Study Review.docx [PARKER Alex (ALEX.PARKER	Carrie Law R)] Coursework 1	LAW Carrie (CARRIE.LAW)	Aug 29, 2016	188KB / docx	Delete
COMMUNICATION Contact Group Members	s Marked/Reviewed Homework	Brief Description	Owner	Creation Date	File Size And Type	
Contact Instructors	Carrie Law - Coursework 1 - Graded.docx [L Carrie (CARRIE.LAW)]	AW Carrie Law Coursework 1	PARKER Alex (ALEX.PARKER) Aug 29, 2016	188K3 / docx	Delete
Chatroom						
Forum	Upload Files					
All News	File Type File Share Area	Select instructor	Select version select	participant ecific target user.		T.
	Choose a file Brief Description					

Peer Comments

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

Home Learning Center	Personal Calendar Career Center Workspace Connects Repo	rts. Teach
Knowledge Cen	ter	
0	Management Training (MOD-0007)	Administrative Entry, On Target
Overview	Peer Comments	
TOOLS		
Reference Resources	Rate the Module *	
File Share Area	Your Comment*	
Personal Notebook	Required	
RECORDS		
Certification		<i>k</i>
Records/Transcript	Submit	
EVALUATION	2 Comments For Management Training	
Peer Comments	Average Rating: ★ ★ ★ 🛨	Results per Page: 10
COMMUNICATION		
Contact Group Membe	rs FIELDS Harry (HARRY, FIELDS)	Posted on Aug 29, 2016 1:15 PM CS
Contact Instructors	Very relevant	
Chatroom	0 of 0 votes found this comment being useful.	
Forum	Do you feel that this comment is useful? Yes	No
All News	MCDONALD Fin (FIN MCDONALD)	Posted on Aug 29, 2016 1:12 PM CS
	Great course, thoroughly enjoyed it!	
	0 of 0 votes found this comment being useful.	

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

NetDimensi Talent Suite	ons	PARKER Alex Manage Center Help Contact Us Logout
Home Learning Center F	Personal Calendar Career Center Workspace Connects Reports T	leach
Knowledge Center	r	
0	Management Training (MOD-0007) D Classroom, English, Ø No deadline Ø •) (To-do •	Administrative Entry, On Target
Overview	Contact Group Members	Bostite nor Page: 10
Overview TOOLS Reference Resources	Contact Group Members	Results per Page 10 V
Overview TOOLS Reference Resources File Share Area Personal Notebook	Contact Group Members Contact Group Members	Ad Me To This Contact List Send Mail To All Members
Overview TOOLS Reference Resources File Share Area Personal Notebook RECORD S Certification	Contact Group Members Contact Group Members Contact Group Members Add Contact Group Members Add Add Add Add Add Add Add A	Results per Pagei 10 V dd Me To This Contact List Send Mail To All Members @ Offline © Offline
Overview TOOLS Reference Resources File Share Area Personal Notebook RECORDS Certification Records/Transcript EVALUATION	Contact Group Members Contact Group Members	Results per Page: 10 V Results per Page: 10 V Send Mail To All Members Contact List Contact List
Overview TOOLS Reference Resources File Share Area Personal Notebook RECORDS Certification Records/Transcript EVALUATION Peer Comments COMMUNICATION	Contact Group Members Contact Group Members	Results per Page: 10 V Kd Me To This Contact List Send Mail To All Members Contact List Contact List Contact List Contact List Contact List Contact List Contact List Contact List Contact List Contact List

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:

PeopleFluent			HO Sa	ara Manage Center Help Contact Us Logout
Home Learning Center	Personal Calendar Career Center	Workspace Connects	Reports Teach	Q
Knowledge Center				
Classroor	Integrity (MOD-00004) n, English - (en), O Started On Dec 12, 2019	9:00 AM GMT		Administrative Entry
Overview	Forum			
Tools	Associated Forum			
Reference Resources	Forum Title	Posts	Last Updated	
Records Certification	Business Integrity Course Forum	1	Last updated 6/19/19 2:47 PM by HO Sara	
Records/Transcript				
Evaluation				
Peer Comments				
Assessment Workflow				
Contact Group Members				
Contact Instructors	ו			
Air News				

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)

ness Integrity Course Foru	um 😆 🛛 🧕		
ubscribe + New Topic	Edit Permissions Delete		
			Results per Page: 25 V
g: 1 - 2 of 2			
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
	thess Integrity Course Foru ubscribe + New Topic (2) (2) (2) (2) (2) (2) (2) (2)	ess Integrity Course Forum Ubscribe + New Topic 2 2 2 4 4 4 4 4 4 4 4 4 4 4 4 4	ress Integrity Course Forum Ledit Permissions Delete persentation Discussion Discussion Delete

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



Presentati	on 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	¢
1 Posts	Email Reply	
	BRADSHAW David wrote on 8/30/16 12:01 PM RE: Presentation Discussion Iol, no worries, I'll make a start with the case study background	* 4
	Email Reply	
Close forum		