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PeopleFluent Learning 21.04

Instructor Guide

An overview of the Instructor related features in PeopleFluent Learning 21.04

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Introduction

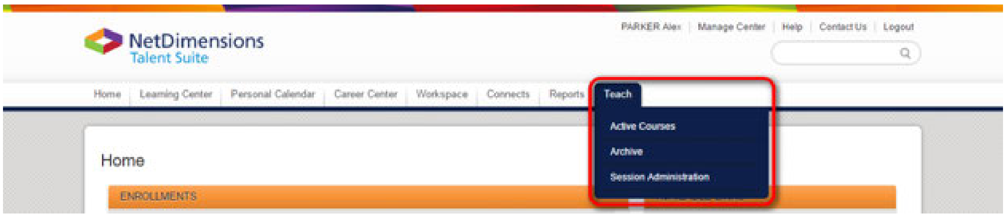
This document provides an overview of the features and procedures relevant to instructors in the LMS. It focuses on the functions made available by enabling the Instructor role access control.

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

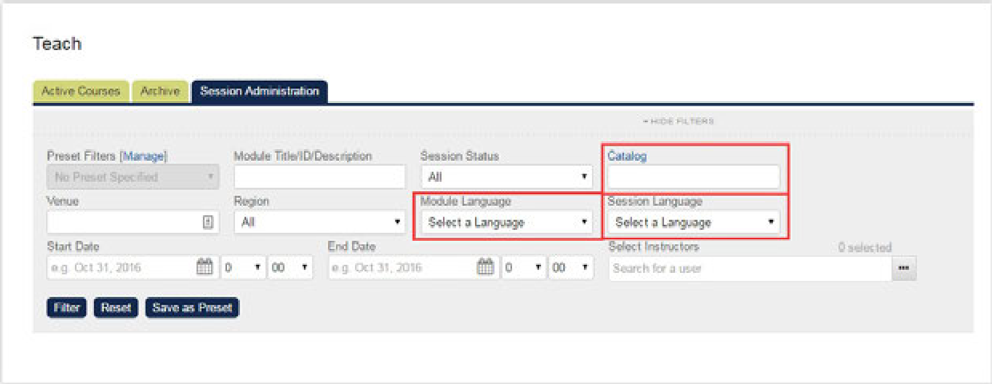
These tabs allow you to perform instructor-oriented management of course properties, the Knowledge Center, and user records.



The Teach Filters

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

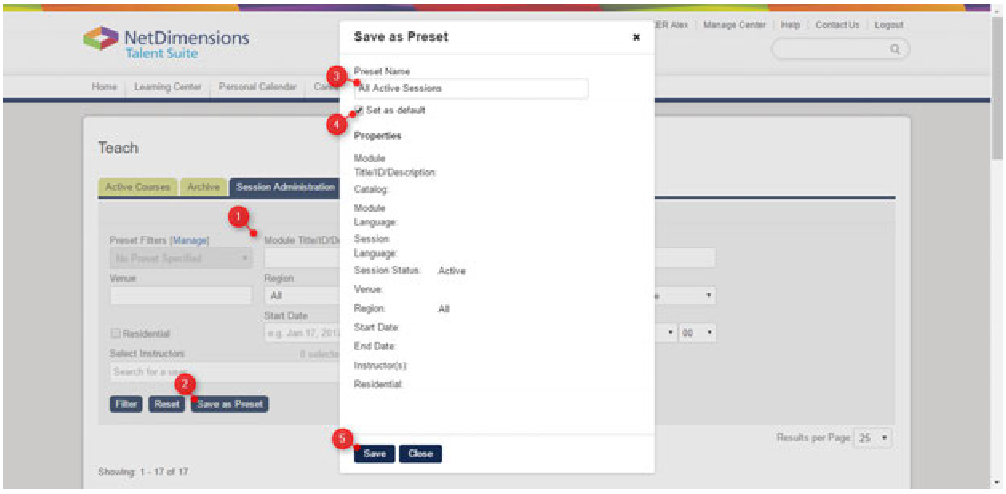
- Module Title/ID/Description
- Session Status (applies to Session Administration only)
- Venue
- Region
- Start Date
- End Date
- Instructors (applies to Session Administration only)
- Session Attributes (applies to Session Administration only)
- Module Language
- Session Language
- Catalog



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

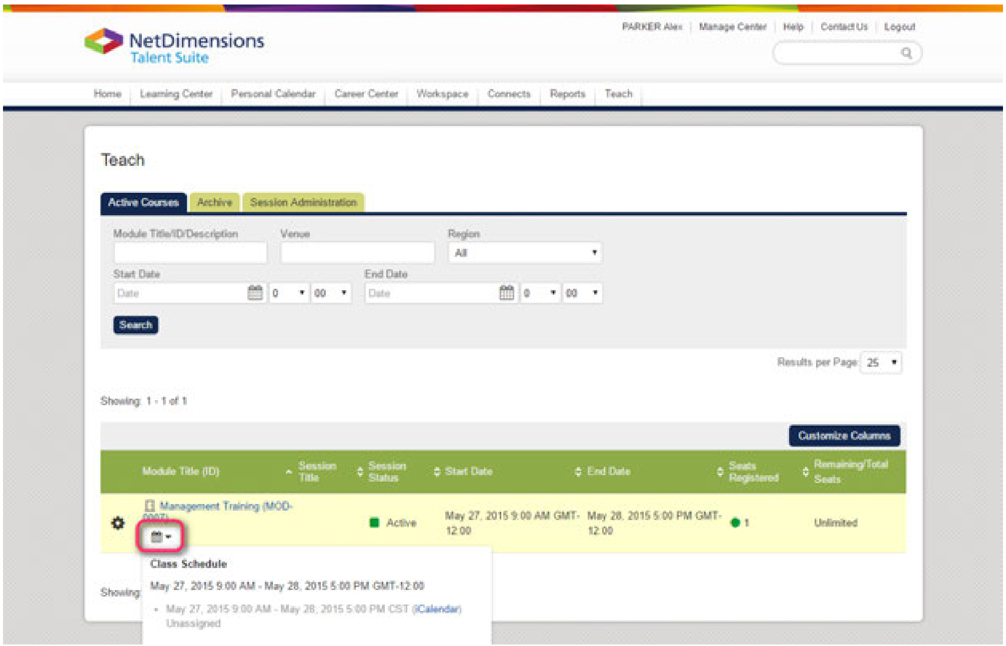
You can export the list of sessions to CSV.

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

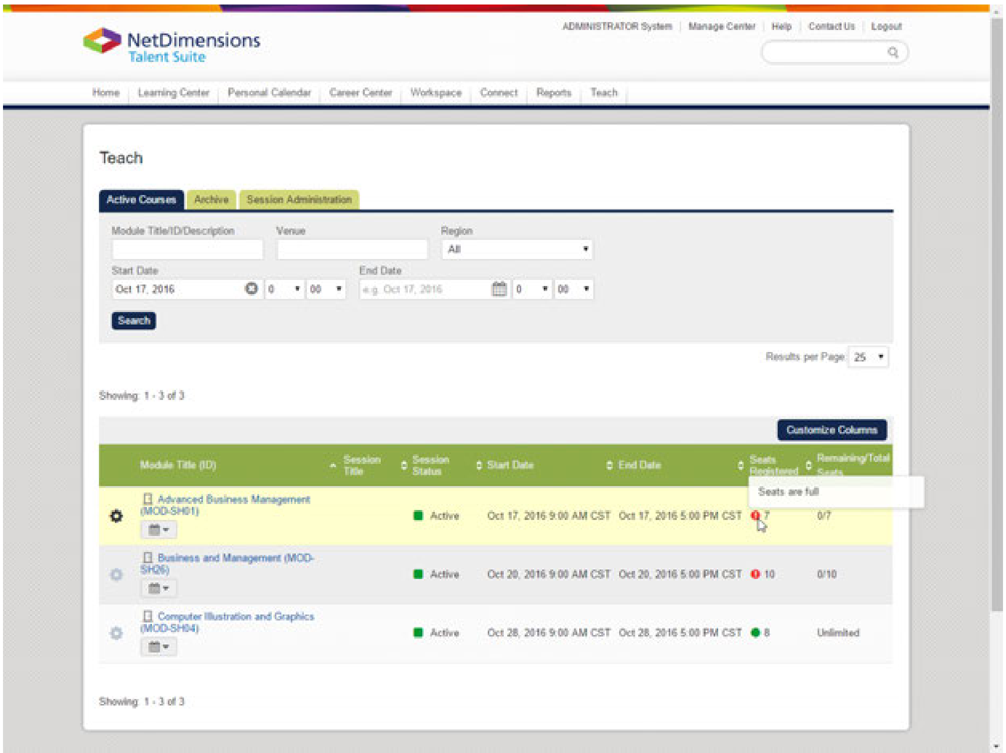
For Classroom, Virtual Classroom, and Workshop/Seminar type sessions, the Module Title (ID) column also contains class schedule information, accessible by clicking on the calendar icon:



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

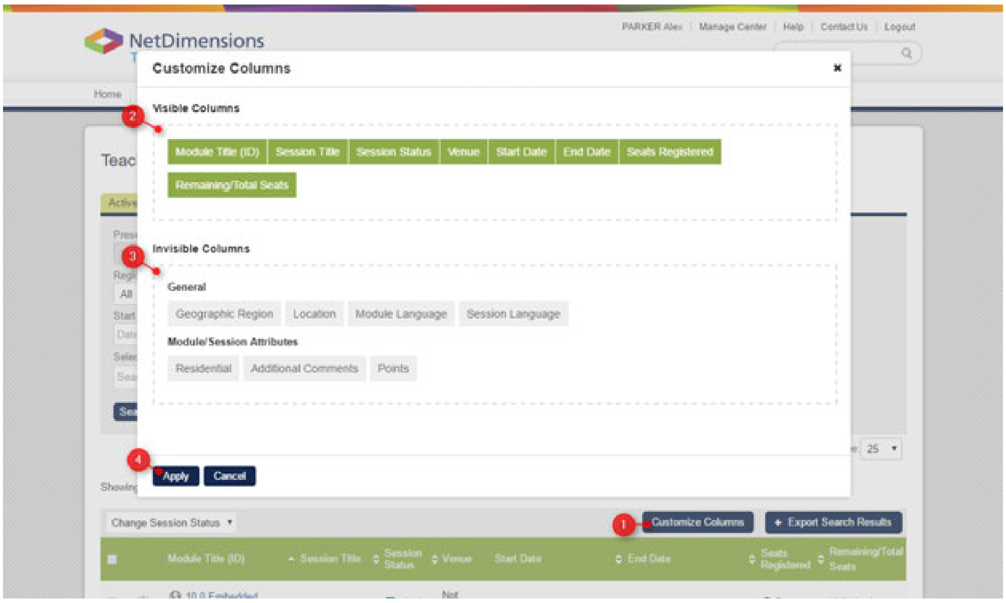
- Currently reached their maximum enrollment limits
- Not yet reached their minimum enrollment limits

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

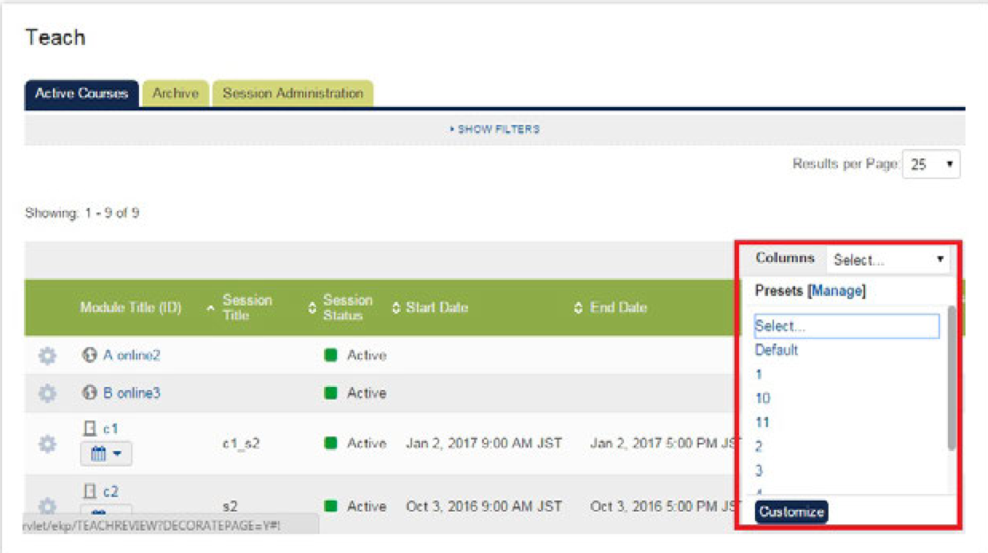
1. Click on "Customize Columns"
2. Click on any of the Visible Columns to move them to Invisible Columns
3. Click on any of the Invisible Columns to move them to Visible Columns
4. Click "Apply"

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

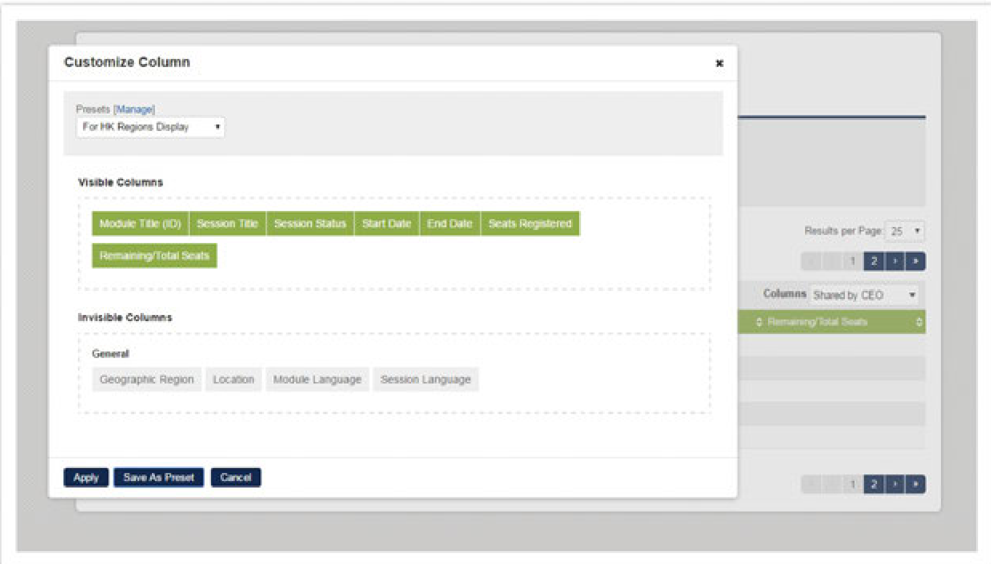
Session Administration tab.

Saving Column Configurations

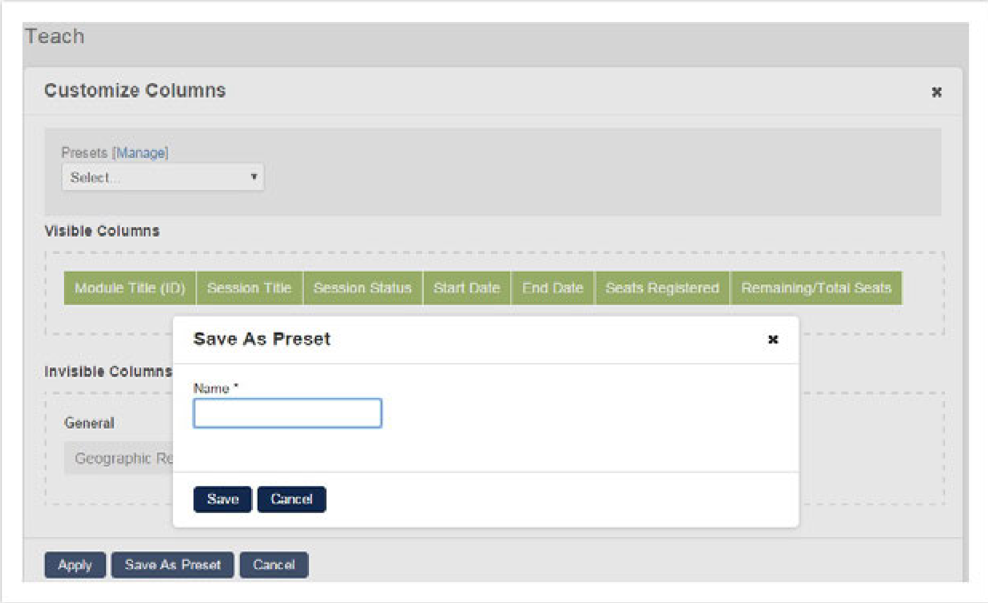
Users can save the customized column list and load it at any time. This applies to *Manage Learning Modules*, *Teach*, and *Teach Review Participants*. On landing at one of these pages, users will see a *"C olumns"* drop down listing saved column configurations:



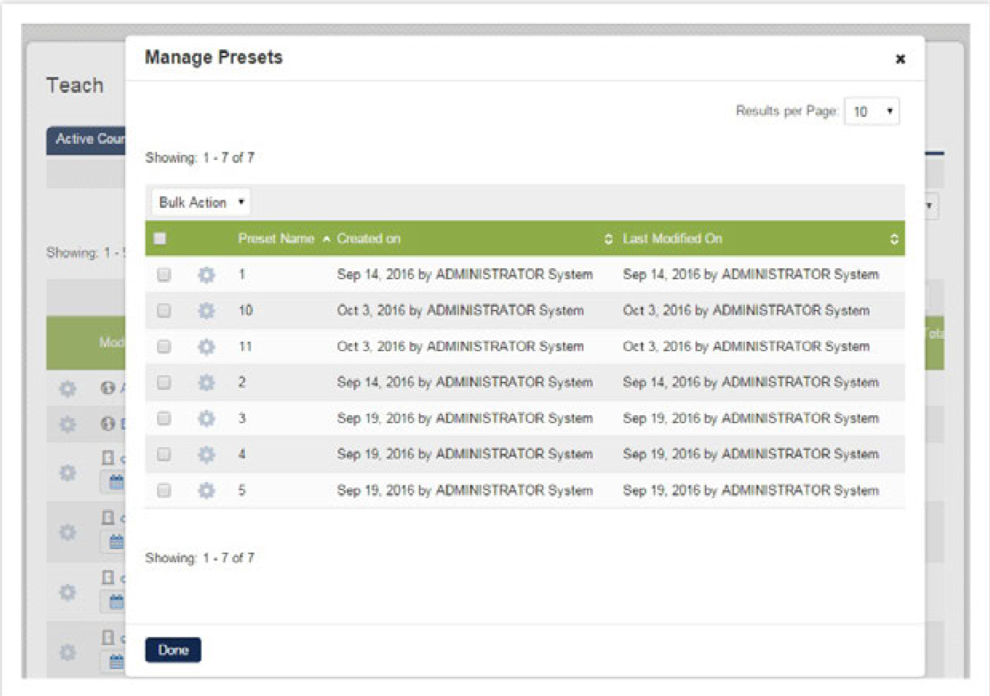
Clicking on the *"Customize"* button will launch the *"Customize Column"* dialog.



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:



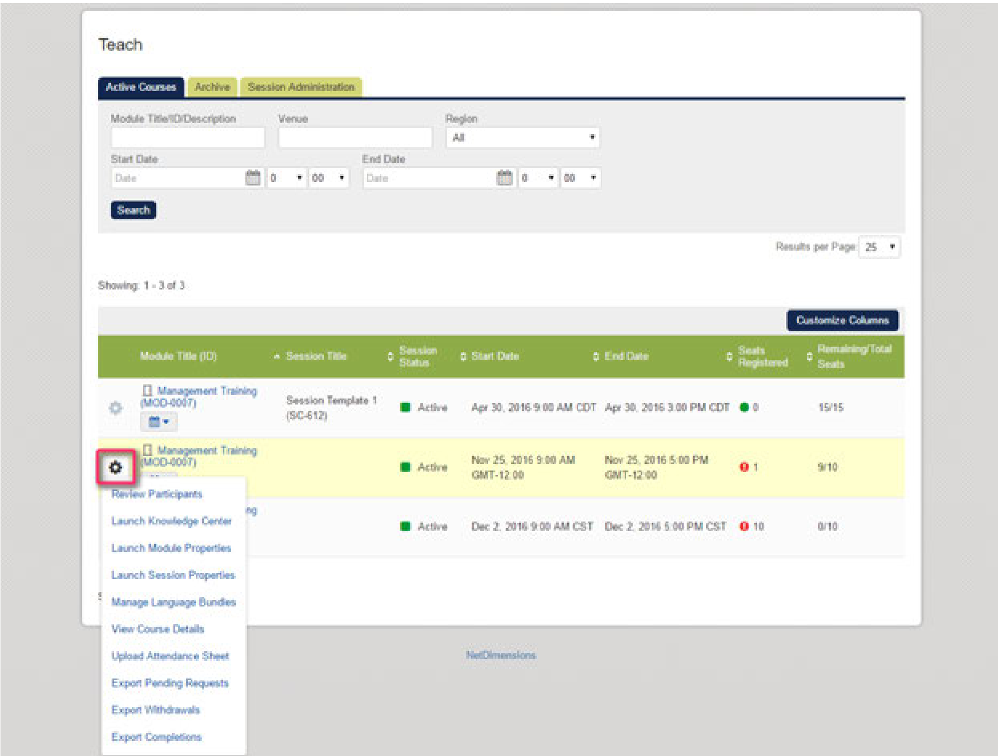
Clicking on the [Manage] link under the drop down will show the *"Manage Presets"* dialog allowing users delete presets individually or in bulk:



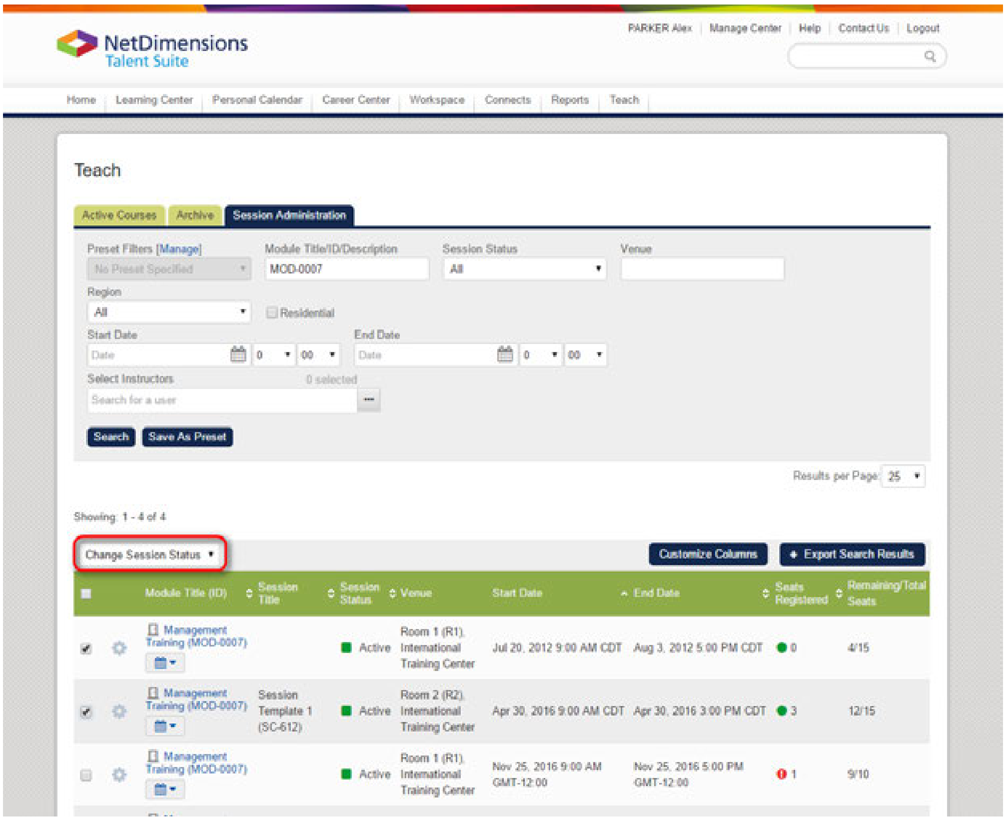
Session Actions

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:



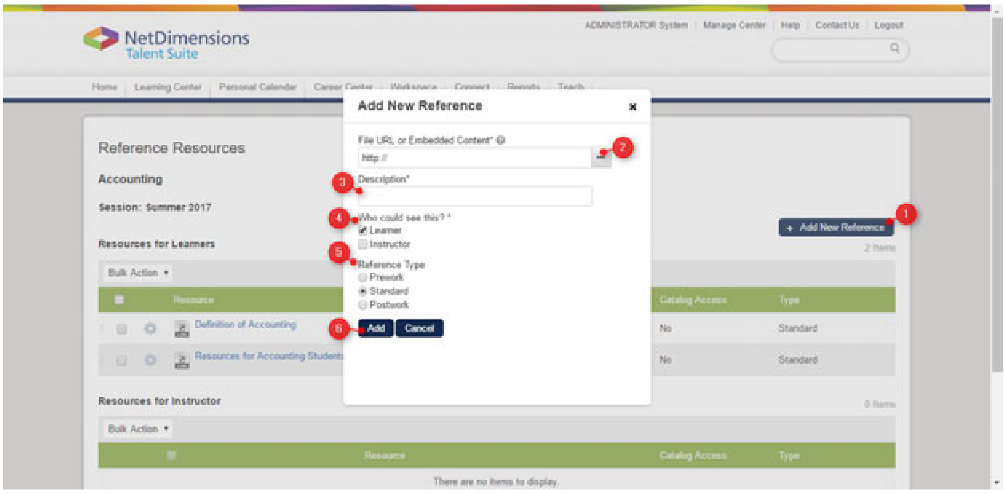
Managing Reference Resources

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

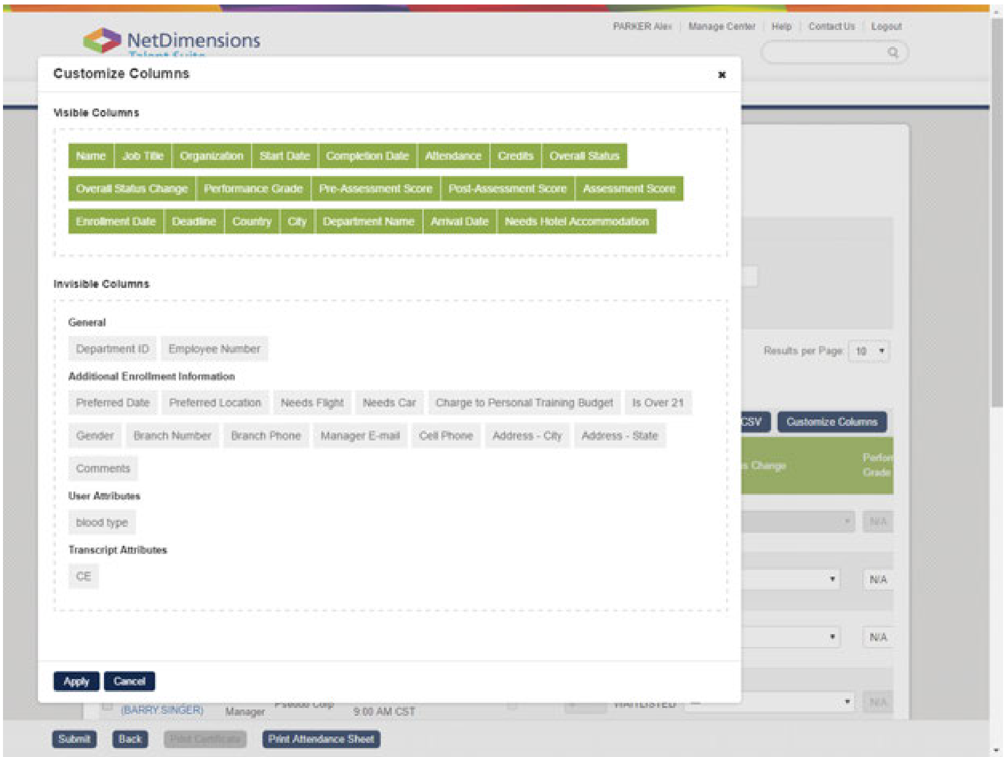
By default, the participants for the session are listed in a table with the following columns:

- 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.

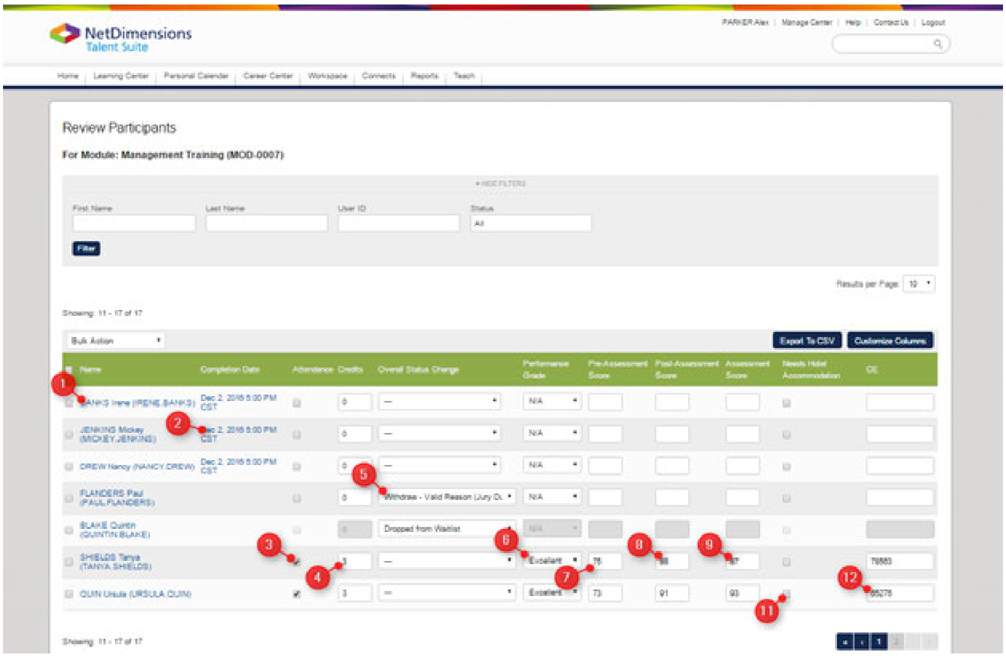


Users can also save a customized column list. Please refer to the section "Saving Column Configurations"

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

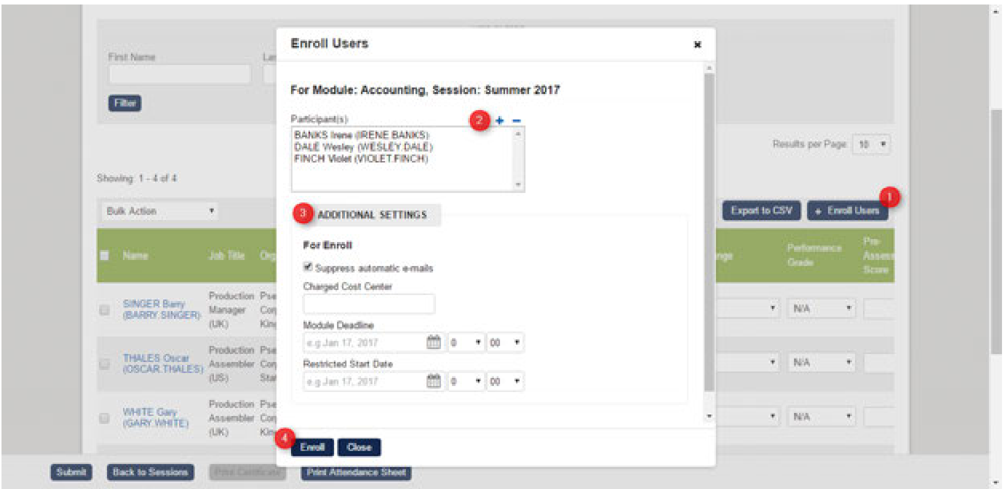


You may also print attendance sheets and certificates, if applicable.

Enrolling Users

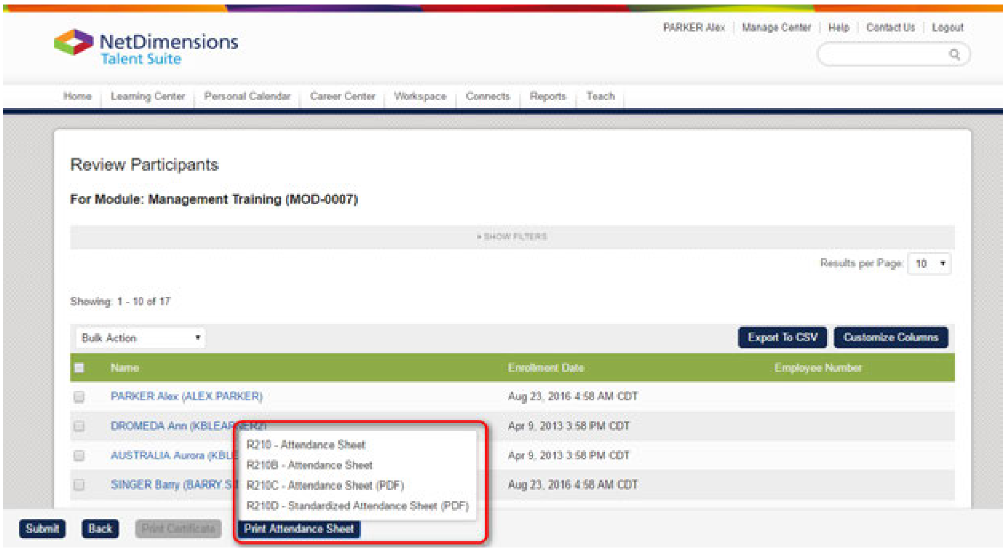
Instructors with appropriate Role Access Control can enroll additional users to the session. To Enroll Users

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

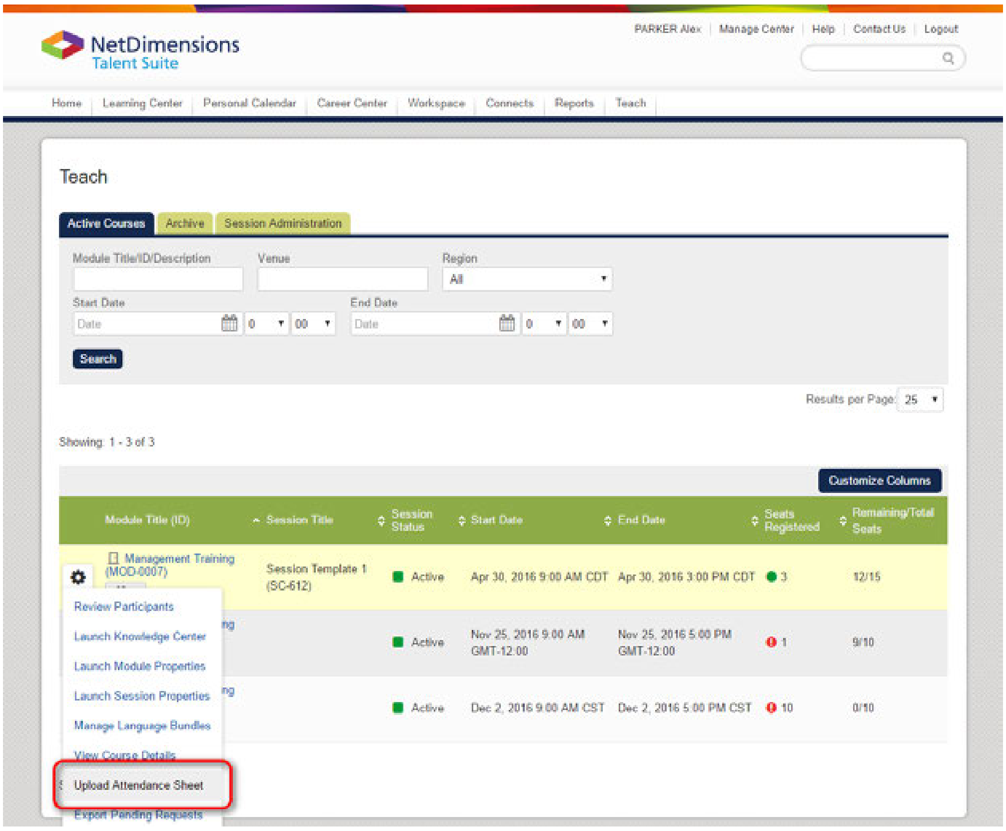


Marking Attendance

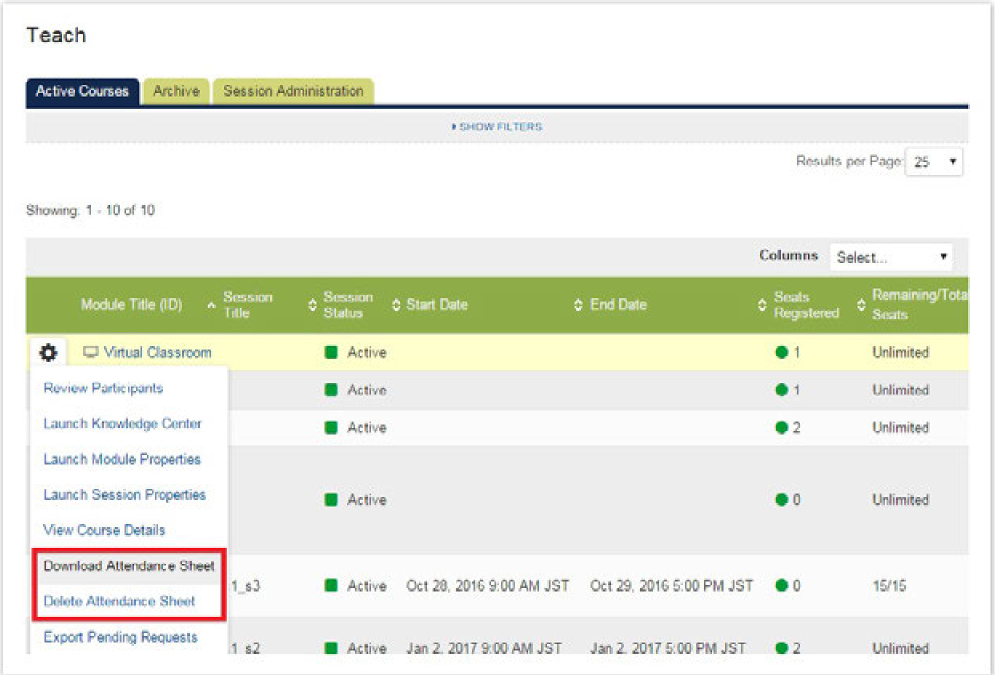
Attendance Sheets in a variety of formats can be produced for use during the training sessions. These can be printed via Review Participants:



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

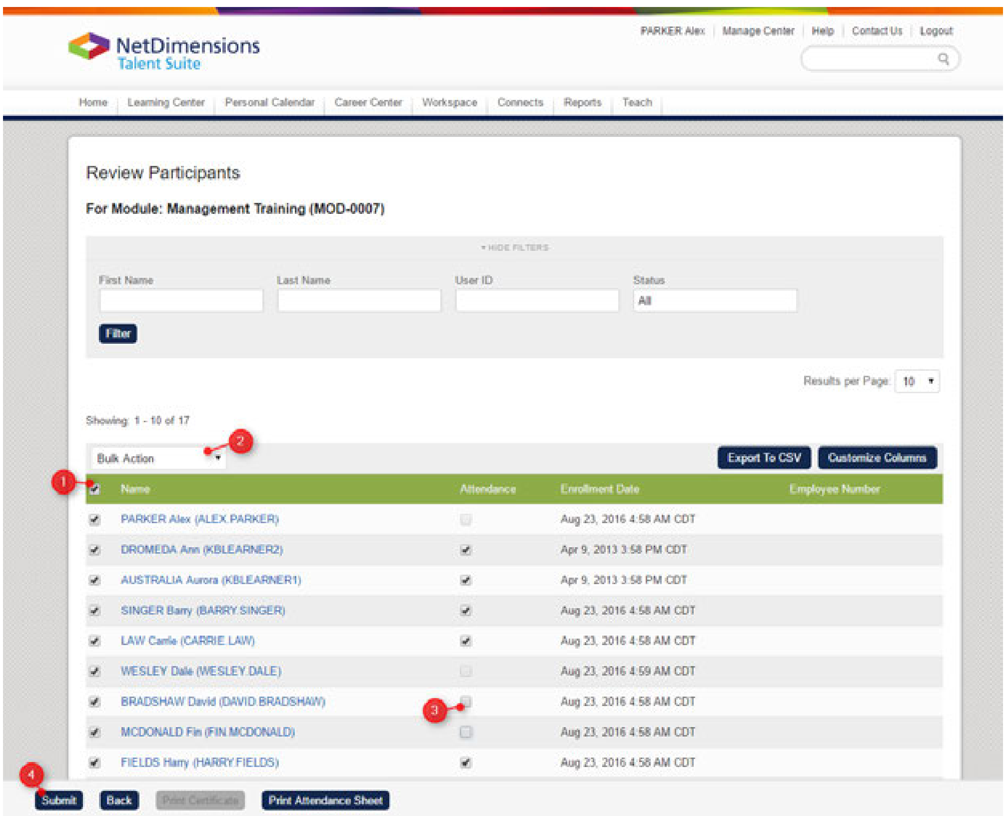


If an existing attendance sheet is already uploaded, users can only download or delete this item. If a new attendance sheet needs to be uploaded, users will have to delete the existing attendance sheet before uploading a new one.



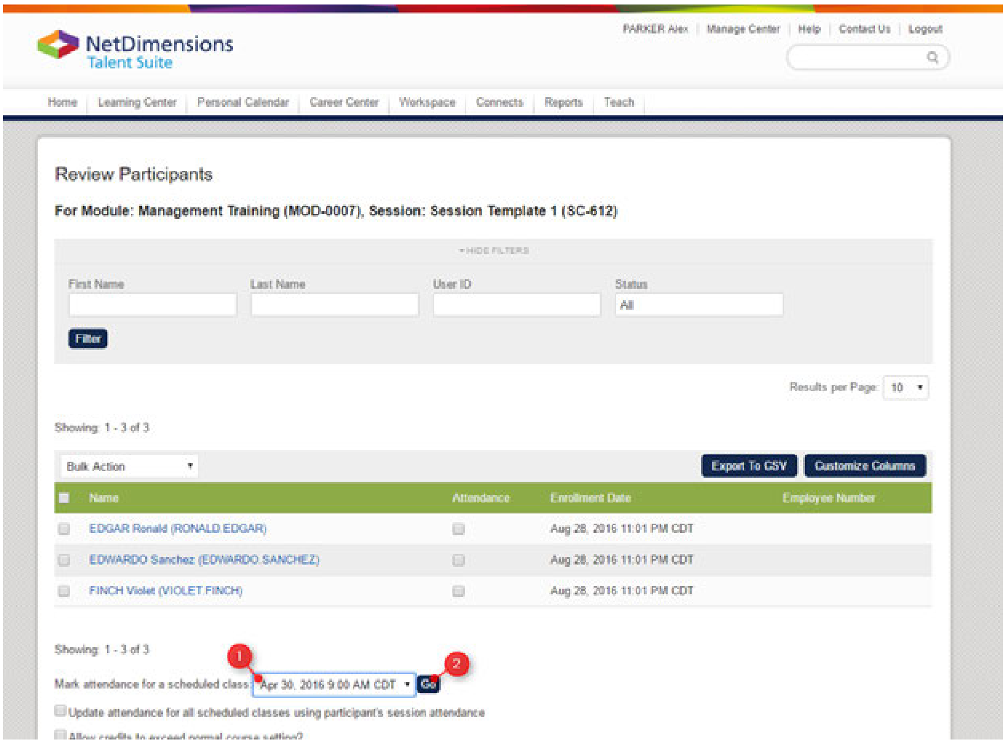
When attendance needs to be reported on, the attendance will need to be specifically set for each learner. Assuming a majority of participants attended the class, the easiest way to set the attendance is as follows:

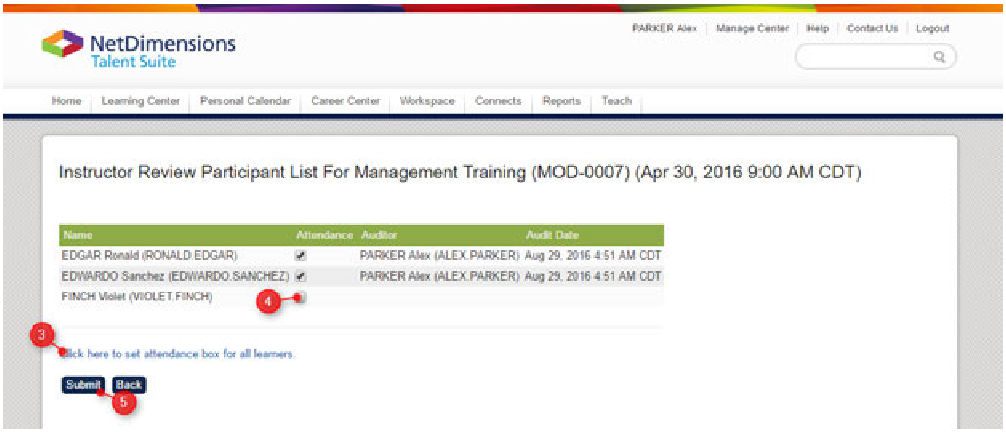
1. Select all Participants
2. Select Mark Attendance in Bulk Action
3. Uncheck the Attendance checkbox for Participants that did not attend
4. Click Submit



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

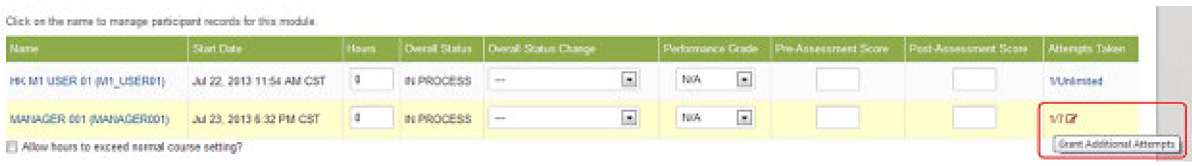
1. Select the class
2. Click Go
3. Click on link to set attendance box for all participants
4. Uncheck Attendance checkbox for participants who did not attend
5. Click Submit



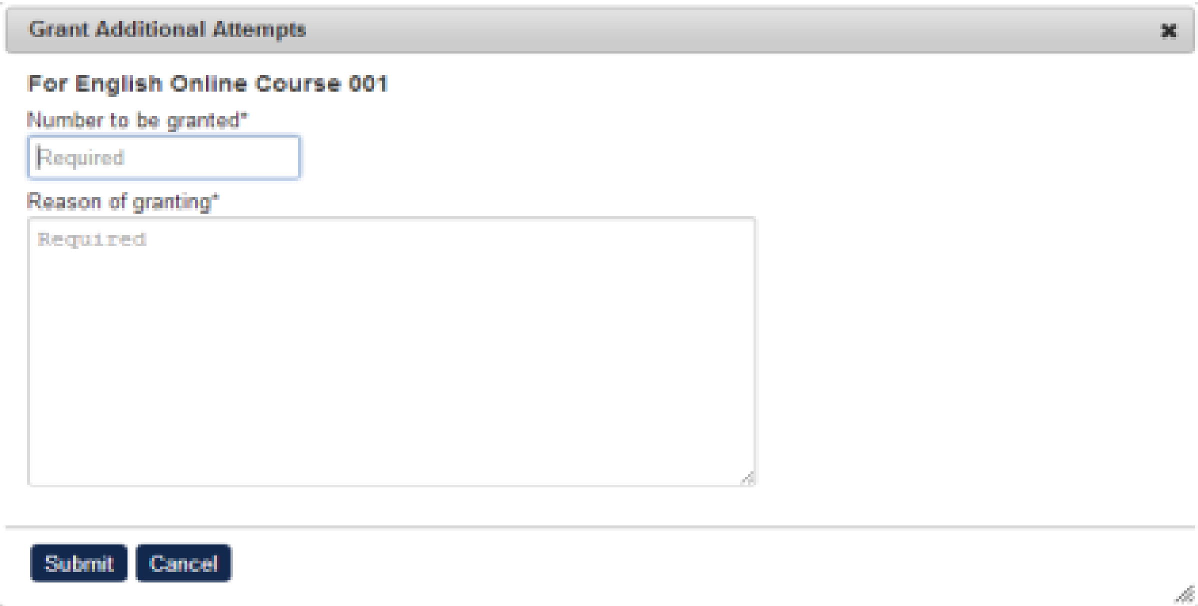


Granting Additional Attempts

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:



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:

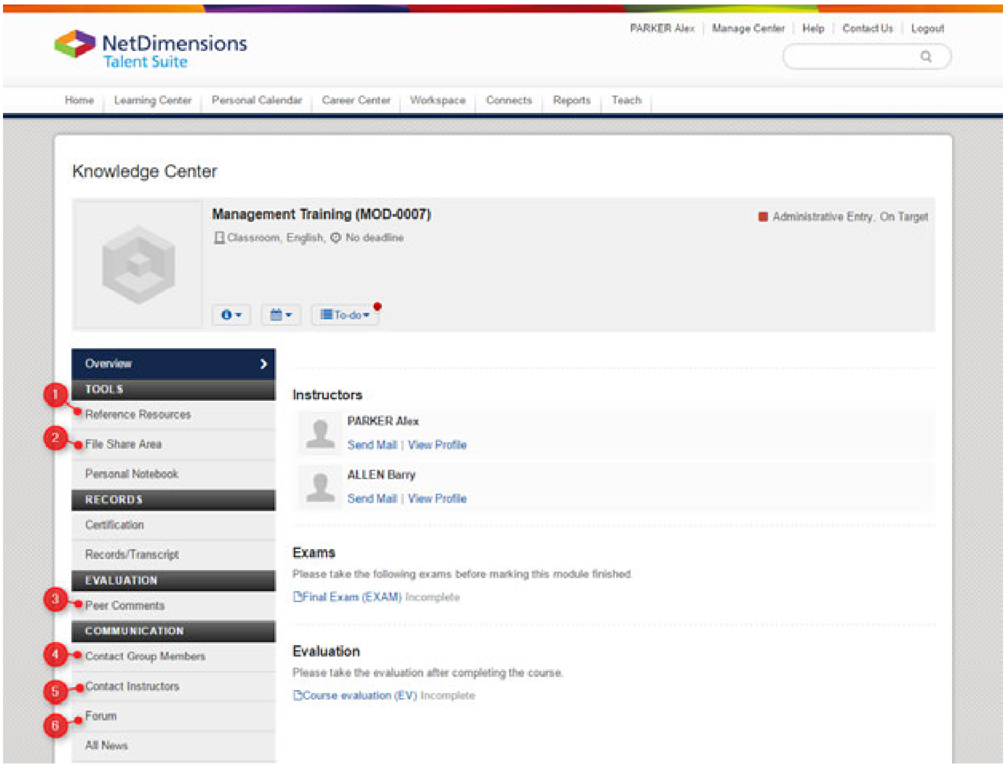
Granted attempts

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:

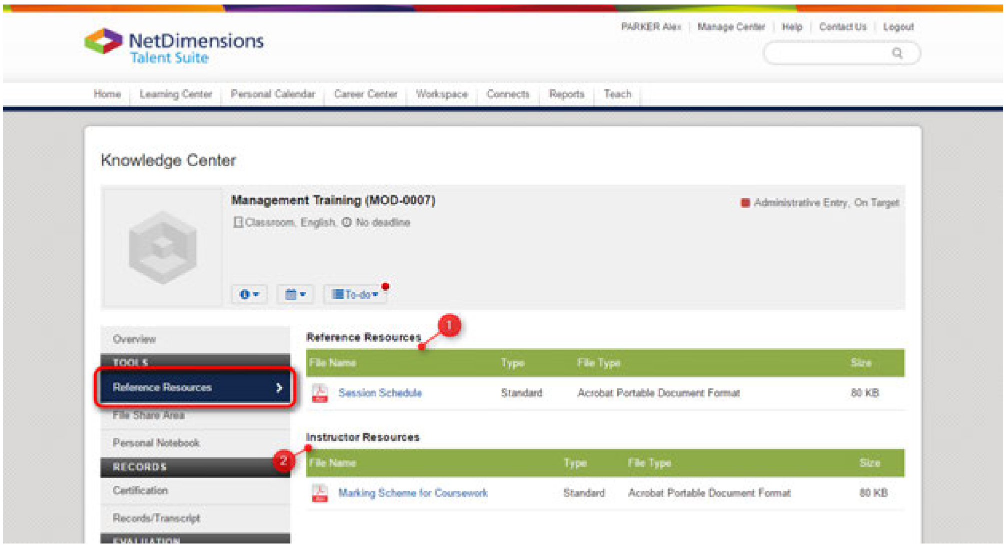
1. Reference Resources
2. File Share Area
3. Peer Comments
4. Contact Group Members
5. Contact Instructors
6. Forum



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

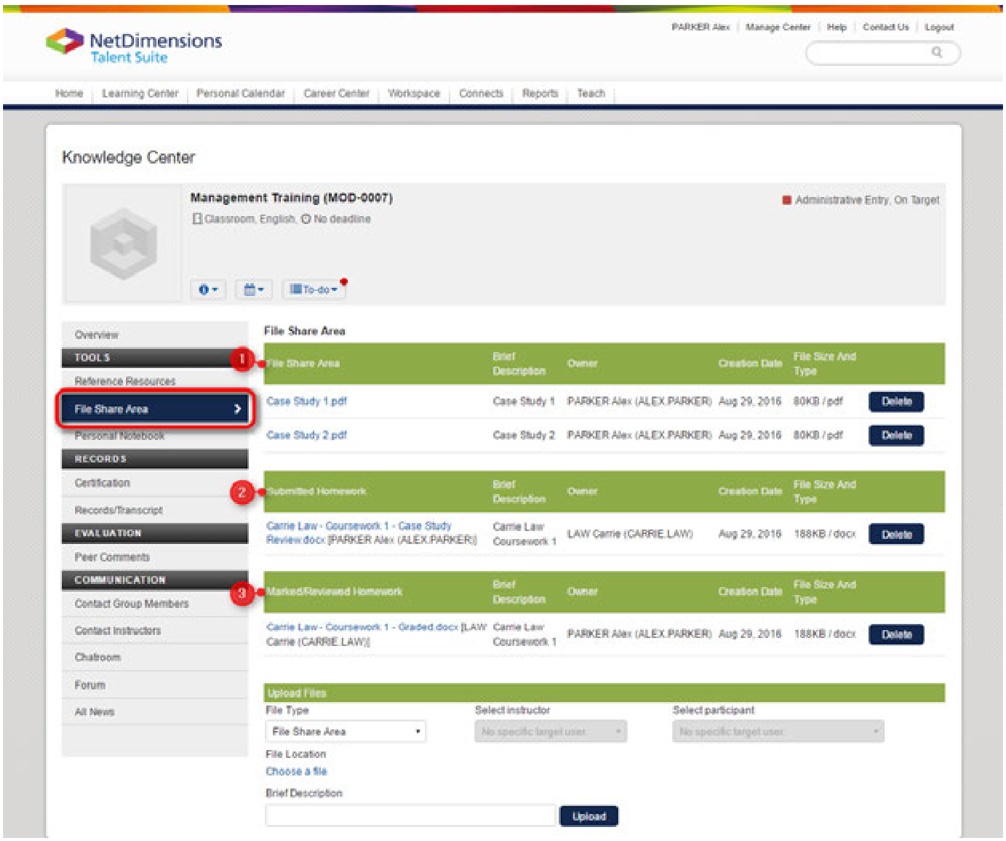
1. The resources available to participants enrolled on the session
2. The resources available to instructors only



File Share Area

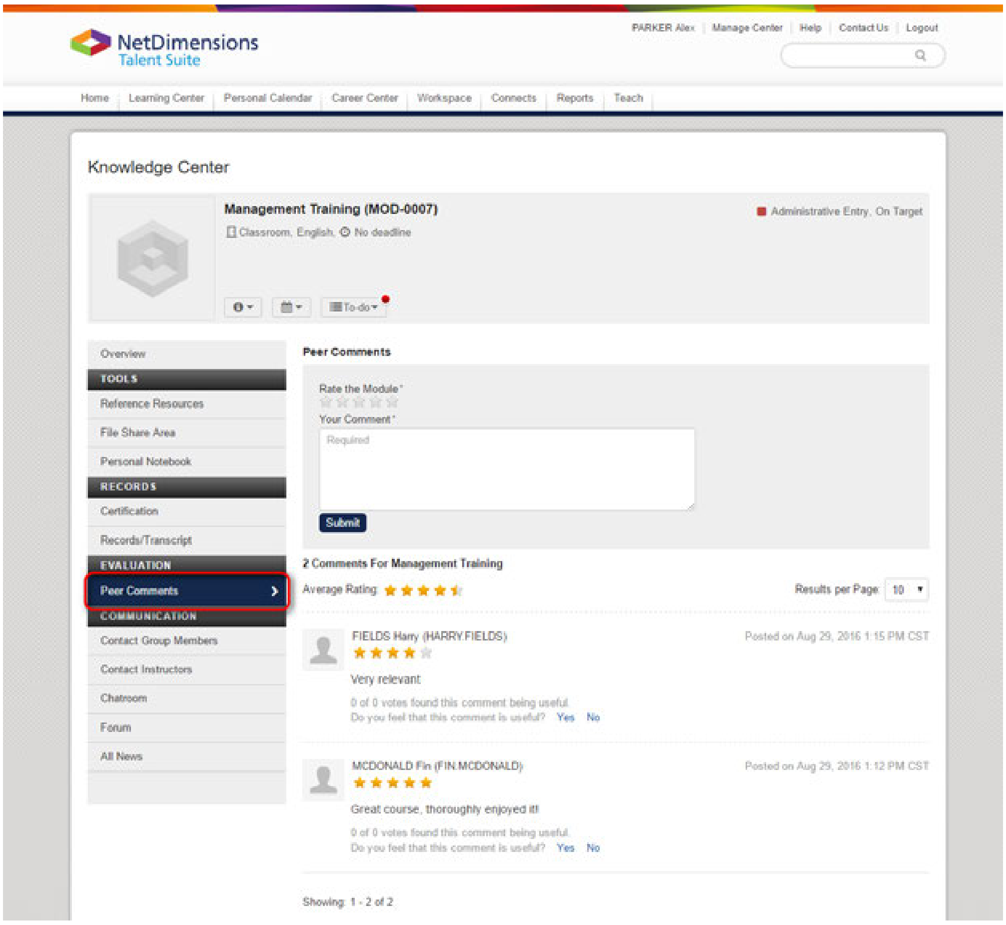
The File Share Area allows Instructors and Learners to upload files. Files may be one of the following types:

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

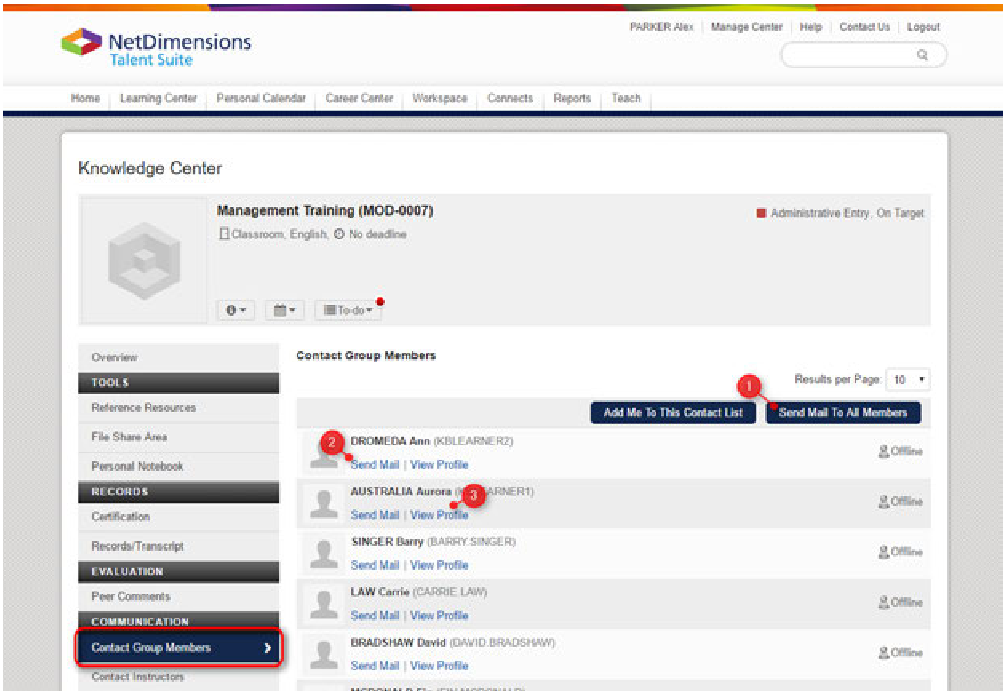
In Peer Comments, the Instructor can review the ratings and comments made by participants



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



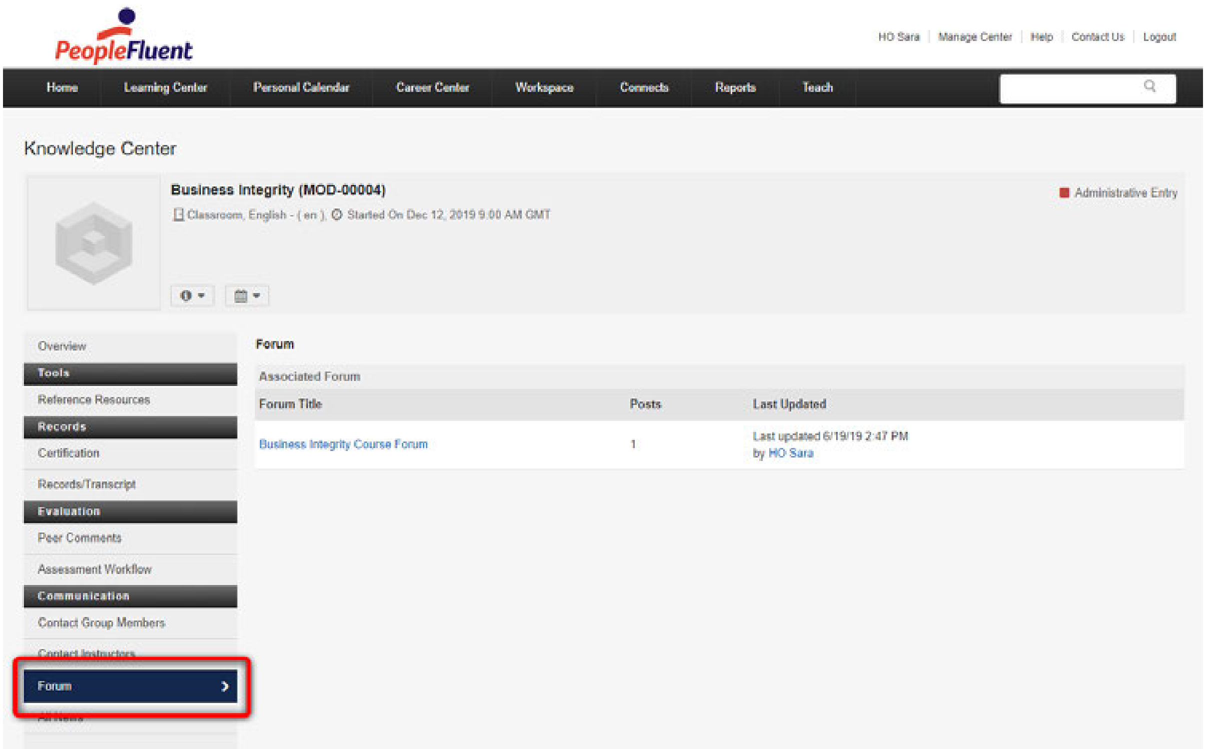
Contact Instructors

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

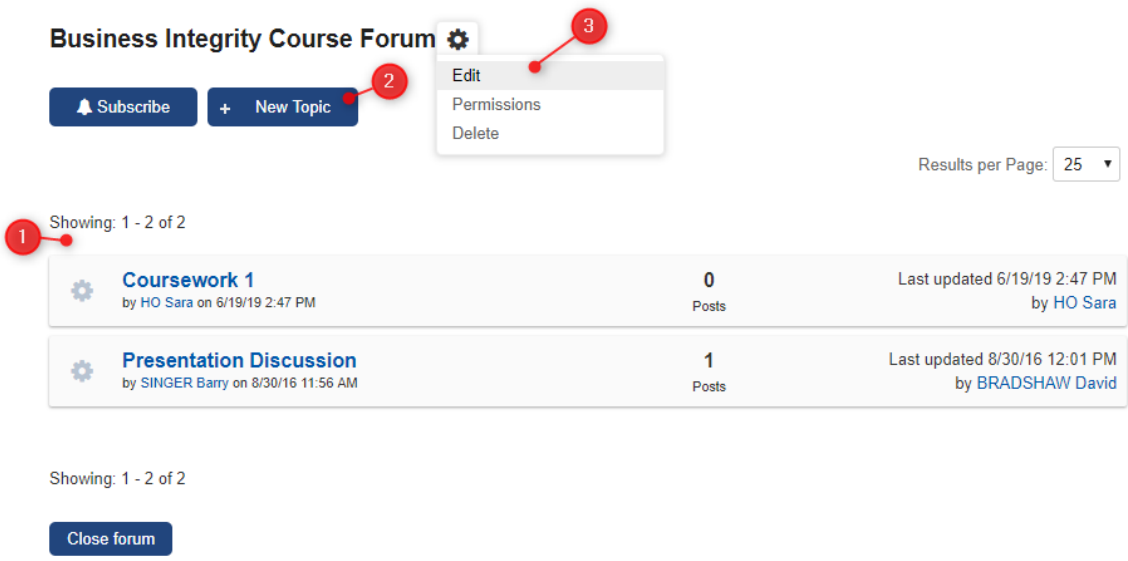
Forum

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



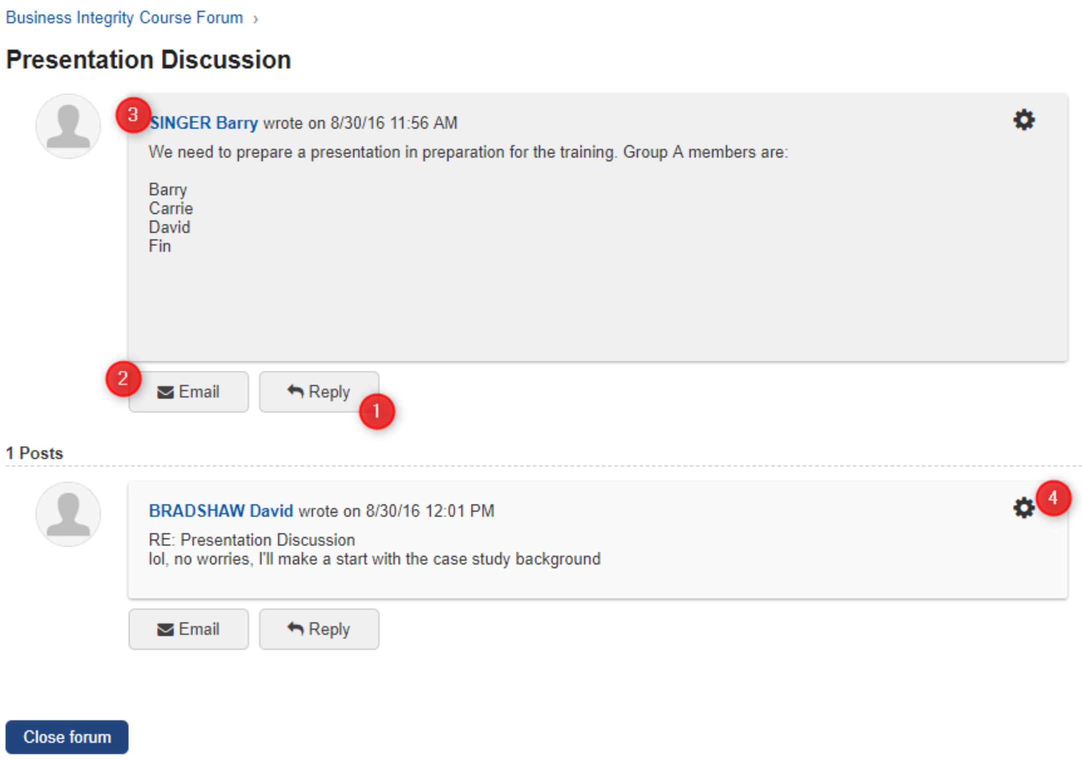
Having clicked on the Forum, users can:

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)



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
3
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
2
Email
Reply
1
1 Posts
BRADSHAW David wrote on 8/30/16 12:01 PM
4
RE: Presentation Discussion
lol, no worries, I'll make a start with the case study background
Email
Reply
Close forum