
LearnTrak Documentation

Release 12.0.0

24x7 Learning

January 13, 2016

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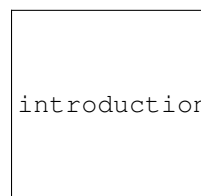
Introduction

1.1 About

1.1.1 24x7 LearnTrak LMS

LearnTrak LMS is an online learning platform, which enables organizations to host and launch eLearning courses and help align learning activities to business objectives. It is designed to offer learners an engaging, intuitive, collaborative and personalized learning experience. LearnTrak LMS is redesigned, redefined and reinvented to help end users to be trained efficiently and faster. LearnTrak LMS is now SiClo Mo-Simple to use, on Cloud and Mobile. LearnTrak is an award-winning, feature-rich LMS which is designed for the efficient creation and implementation of self-paced online learning, mobile learning, instructor-led and blended learning programs.

1.1.2 Features of LearnTrak LMS



introduction/_static/features.png

Getting Started

2.1 LMS Dashboard

The *LearnTrak Management System* dashboard provides at a glance view of all the current user activities. Some of the important activities are as follows:

- The dashboard display information on the *classroom trainings, surveys, polls & responses, announcements, needbased trainings, learning feeds and feedbacks*.
- The *Learning Feed* displays list of available e-learning courses, forum threads & replies and the library resources.
- Under *Need Based Training* the user can send the request to Adhoc trainings.
- The dashboard allows administrators to handle the *System Settings* of LMS application.
- The *Team* tab is available to the reporting managers', that provide information's on all the reportees and also help handle different types of approvals.
- The *Admin* tab allows the administrator to manage the administrative activities like creation, edition, deletion and updation of all the important modules.
- The *Forum* tab allows administrator to create different types of forums like general forum and classroom training forum, allowing users' to participate by starting a new threads and posting the replies.
- The *Digital Library* allows administrator to create library resources based on the categories and sub-categories that allows user to upload resources of type URL, Document, PDF, etc under a particular category.
- Graphical view is presented for both *Learning hours* and *E-learning status*. The learning hours shows, as to how many hours spent on the classroom trainings & e-learning courses in a particular month and the e-learning status display a graphical representation on the status of the courses assigned to the users', i.e, 'completed', 'in progress' or 'not started'.
- Users' are provided with *Quick Launch* facility on the last accessed resources for AICC and SCORM 1.2 courses which is in the 'in progress' state from the previous login.
- The *Calendar* provides quick information on the classroom trainings scheduled for a particular date and month.
- The dashboard shows a short preview of the *Leaderboard* and *Visual Graph* as widget.

LearnTrak

Search...

Dashboard

Welcome Demo
You have 2 notifications

- 1 Poll: "How likely are you to vote in ..." expires 18 Nov 28 days from now 08:02 PM
- 2 Survey: "Survey on product or services" assigned 12 Nov 12:19 PM

[View all notifications >](#)

Learning Hours

E-Learning

QUICK LAUNCH
You last accessed the course "LEADING TEAMS: DEALING WITH CONFLICT", yesterday. [Click HERE](#) to launch it.

Completed (25)
In Progress (31)
Not Started (16)

Announcements 1

Hurry Up!!! The swahed training is going to start soon.

Learning Feed 10

- Nightly
- Basic testing
- Constructive Negotiation
- announcement_imprison
- testfile

Surveys 1

Survey on product or services

Polls 1

How likely are you to vote in the next national election??

- Definitely will
- Probably will
- May or may not
- Probably will not
- Definitely will not

Need Based Training 2

- 1 Required the training on Java requested, 21 days ago 11:19 AM
- 2 testing the adhoc training requested, 25 days ago 06:24 PM

[Request](#)

Feedback 2

- Trainer Feedback form
- Training Feedback

Calendar

DECEMBER 2014

MON	TUE	WED	THU	FRI	SAT
SUN	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				

Schedule for Today
Nothing to do! Enjoy..

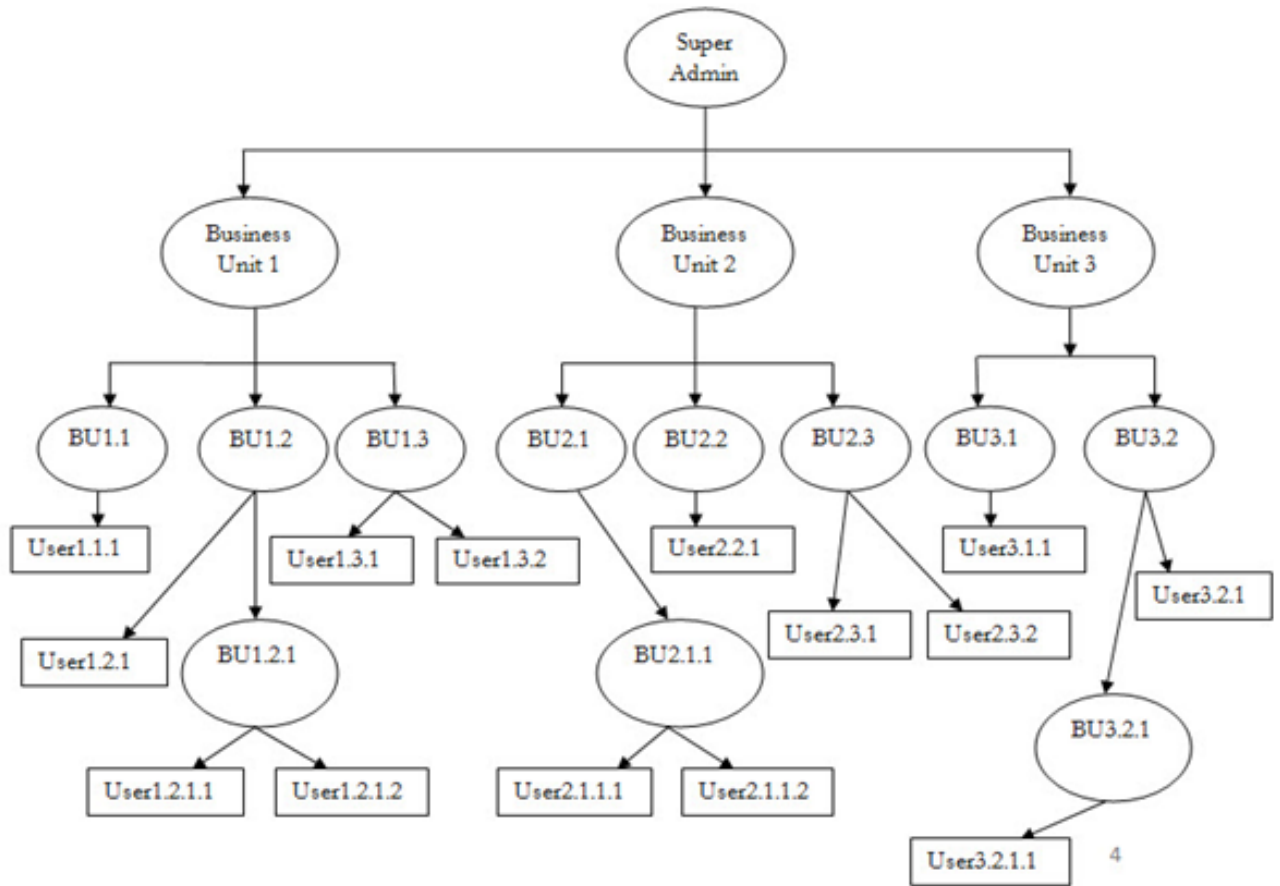
Powered by LearnTrak

Business Units

3.1 Business Units

- The LMS business units is nested into a hierarchy of business units to form the logical business unit. The users within the hierarchy represent the parent-child relationship. The BU hierarchy structure is independent of another business unit structure.
- The information flows in a top-down approach, where the top-level BU Admin has the right to access information's of bottom-level BU Admin i.e., information of all individual users or group users. The LMS allows creation of multiple users under each business unit which is based on parent-child relationship hierarchy.

LearnTrak-LMS Business Unit Hierarchy Flow:




3.1.1 Creating Business Units



The business unit created are tenant specific, i.e., each tenant can have different business units. The *System/Super Admin* has the right to create business units based on the parent-child relationship which is mapped to single user or group users. The business units can be created, edited and deleted.

Note: In LMS, the normal BU Admin is not given the rights to create the business units, as it remain only with the *System Admin*.

To access BU module:

1. Click  **Admin > Manage Users > Manage Business Units**. The following **Manage Business Units** screen appears.



Manage Business Units

[Create](#) | [Import](#)

10 records per page

Search:

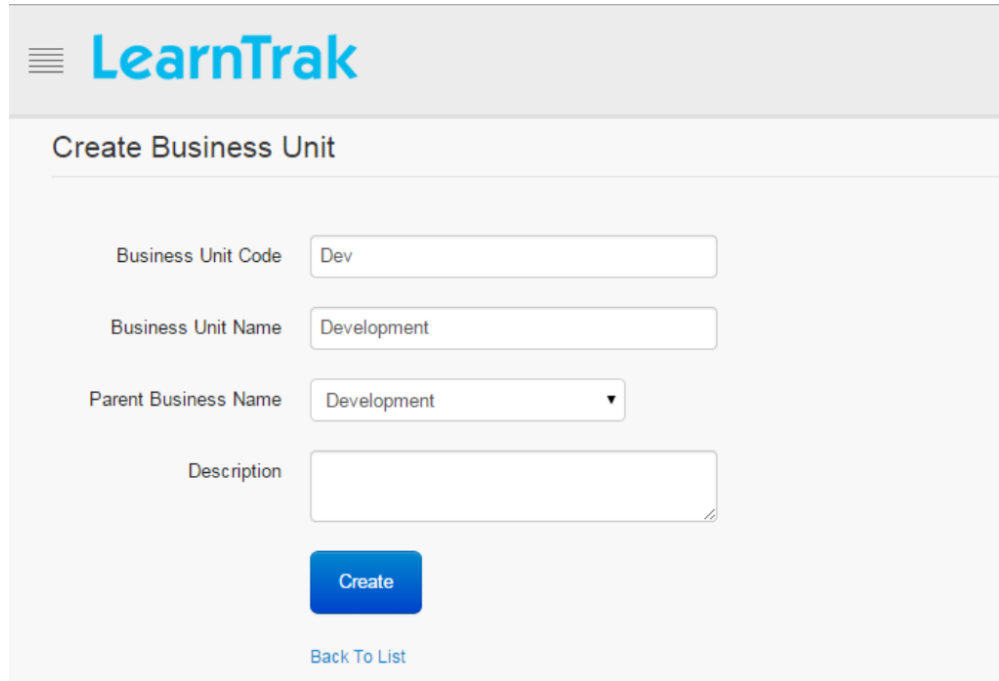
Code	Name	Parent	
1000	100011		Edit Delete
10001	Demo		Edit Delete
1001	Implementation		Edit Delete
1002	Content Development		Edit Delete
1003	Technology		Edit Delete
1004	Development	Technology	Edit Delete
1010	CCD	Content Development	Edit Delete
12345	Sample Business	businessunit1	Edit Delete
Adaptimmune	Adaptimmune	USGeo	Edit Delete
Airtel	Airtel		Edit Delete

Listing 1 - 10 of 52

[← Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[Next →](#)

To create business units:

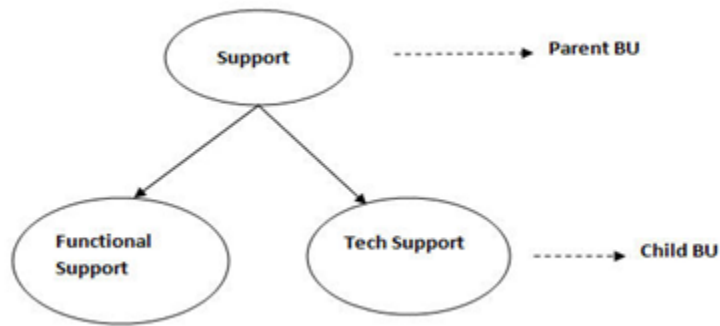
- Click **Create**. The following **Create Business Unit** screen appears consisting of the following fields, namely:
 - Business Unit Code (Alphanumeric)
 - Business Unit Name
 - Parent Business Name
 - Description (if any)



The screenshot shows the 'Create Business Unit' form in the LearnTrak application. The form has a header with the LearnTrak logo and a title 'Create Business Unit'. Below the title, there are four input fields: 'Business Unit Code' with the value 'Dev', 'Business Unit Name' with the value 'Development', 'Parent Business Name' with a dropdown menu showing 'Development', and 'Description' which is empty. At the bottom of the form, there is a blue 'Create' button and a link labeled 'Back To List'.



Important:

- The new **Business Unit Name** created becomes the child BU under the **Parent Business Unit Name**. Parent BU is not mandatory and when not selected, the new *Business Unit Name* becomes the parent BU.
 - The *BU Admin* at the top-level has the rights to create, edit and delete information of all its users at the low-level. A BU Admin at the bottom-level can only view details created by its top-level administrator.
 - Child BU Admin of the particular business unit can be changed at any time by its parent BU Admin. **Example:** Human Resources, Sales & Marketing and Productions etc, are some of the classic examples of business units.
-



3.1.2 Edit and Delete Business Units

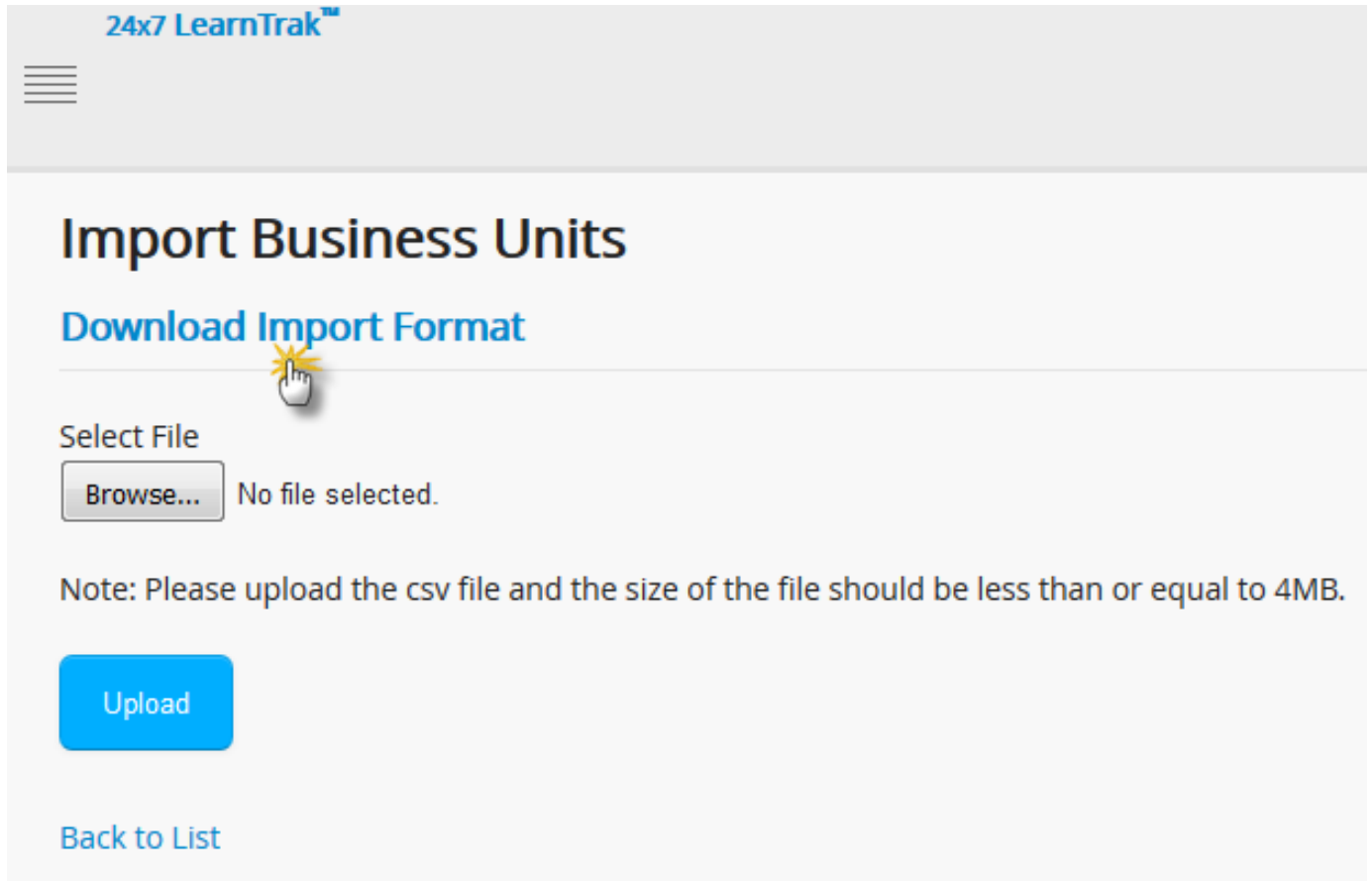
The business units can be edited and deleted by the BU administrator only.

- **To edit business unit:** Click **Edit** . The **Edit Business Unit** screen appears with the chosen fields to be edited.
 - **To delete business unit:** Click **Delete** . It deletes the selected business unit.
-

Note: Business unit cannot be deleted, if is assigned with any dependency. *For example*, if the users are mapped to a particular business unit, then it cannot be deleted.

3.1.3 Import Business Units

- The business units is uploaded in bulk by importing it via **.csv file**. The .csv file size should be less than or equal to 4MB.
- Click **Import**. The following **Import Business Units** screen appears.



The screenshot shows the 'Import Business Units' interface. At the top, there is a header with the '24x7 LearnTrak™' logo and a hamburger menu icon. The main heading is 'Import Business Units'. Below this, there is a link 'Download Import Format' with a hand cursor icon pointing to it. Underneath, the text 'Select File' is followed by a 'Browse...' button and the text 'No file selected.'. A note states: 'Note: Please upload the csv file and the size of the file should be less than or equal to 4MB.'. Below the note is a large blue 'Upload' button. At the bottom, there is a link 'Back to List'.

Users

4.1 LMS User Roles

- The LMS allows users to be created as a single user or group users. The **Super Admin** is placed at the top-level of the *business units* hierarchy having all the rights to create and classify the *single users* or *group users* under various business units.
- All users must be associated with only one business unit. The users created can be assigned to the **BU Admin** role, where each BU Admin has the right and privilege on each users grouped under various business units.

There are 4 types of user roles supported by LearnTrak LMS:

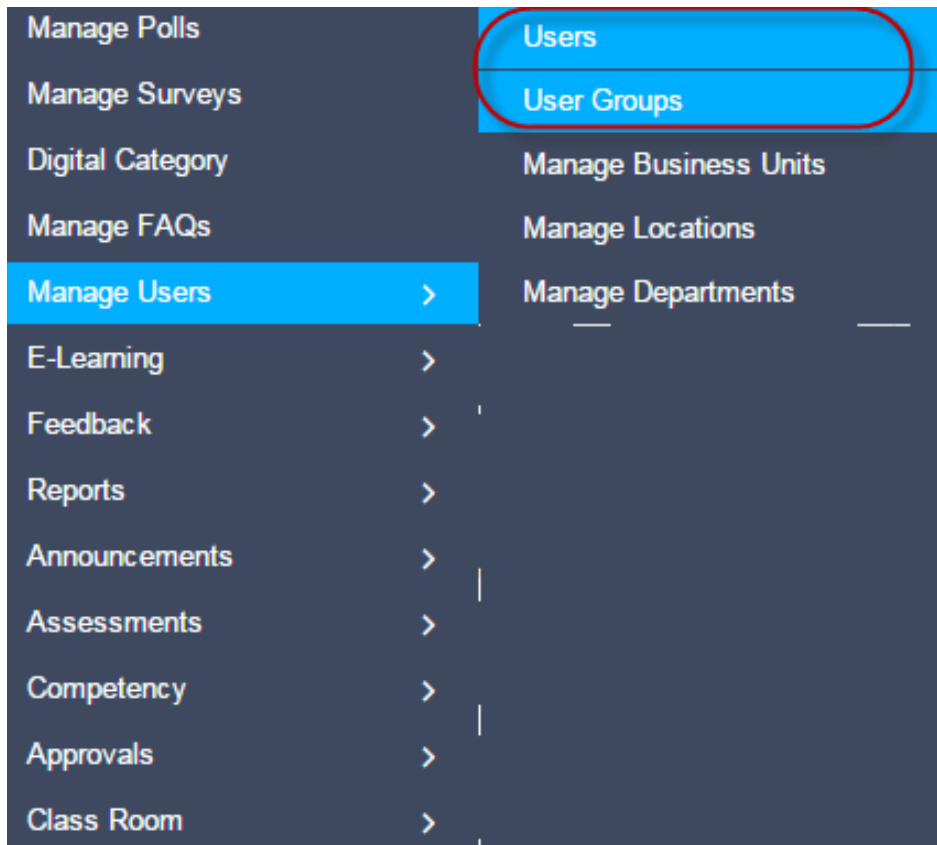
SLNo	Roles	Functionality
1	Root/Super Admin (Top-level admin) a. Administrator b. System Admin	<ul style="list-style-type: none">• Access at company level.• Will be able to manage all users.• Design certificates• Set the SMS gateway• Set Email and SMS notifications
2	Reporting Manager	<ul style="list-style-type: none">• Request or recommend training programs for the team• View team details• Track completion status of the team• Manage approvals and escalations
3	Trainers	<ul style="list-style-type: none">• Manage training holidays• Availability for training• Attendance upload• Feedback upload
4	Learners a. Single Users b. User Groups	<ul style="list-style-type: none">• Self-nominate for courses and assessments• Participate in surveys, polls and discussion forums• Track learning progress• Create basic account details• Change time zone• Change their password

Note:

- The *Super Admin* is also a user and can play multiple roles at the same time as a *reporting manager*, *trainer*, or administrator.
 - The **Tenants** and the **Plan ID** are featured only to the *Super Admin*.
-


4.2 Single User

- The administrator can create users with or without business units.
- The users created can also be a BU administrator who in turn has the rights to create and add as many users under each business unit.
- The BU administrator can access all the details of the users created under them.



4.2.1 Create Users

To create single users:

1. Click  **Admin > Manage Users > Users**. The following **Manage Users** screen appears.

LearnTrak

Dashboard > Manage Users

Create New | Import | Export | Delete

10 Submit Search

	Username	First Name	Last Name	Email	Mobile	Business Unit	User Type	
<input type="checkbox"/>	Adam	Adam	Dsouza	adam.dsouza@yahoo.com		Content Development	Learner	
<input type="checkbox"/>	adasgupta@virtela.net	Avishek	Dasgupta	adasgupta@virtela.net			Learner	
<input type="checkbox"/>	Ajit	Ajit	Venugopal	ajit.venugopal@mailinator.com		businessunit1	Admin	
<input type="checkbox"/>	allen	Allen	Dsouza	allen.dsouza@24x7learning.com		Content Development	Learner	
<input type="checkbox"/>	aman	aman	kumar	aman.kumar@mailinator.com	9590171097	Business unit2	Learner	
<input type="checkbox"/>	Amar	Jeremy	Jacobson	jeremyj@apcon.com.au		businessunit1	Admin	
<input type="checkbox"/>	amey	AmeY	P	amey@mailinator.com	9999999999	Implementation	Admin	
<input type="checkbox"/>	amey.p	AmeY	P	amey.p@mailinator.com	9999999999	Implementation	Learner	
<input type="checkbox"/>	amit	amit	kumar	amit@mailinator.com	9590171090	Business unit2	Learner	
<input type="checkbox"/>	Amit Singh	Amit	Singh	amits@eduriser.com		businessunit1	Admin	

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1 2 3 4 5 6 7 8 9 10 ... * **

Note: After the resources/programs are created, they must be published to the single users. Refer **publish or add resources to single users** to map the resources/programs.

2. Click **Create New**. The following **Create User** screen appears with relevant fields to be filled.

User Name* AmitKumar

Title Title ▼

First Name* Amit

Last Name Kumar

Date Of Birth 2/1/1981

Gender ☒ Male ☐ Female

Mobile 945621239

Email* amit@mailinator.com

Location Bangalore-MKB-Conference Ha ▼

Department --select-- ▼

Business Unit / ▼

☐ Autogenerate password

Password

Confirm Password

User Type Learner ▼

Contract Type Full Time ▼

Date Of Joining 1/1/2014

Important:

1. It is mandatory to place each user under the respective *business units*. If business unit is set to “/”, then the users are created under general business unit representing no parent-child relationship.
2. The **location** is mapped to the *classroom location*.
3. The **email** field is mandatory.

Note:

- The *business unit* and *reporting manager* is not mandatory for all users.
- The reporting managers are grouped under different business units.
- The user types are selected from the dropdown list:

1. Learner

2. Admin

3. SysAdmin



- The contact type is also selected from the dropdown list:

1. Full time & Part time

2. Fixed time

3. Seasonal


4. Casual and Independent

-  **Send Mail** when checked, users will receive mail regarding the new account creation.
 -  **Autogenerate password** when checked, it generates an automatic password.
 - The **Custom Fields** are additional field of information that is added to the existing fields.
-

Edit and Delete User

To edit user:

Click **Edit** . The **Edit Account** screen appears with the chosen fields to be edited.

Note:  **Disabled** when checked, the user account is disabled and will be unavailable to the user. The disabled account can be enabled again later.



To delete users:

Click **Delete** . It deletes the selected users.

Note: Single users cannot be deleted, if it is assigned with a dependency. *For example*, if single users are grouped under a particular group or if is assigned to the resources/programs, then it cannot be deleted.

Details and Reset Password of User

To display user details:

- * Click **Details** . The **Details** screen appears displaying selected user details.
- * The **Details** screen provides option to edit user details at any point, by clicking **Edit** .

To reset password:

Click **Reset Password** . The **Reset Password** screen appears.

4.2.2 Import Bulk Users

- The users are uploaded in bulk by importing it via **.csv file**. The .csv file size should be less than or equal to 4MB.
- Click **Import**. The following **Import Users** screen appears.



Import Users

Download Import Format

Select file

No file chosen

Note: Please upload the csv file and the size of the file should be less than or equal to 4MB.

- ☒ Create BusinessUnit If not exist
- ☒ Create Location If not exist
- ☒ Create Department If not exist

[Back to List](#)

Important:

- ☒ **Create business unit, if not exist:** While importing users, if new business unit name does not exist in the application, then it is automatically created along with its users while uploading the .csv file.
 - ☒ **Create location, if not exist:** While importing users, if new location name does not exist in the application, then it is automatically created while uploading the .csv files.
 - ☒ **Create department, if not exist:** While importing users, if the new department name does not exist in the application, then it is automatically created while uploading the .csv files.
-

4.2.3 Delete Users

Multiple users can be deleted either by selecting the specific user or by selecting all the users at a single select.

To delete users:

- Select ☒ the desired users > click *Delete* > deletes only the selected users (**or**)
- Select ☒ *User Name* column > click *Delete* > deletes all the users.

Dashboard > Manage Users

Create New | Import | Export | Delete

Select and Delete All option

<input checked="" type="checkbox"/>	UserName	First Name	Last Name	Email	Mobile	Business Unit	User Type	
<input checked="" type="checkbox"/>	Adam	Adam	Dsouza	adam.dsouza@yahoo.com		Content Development	Learner	
<input checked="" type="checkbox"/>	adasgupta@virtela.net	Avishek	Dasgupta dcfdsfgfdgfgfdgfdgfg	adasgupta@virtela.net			Learner	
<input checked="" type="checkbox"/>	Ajith	Ajit	Venugopal	ajit.venugopal@mailinator.com		businessunit1	Admin	
<input checked="" type="checkbox"/>	allen	Allen	Dsouza	allen.dsouza@24x7learning.com		Content Development	Learner	
<input checked="" type="checkbox"/>	aman	aman	kumar	aman.kumar@mailinator.com	9590171097	Business unit2	Learner	
<input checked="" type="checkbox"/>	Amar	Jeremy	Jacobson	jeremyj@appcon.com.au		businessunit1	Admin	
<input checked="" type="checkbox"/>	amey	AmeY	P	amey@mailinator.com	9999999999	Implementation	Admin	
<input checked="" type="checkbox"/>	amey.p	AmeY	P	amey.p@mailinator.com	9999999999	Implementation	Learner	
<input checked="" type="checkbox"/>	amit	amit	kumar	amit@mailinator.com	9590171090	Business unit2	Learner	
<input checked="" type="checkbox"/>	Amit.Singh	Amit	Singh	amits@eduriser.com		businessunit1	Admin	

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1
2
3
4
5
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7
8
9
10
...
»
»»

Note:

- Newly added users can be deleted.
- The user cannot be deleted, if is assigned with a dependency.
- For example:**
 - If a single user is grouped under a particular user group or is assigned to the resources/programs, then it cannot be deleted.
 - The users who have already logged into the LMS, cannot be deleted.

4.2.4 Export Users

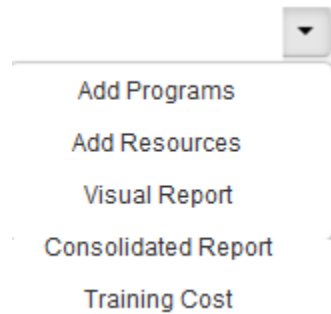
The user's details are exported to the **Excel** in .csv file.

To export users:

Click **Export**, to export details to the respective .csv file.

4.2.5 Publish Resources or Programs to Single Users

To add or publish resources to single users:



1. Online resources and programs can be added directly to the individual users. The added *resources* or *programs*, will be directly listed under **My E-Learning Courses** tab.
2. The request approval type resources when added directly, it bypasses the rule of approval from the reporting manager or administrator and will be listed under *My E-Learning Courses* tab.
3. The *visual report* displays the graphical user interface report of a **particular user** reporting to the administrator/super admin under the same business unit.
4. The **consolidated report** generates combined user report for both e-learning courses and the classroom trainings assigned to **particular user**.
 - It displays particular user details such as *name, status, type of resources, location details, scores, etc* for the *classroom trainings* and *e-learning courses*. Refer **User Report** for more details.
 - This report can be **exported** to the excel in the .csv file format.
5. The *training cost* report displays details on the individual user's total instance cost for the attended and not attended classroom training.

4.2.6 Graphical View Report

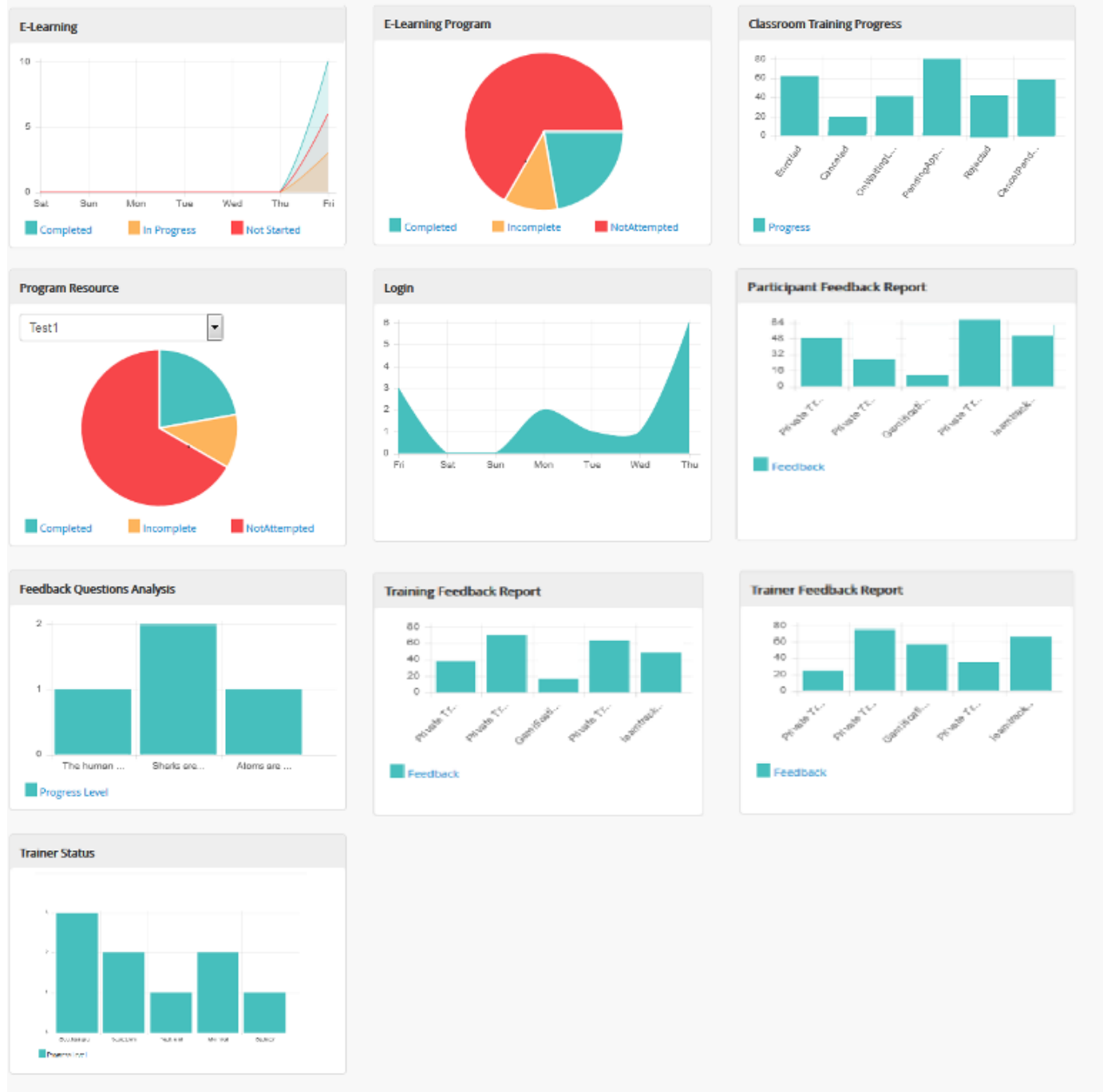
- The consolidated visual progress chart is displayed for the reporting manager, administrator and all its listed reportees/users.
 1. **For Reporting Managers:** Displays the combined report of all the reportees reporting to the reporting managers.
 2. **For Administrators:** Displays the combined report of all the users reporting to the administrator/super admin under the same business unit.
- The consolidated visual chart is divided as follows:
 - **E-learning Report**
 - **Login Report**
 - **Classroom Training Report**
 - **Feedback Report**
- The e-Learning report displays the graphical user interface report for both e-learning programs and the resources.

- The feedback reports are classified as follows:
 - **Participant Feedback**
 - **Trainer Feedback**
 - **Training Feedback**
 - **Question Analysis Report**
 - **Trainer Status Report**

To access:

Click **Admin > Manage Users > Users > Consolidated Report > Graphical View Report**. The following **OverAll User Progress Visual Chart** screen appears as shown below.

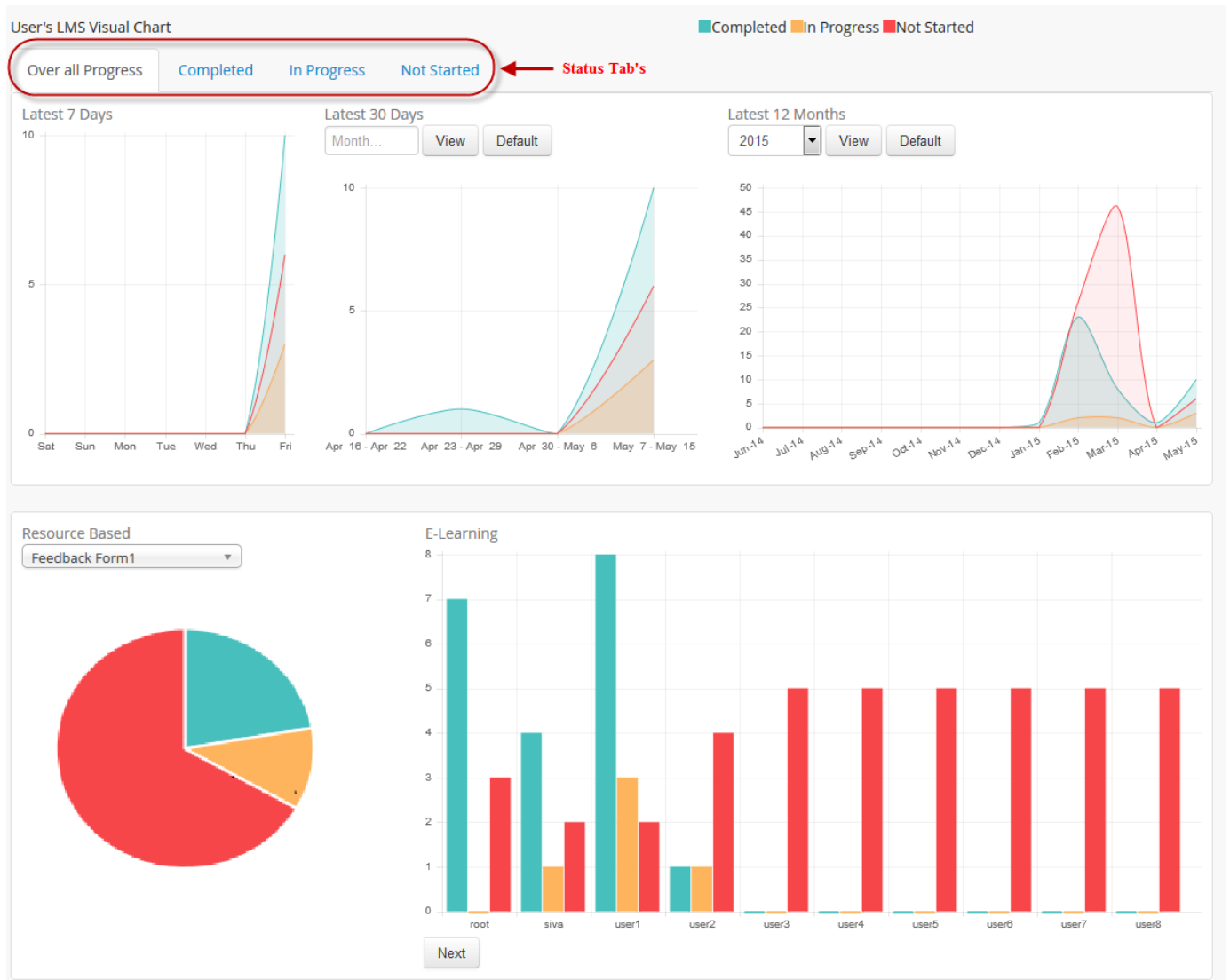
OverAll User Progress Visual Chart



OverAll User Progress Visual Chart

E-Learning

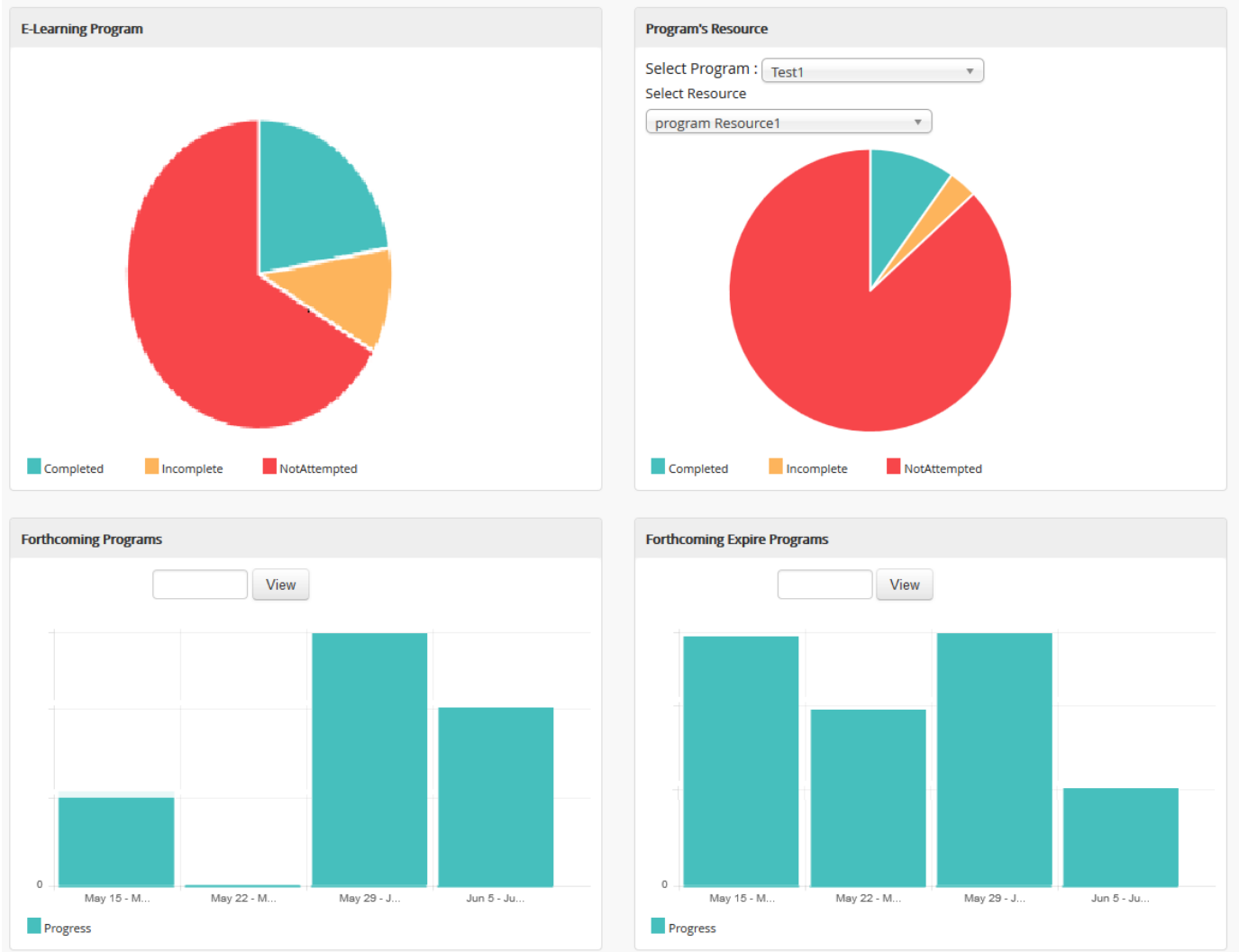
- The E-learning chart provides quick view on the resources count based on the status of the resources for the administrator/reporting manager.



- The status of the any resources can be either **Completed, In-Progress or Not Started**.
- The administrator/ reporting manager can click on the respective status tabs to check for the assigned resources progression of the users / reportees.
- **At the administrator level:** the latest 7 days, 30 days and 12 month chart display the e-Learning course count based on the respective status of each user under the same business unit.
- **At the team level:** the latest 7 days, 30 days and 12 month chart display the e-Learning course count based on the respective status of all the reportees reporting to a particular reporting manager.
- The **resource based** report displays the overall progress of the selected resource, i.e., total number of user status either as completed, in-progress or not started.
- The **e-Learning** report displays reportees listed under the reporting managers hierarchy and as for the administrator, the users listed under the administrator's business unit will be displayed.

E-learning Program Chart

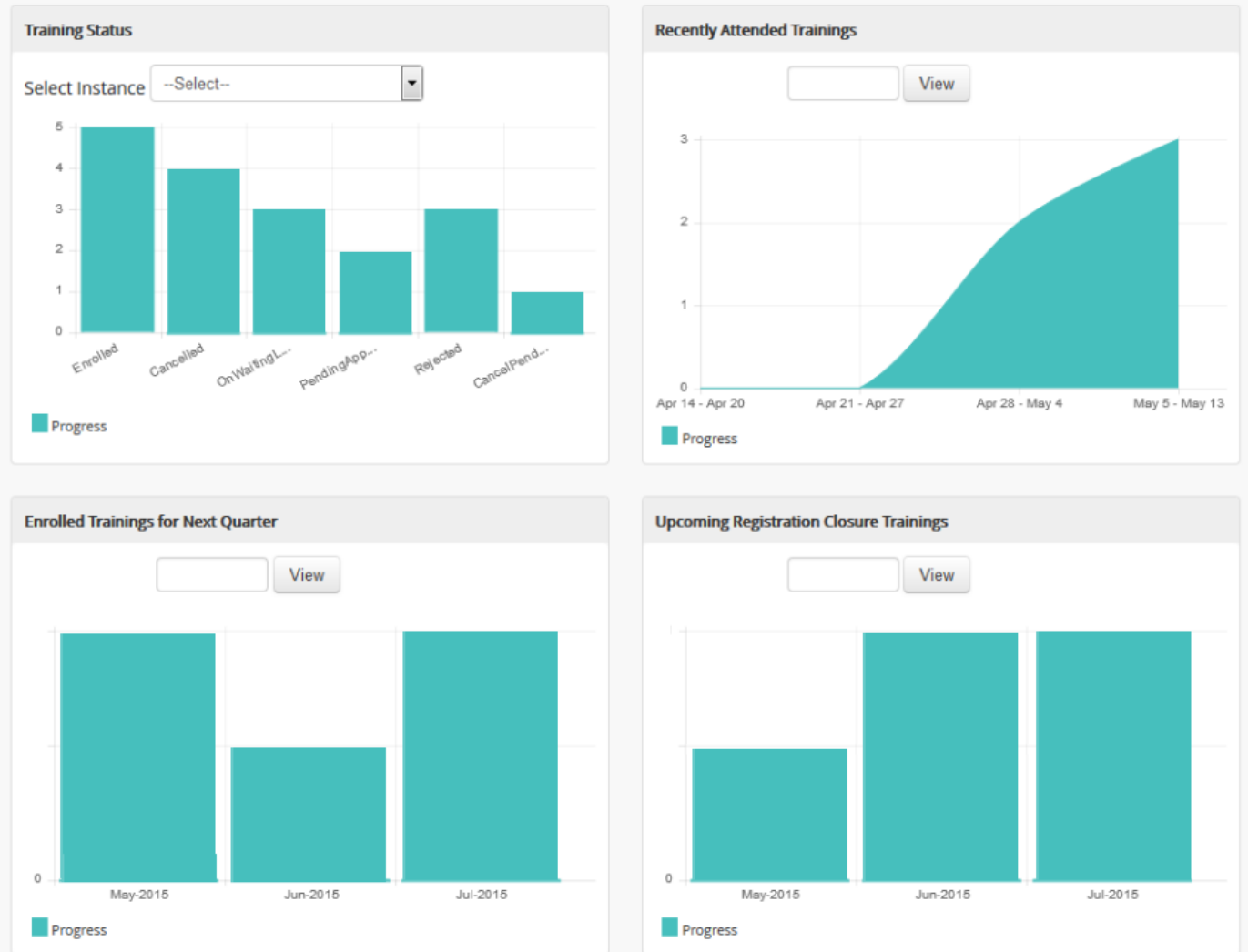
- The e-Learning program chart displays the overall program progress status of all the users.



- The e-learning program progress report for the reporting manger displays consolidated program status of the team reportees.
- The administrator e-learning program progress report, displays consolidated program status of all the users belonging to the administrator's business unit.
 - o **E-learning program:** Provides quick view of the programs count based on the status, i.e. completed, in-progress or not started by the team reportees/ users.
 - o **Program resources:** Display a graphical representation of a particular program's resource status count of the team reportees/ users on selecting the resource.
 - o **Forthcoming programs:** By default, it displays a graphical representation of the programs that are to be added to the team reportees/ users for the next 30 days.
 - o **Forthcoming expire programs:** By default, it displays a graphical representation of the programs that is about to expire by next 30 days for the team reportees/ users.

Classroom Training Progress Chart

My Training's Progress Report



Training

- **At administrator/team level:** the trainings instances published to the users or reportees by the administrator or reporting manager will be listed in the drop down list.
- The instance count is displayed based on the trainings published to the users/reportees by the administrator or reporting manager.

Recently Attended Trainings

- The training chart displays a graphical representation of the recently attended classroom trainings by the team reportees or by all the users for the last 30 days.
- The chart displays the complete month report of the training instance count for which the attendance is already taken.

- The entire month chart is split into the week-based chart

Enrolled Trainings for Next Quarter

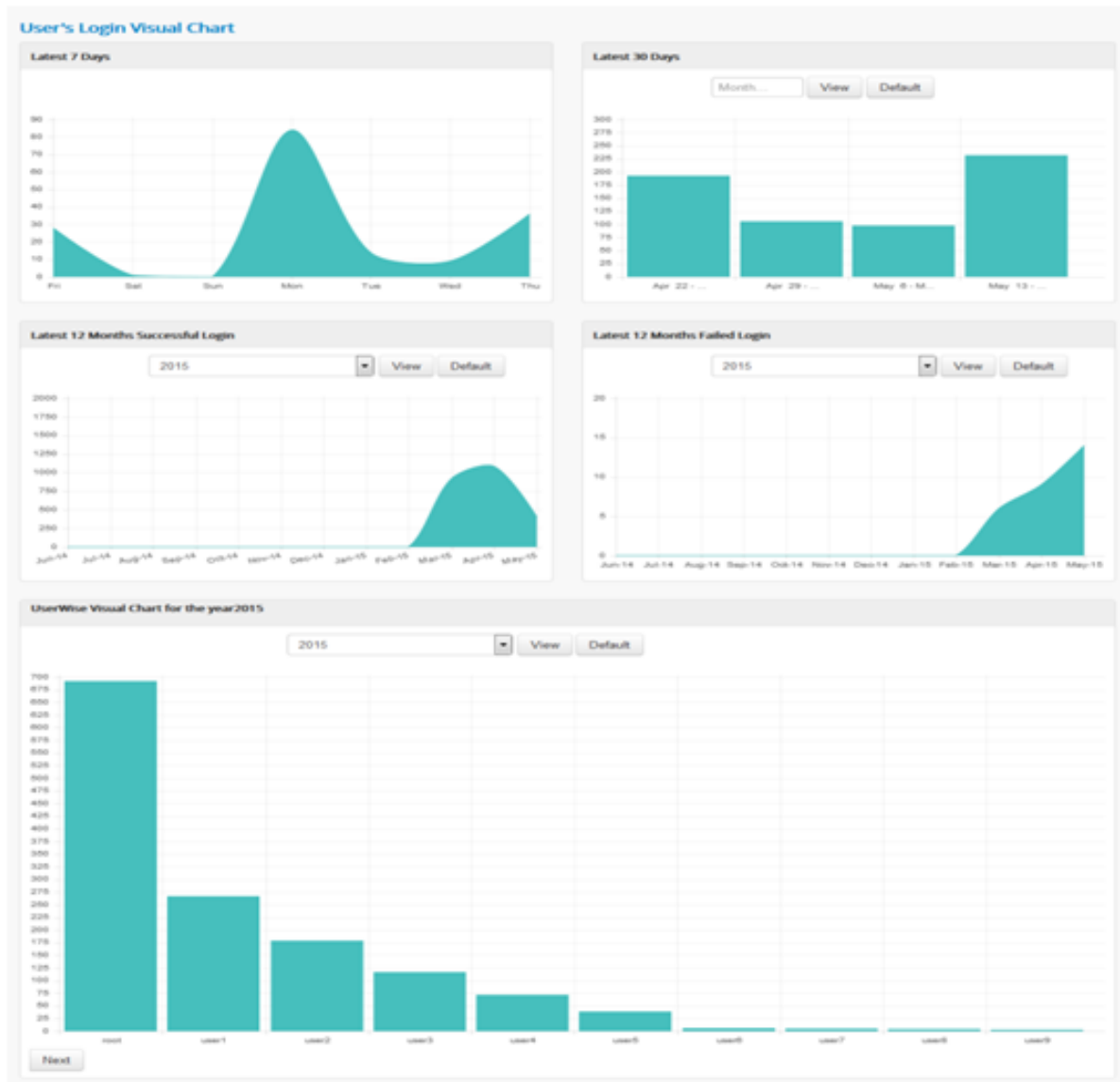
- The chart displays total number of training programs, enrolled by the team reportees or by all the users for the next quarter.
- Enrolled consists of the following statuses like enrolled, pending approval, on waiting list and cancelled pending approval.
- By default, the chart displays a quarterly report starting from the current day to the end date of the month.
- When the users / reportees selects a particular month, the chart displays complete quarterly report starting from the first date of the month till the end date of the month.

Upcoming Registration Closure Trainings

- The chart displays total number of training programs assigned to the team reportees or to all the users for the next 3 months, for which the registration date is yet to expire.
- It displays the instance count on the number of users / reportees not nominated for the training, i.e; it lists all the trainings listed under the *Available Training* tab.
- By default, the chart displays a quarterly report starting from the current day to the end date of the month.
- When the users / reportees selects a particular month, the chart displays complete quarterly report starting from the first date of the month till the end date of the month.

Login Report

- The login chart provides graphical representation of the users / reportees login count to the LMS everyday.



- **At the administrator level:** the latest 7 days, 30 days and 12 months login report displays a successful login count report of every user under the same business unit.
- The user wise visual chart is displayed only for the administrator.
- **At the team level:** the latest 7 days, 30 days and 12 months login report displays a successful login count report of all the reportees reporting to the reporting managers.

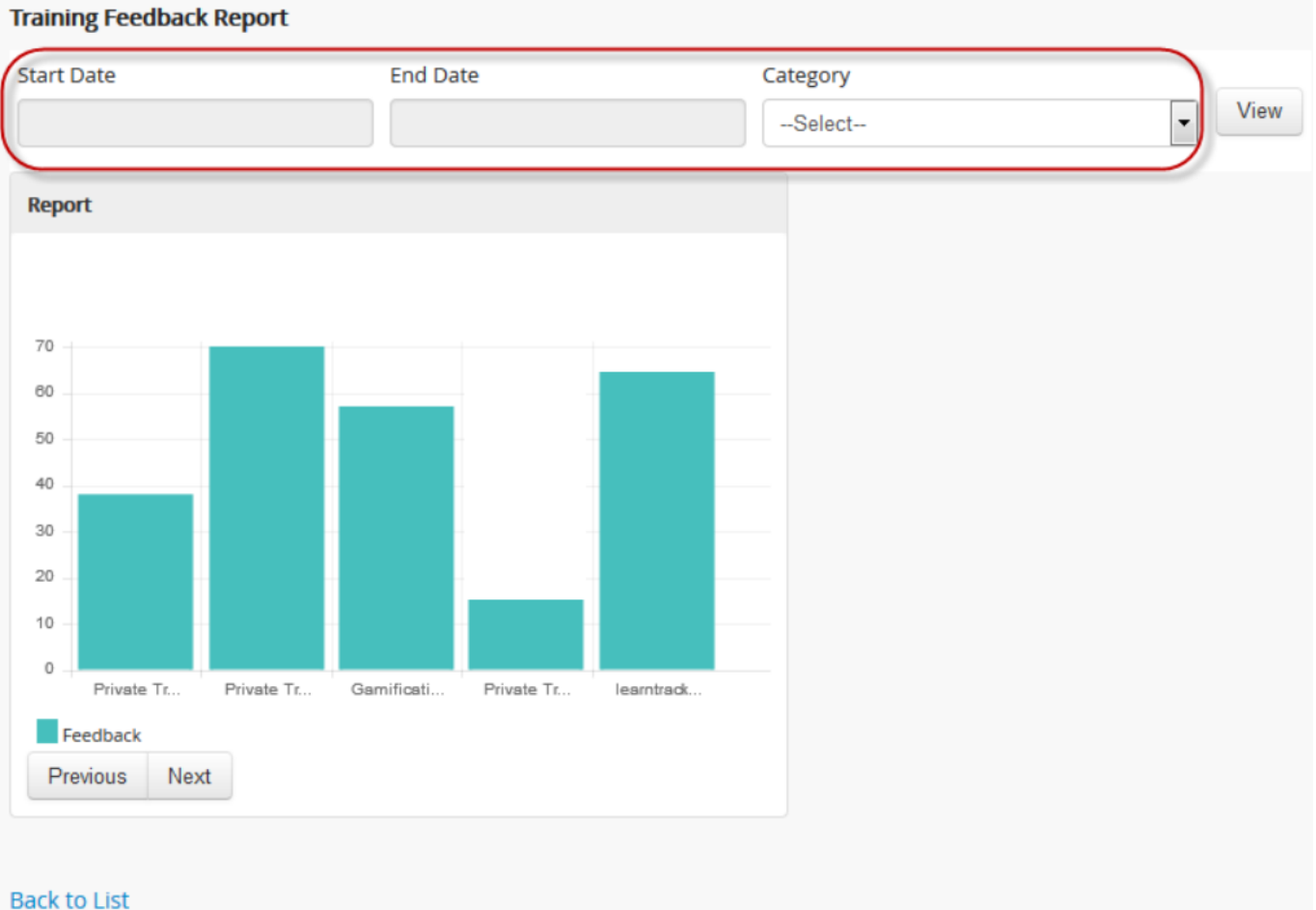
Note:

1. The monthly chart is split into week-based chart.
 2. User can also generate entire month & year wise chart.
-

Feedbacks

Training Feedback

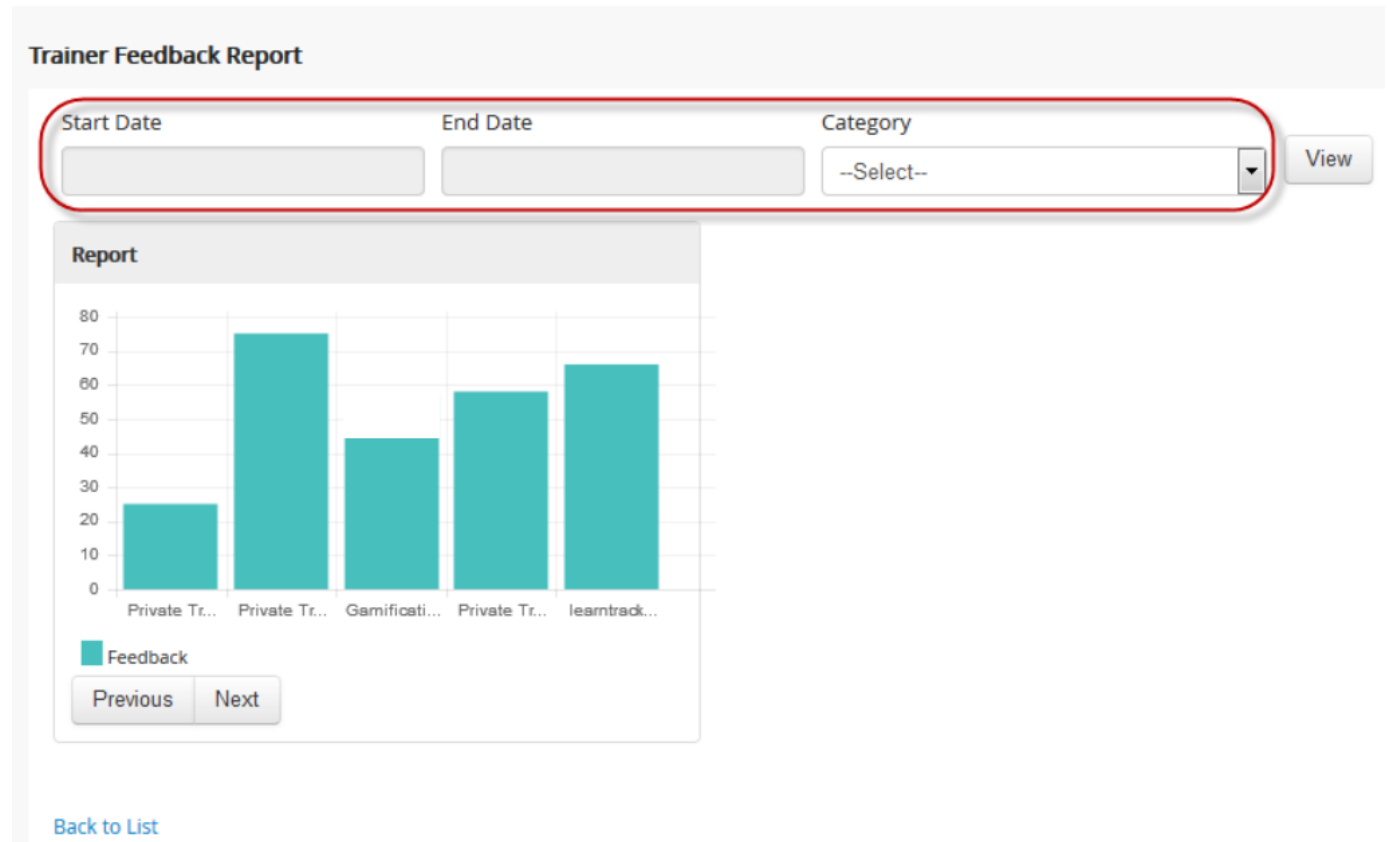
- The training feedbacks are available to the administrator, trainer and reporting managers.



- The chart shows an analogy on the achieved participant feedbacks for each attended classroom trainings, that which is given by the trainer/ administrator.
- The training feedback report can be filtered based on the category, start date and end date.
- The training feedbacks must satisfy the below given 2 conditions:
 - The classroom trainings must be attached with the participant feedback.
 - Any one of the participants must give feedbacks on the respective trainings.
- The training feedback is calculated based on the average sum of users ratings for the training divided by the number of users rated for the trainings.
- There can be only one training feedback for each classroom training.
- The training feedback reports are displayed 5 per page.
- For the training feedback, the attendance must be taken by the trainer or the administrator.

Trainer Feedback

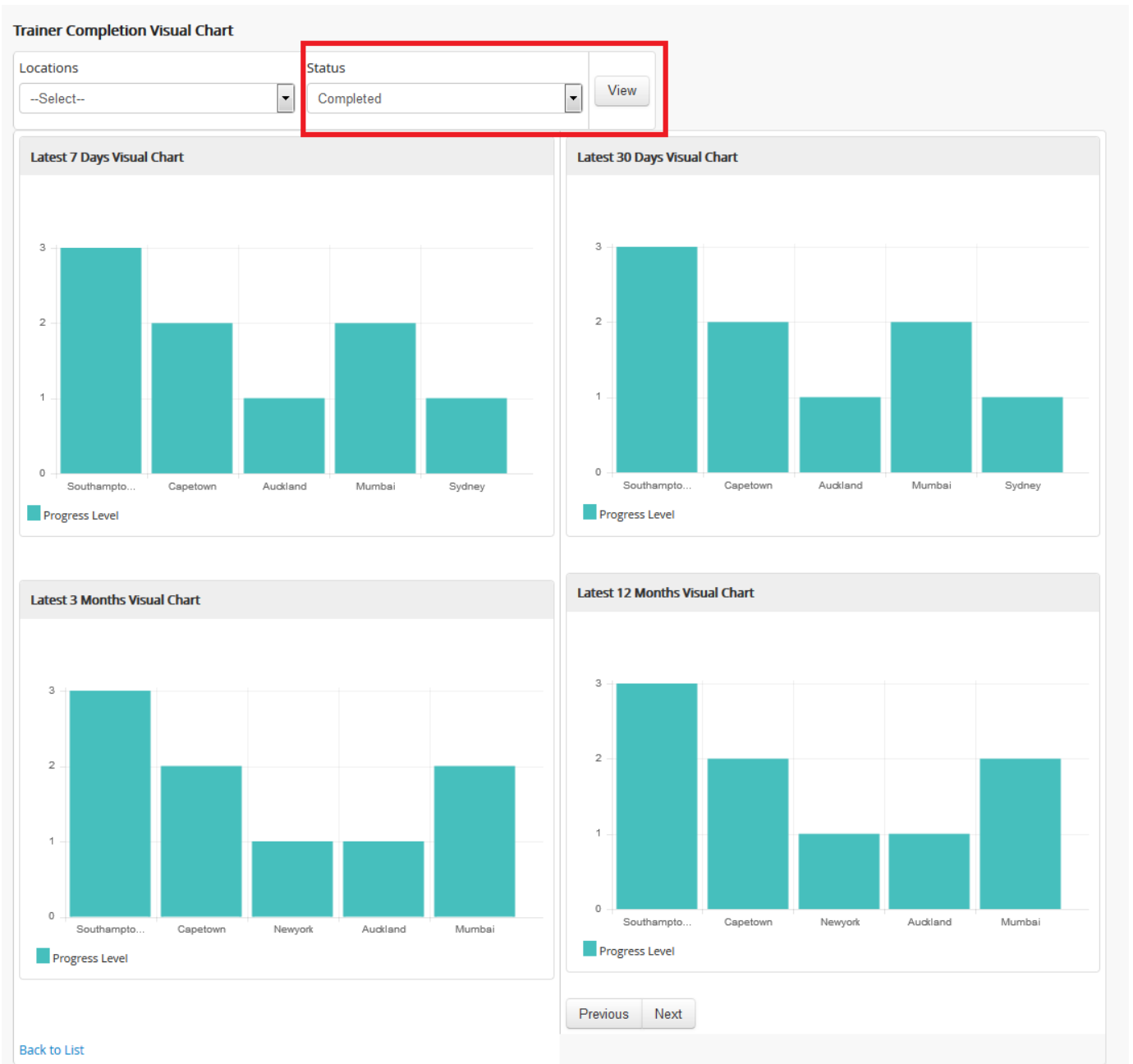
- The trainer feedback report is available to the administrator, reporting manager and also for the trainer.
- The trainer feedback report can be filtered based on the category, start date and end date.



- *The trainer feedback must satisfy the below given 3 conditions:*
 1. The user defined must be a trainer.
 2. The classroom trainings must be attached with the trainer feedback.
 3. Any one of the participants must give feedback on one training.
- The trainer feedback is given by the participants.
- The trainer feedback is calculated based on the feedback percentage given by the participants, for one training that the trainer is assigned to.

Trainer Status Report

- The trainer status report is available only for the trainer.
- The trainer status report is displayed based on the location status count, i.e., either **Completed** or **Yet to Complete**.

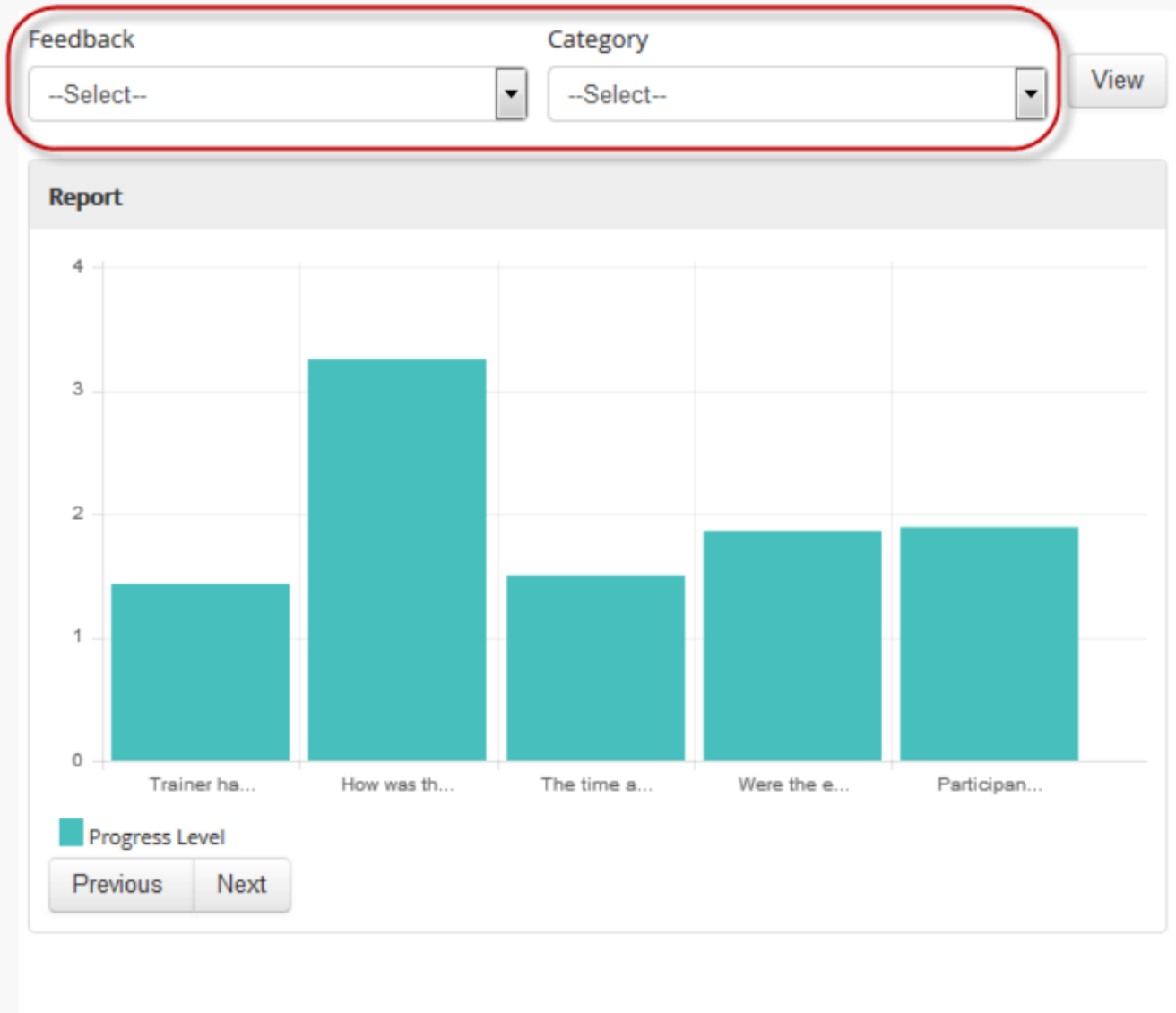


- The trainer is provided with the status count report on the number of trainings completed in the respective locations for the latest 7 days, 30 days, 3 months and 12 months for the trainings assigned to the trainer.
- A report on the status count for the upcoming 7 days, 30 days, 3 months and 12 months, is also displayed based on the number of trainings that is yet to be completed in the respective locations for the trainings assigned to the trainer.

Feedback Question Analysis Report

- The feedback question analysis report is available to the administrator and reporting manager.
- The feedback question analysis report displays, an average count on each question answered by the users / reprottees for any feedbacks.

Feedback Questions Analysis Report



[Back to List](#)

- This is calculated based on the average sum of the ratings given by the user divided by number of users.
- The feedback analysis report can be filtered based on the feedback category.

Participant Feedbacks

- The participant feedback is available to the administrator and reporting manager.

Participant Feedback Report

Start Date <input type="text"/>	End Date <input type="text"/>	Category --Select-- ▼	View
------------------------------------	----------------------------------	-----------------------------	------

Report

Category	Feedback (%)
Private Tr...	50
Private Tr...	40
Gamificati...	30
Private Tr...	60
learntrack...	45

Previous Next

[Back to List](#)

- The participant feedback report can be filtered based on the category, start date and end date.
- The average feedback percentage of all the reportees / users, who have attended the classroom trainings, will be displayed.
- This is calculated based on the average sum of ratings provided by the trainers for all users on the particular trainings.

4.2.7 User Report

- The user report generates a complete progress report of all the users under same *business unit*, *total usage*, *hours spent* on both **e-learning courses** and **classroom trainings**.
- A filtered report can be generated based on the *User Name*, *Start and End Date*.
- This report can be **exported** to the excel in the .csv file format.

To access:

Click **Admin > Manage Users > Users > Consolidated Report > User Report**. The following **Report** screen appears as shown below.

24x7 LearnTrak™

Search...

Dashboard > Consolidated Report

Start Date: 01-06-2015 End Date: 24-06-2015 User Name: User12

Click to export to the Excel

Export

User Name	First Name	Last Name	Email	Designation	Usage Hours		Total Duration
					E-Learning Duration	Class Room Duration	
user1					00:00:00	00:05:00	00:05:00
user2					00:00:00	00:00:00	00:00:00
user3					00:00:00	00:05:00	00:05:00
user4					00:00:00	00:05:00	00:05:00
user5					00:00:00	00:00:00	00:00:00
user6					00:00:00	00:00:00	00:00:00
user7					00:00:00	00:00:00	00:00:00
user8					00:00:00	00:00:00	00:00:00
user9					00:00:00	00:00:00	00:00:00
user10					00:00:00	00:00:00	00:00:00
user11					00:00:00	00:05:00	00:05:00
user12					00:00:00	00:05:00	00:05:00
user13					00:00:00	00:05:00	00:05:00
user14					00:00:00	00:00:00	00:00:00
user15					00:00:00	00:00:00	00:00:00
user16					00:00:00	00:00:00	00:00:00

4.2.8 TNI Report

- This generates detailed report on the *training need identification (TNI)* for the all the published users under the same business unit.
- *To access:*

Click **Admin > Manage Users > Users > Consolidated Report > TNI Report**.

Manage Users

[Create New](#) | [Import](#) | [Export](#) | [Delete](#)10

								Consolidated Report ▾
								User Report
								Training Cost Estimation
								TNI Report
<input type="checkbox"/>	User Name	First Name	Last Name	Email	Mobile	Business Unit	User Type	
<input type="checkbox"/>	TW_User5	tw_user5		tw_user5@mailinator.com		TW_BU	Learner	    ▾
<input type="checkbox"/>	TW_User4	tw_user4		tw_user4@mailinator.com		TW_BU	Learner	    ▾
<input type="checkbox"/>	TW_User3	tw_user3		tw_user3@mailinator.com		TW_BU	Trainer	    ▾
<input type="checkbox"/>	TW_User2	tw_user2		tw_user2@mailinator.com		TW_BU	Supervisor	    ▾
<input type="checkbox"/>	TW_User1	tw_user1		tw_user1@mailinator.com		TW_BU	Admin	    ▾

Page 1 of 1

1

- Refer *TNI Report* under **TNI** for more details.

4.2.9 Training Cost Estimation

- The consolidated training cost estimation report displays each instance's total cost for the attended and not attended classroom trainings by the users under same business unit.
- This report can be filtered based on the *Username, Start and End date*.
- The report is exported to the *Excel* in .csv file format.

To access training cost report:

* Click **Consolidated Report > Training Cost Estimation**. The following **Consolidated Training Cost Details** screen appears as shown below.

Consolidated Training Cost Details

Start Date

End Date

User Name

10-11-2015

17-11-2015

TW_User4

Submit

Export To Excel

10 records per page

Search

User Name	First Name	Last Name	Training	Cost	
				Present	Absent
TW_User4	tw_user4		w_sample_23-11-2015 12:00:00 PM_Bangalore	32291	
TW_User4	tw_user4		TW_Feedback_Training_19-11-2015 04:30:00 PM_Belgaum		18727
TW_User4	tw_user4		w_sample_23-11-2015 12:30:00 PM_Mangalore	14308	
TW_User4	tw_user4		TW_Feedback_Training_18-11-2015 05:30:00 PM_Delhi	6229	
TW_User4	tw_user4		TW_Feedback_Training_19-11-2015 02:45:00 PM_Bangalore	5851	
TW_User5	tw_user5		TW_Feedback_Training_19-11-2015 04:30:00 PM_Belgaum	18727	
TW_User5	tw_user5		Tech_TNI_Training_04-11-2015 03:00:00 PM_Bangalore	208	
TW_User5	tw_user5		Action_plan_TW_Training_26-11-2015 04:30:00 PM_Capetown	42	
tw_user6	tw_user6		C_XML_TW_Training_23-11-2015 04:15:00 PM_Bangalore	74059	
tw_user6	tw_user6		TW_Feedback_Training_19-11-2015 04:30:00 PM_Belgaum	18727	
Total cost (Present/Absent)				170482	18727
Total cost				189209	

Listing 1 - 10 of 11

← Previous

1

2

Next →

* Click **Export to Excel** to export the report to the .csv file.

4.3 Group Users

- The administrator can create user groups as either static or dynamic and add them to different business units.
- The user groups can also be created with or without business units.
- All the users in the group are assigned with the *classroom trainings, resources or programs, polls, surveys, digital library and announcements*.

The group users are classified into 2 ways:

1. Static Group Users
2. Dynamic Group Users

4.3.1 Static Group Users

- The static user groups are added or removed manually and can be created with or without business units.
- Child properties are allowed.
- The entire group can be deleted by first removing all the users from the particular group.
- **Procedure to add static users:**

- Click **Users**. The following **List of Users** screen appears displaying a list of users that are added to the respective group.

The screenshot displays the 'List of Users' screen in the LearnTrak application. At the top, there is a search bar and a notification bell icon. Below the header, the breadcrumb trail reads 'Dashboard > User Groups > Users'. The main section is titled 'List of Users' and includes a dropdown for '10 records per page' and a search field. A table lists ten users, each with a 'Remove' button. Below the table, it says 'Showing 1 to 10 of 10 entries' and navigation buttons for 'Previous', '1', and 'Next'. At the bottom, the 'Add User' section features a text input field with 'ranajit.roy' and an 'Add' button. A red arrow points to the 'Add' button with the text 'Adding users to static group'.

User Name	First Name	Last Name	Email	Mobile	Business Unit	
amrita.saxena@247-inc.com	Amrita	Saxena	amrita.saxena@247-inc.com		busineesunit1	Remove
david.piazza@247-inc.com	David	Piazza	david.piazza@247-inc.com		busineesunit1	Remove
lucia.monzon@247-inc.com	Lucia		lucia.monzon@247-inc.com		busineesunit1	Remove
mvbruno45@yahoo.com	Mike	Bruno	mvbruno45@yahoo.com		busineesunit1	Remove
Padmaja@247-inc.com	Padmaja		Padmaja@247-inc.com		busineesunit1	Remove
rakesh	Rakesh		rakesh.a@24x7learning.com		busineesunit1	Remove
sheila.behan@247-inc.com	Sheila	Behan	sheila.behan@247-inc.com		busineesunit1	Remove
susan.deady@247-inc.com	Susan	Deady	susan.deady@247-inc.com		busineesunit1	Remove
varadharaju.j@247-inc.com	Varadharaju		varadharaju.j@247-inc.com		busineesunit1	Remove
Vrinda.gp@247-inc.com	Vrinda		Vrinda.gp@247-inc.com		busineesunit1	Remove

Showing 1 to 10 of 10 entries

Previous 1 Next

Add User

ranajit.roy [Add](#)

Adding users to static group

- Click **Add** to add mapped business unit users to the group.
- Click **Remove** to delete the static users.

4.3.2 Dynamic Group Users

- The dynamic user groups are created with or without business unit.
- Child properties are allowed.
- The users are added to the dynamic group by passing the query as a condition (**AND/OR**), that is filtered based on the following:

1. Parameters:

- User Name
- First Name
- Last Name
- Business Code
- Email
- Gender

- Designation
- Locations
- Manager
- Job Role

2. Conditions: =, <, >, <=, >=, Contains.

• **Procedure to add dynamic users:**

- Click **Edit Query**. The following **Edit Query** screen appears where a query is passed to add the dynamic users.
- Click **Add** to add the mapped business unit users. The count on the number of users added is also listed.
- Click **Users** to view list of dynamic users added to the particular group. *Example: Username = amit (AND/OR) > click Add.*

LearnTrak

Search...

Dashboard > User Groups > Edit Query

Edit Query

AndOr	Field	Condition	Value	
	BusinessUnit	=	1001	Remove
	UserName	=	dina	Remove
	UserName	=	demo_user	Remove
	UserName	=	123	Remove
	UserName	=	123	Remove
	LastName	=	123	Remove
	UserName	=	123	Remove
	UserName	=	12	Remove
	UserName	=	123	Remove
	UserName	=	12	Remove
	UserName	=	123	Remove
	UserName	=	12213	Remove
	UserName	=	213	Remove
	UserName	=	213	Remove
	UserName	=	213	Remove

Add

Or User Name =


Add

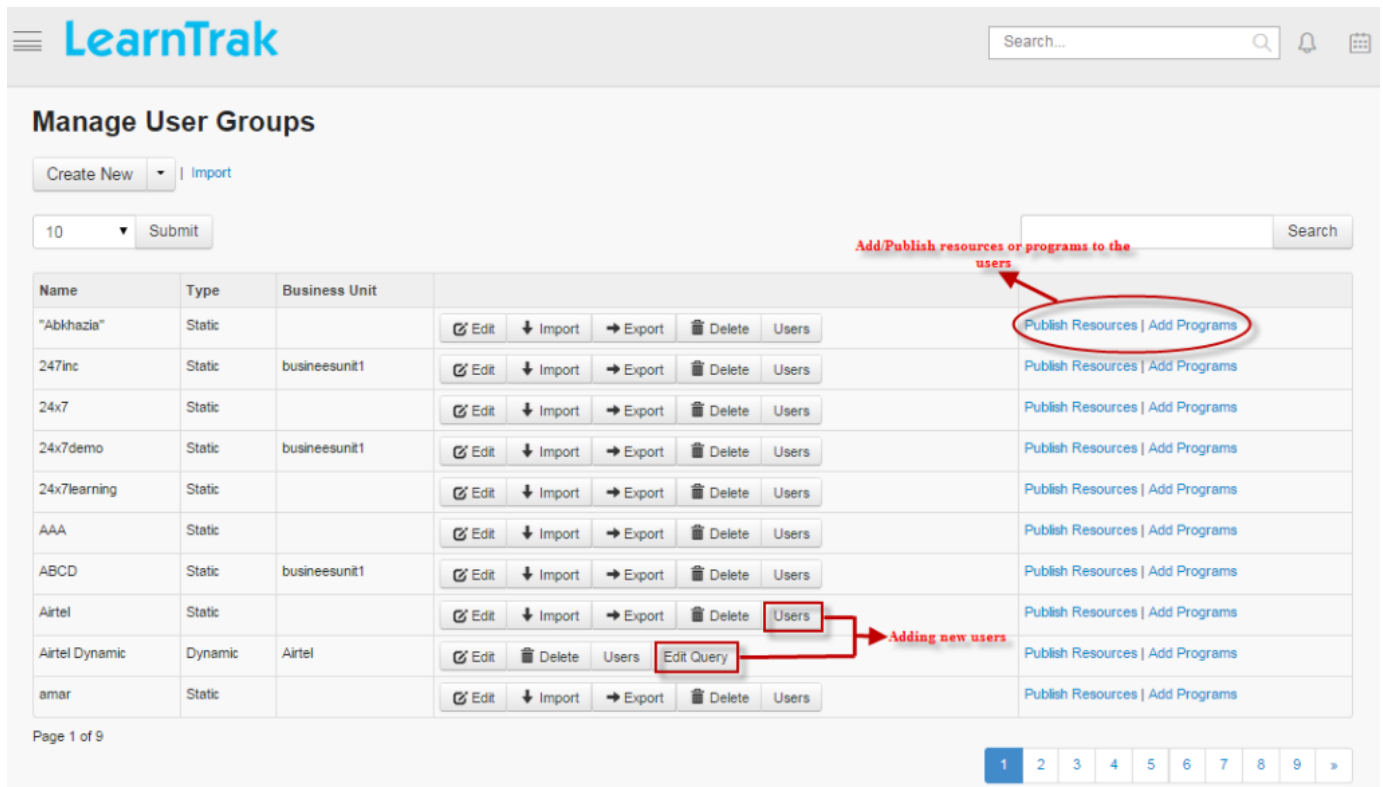
Users

Important:

1. **Contains:** Is an operator that matches against only the specific word in the given string.
 2. The dynamic users are removed manually.
-

To create group users:

1. Click  **Admin > Manage Users > User Groups**. The following **Manage User Groups** screen appears as shown below.



Manage User Groups

Create New | Import

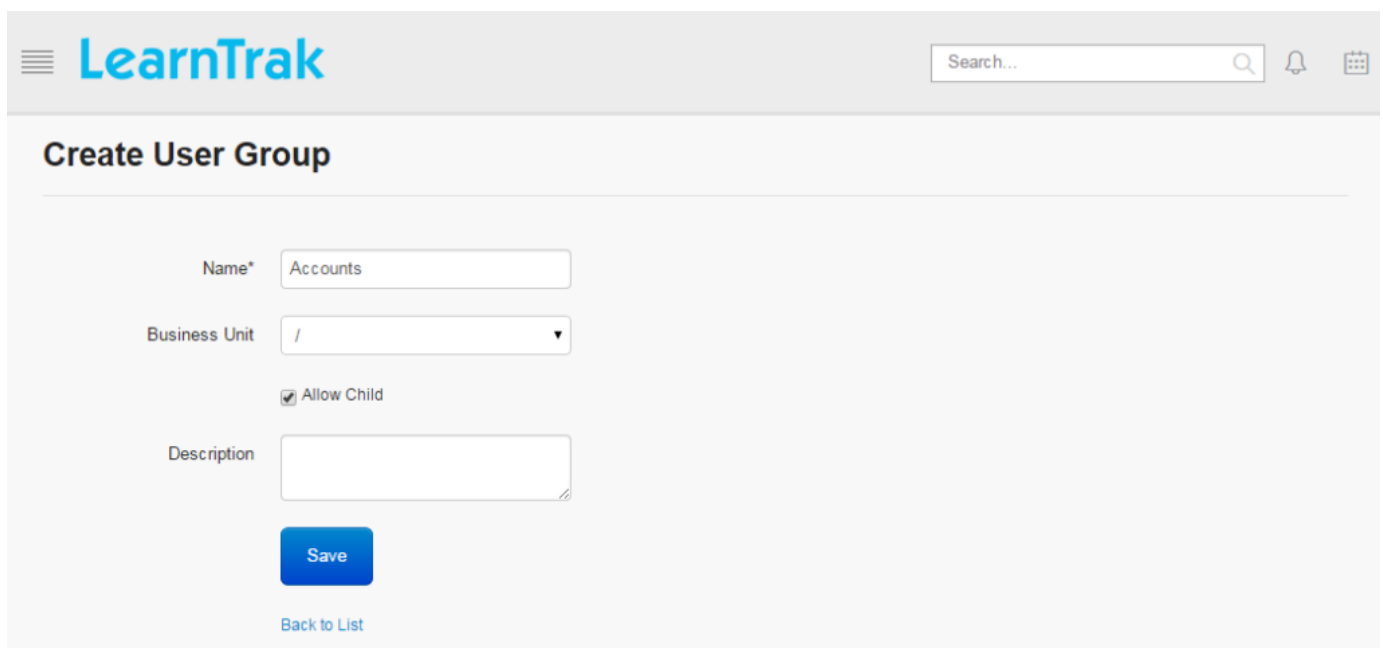
10 Submit

Name	Type	Business Unit					
"Abkhazia"	Static		Edit	Import	Export	Delete	Users
247inc	Static	businessunit1	Edit	Import	Export	Delete	Users
24x7	Static		Edit	Import	Export	Delete	Users
24x7demo	Static	businessunit1	Edit	Import	Export	Delete	Users
24x7learning	Static		Edit	Import	Export	Delete	Users
AAA	Static		Edit	Import	Export	Delete	Users
ABCD	Static	businessunit1	Edit	Import	Export	Delete	Users
Airtel	Static		Edit	Import	Export	Delete	Users
Airtel Dynamic	Dynamic	Airtel	Edit	Delete	Users	Edit Query	
amar	Static		Edit	Import	Export	Delete	Users

Page 1 of 9

1 2 3 4 5 6 7 8 9 »

2. Click **Create New > select Static | Dynamic**. The following **Create User Group** screen appear consisting of required fields to be filled.



Create User Group

Name* Accounts

Business Unit /

☒ Allow Child

Description

Save

Back to List

Important: **Allow Child** when checked, represents the parent-child relationship, where users of both child BU and parent BU is included.

Note:

- The maximum *Name* field limit is 100 characters (any character).
 - The **Users** button displays list of static or dynamic users added to the respective user groups.
 - The **Update Group** updates the group with new or existing (static/dynamic) users of the respective business units (BU). The users are filtered based on the query passed as a condition in the **Edit Query** option for the dynamic group and as for the static group the users are updated manually.
 - * The **Update Group** button is available for both static/dynamic group users.
 - * The users required to be updated to the static/dynamic group are listed under the **Users Available for Updation**.
 - * Click **Update Group**, to update the users to the respective static/dynamic groups.
 - * The updated users will be listed under **Users** of the respective static/dynamic group.
 - * The resources or programs mapped are available to the respective user groups.
 - Click **Import** to upload bulk users. The **Import User Groups** screen appears to upload bulk users by importing .csv file. The .csv file size should be less than or equal to 4MB. Refer Bulk Uploading Process under **Single Users > Import Bulk Users**.
 - Click **Export** to export user's details to the .csv file. Refer **Export Users** process under **Single Users**.
-

4.3.3 Publish Resources or Add Programs to Group Users

- The resources or programs are published to the user groups.
 - *To publish resources/program:*
 - * Click **Publish Resources | Add Programs** tab. The **Publish Resources/Programs for the Group <group_name>** screen appears to publish the resources or programs.
 - * Select resources or programs to be added from the **Not Added Resources/Programs** list to the **Added Resources/Programs** list and later map the resources or programs to the user groups.
 - *On user account:*
 - * **Online resources:** are listed under **Available E-Learning Courses** tab, where the users are required to add the resources.
 - * **Online programs:** are listed under **My E-Learning Courses tab > Upcoming** tab.
-

Important:  **Add directly to Users**


- The selected resources is added directly to the users by checking the **Add Directly to Users**. Once resources are added, it appears directly under **My E-Learning Courses > Current** tab, instead of the **Upcoming** tab on the user account.
- Request approval type resources when added directly, it bypasses the rule of approval from the reporting manager or administrator and gets listed under **My E-Learning Courses** tab.

☐ Send Email Notification


- When checked, a mail is sent to the users regarding the published resources or programs.

4.3.4 Edit and Delete Group Users

To edit group users:

Click **Edit** . The **Edit User Group** screen appears with the chosen fields to be edited.


To delete group users:

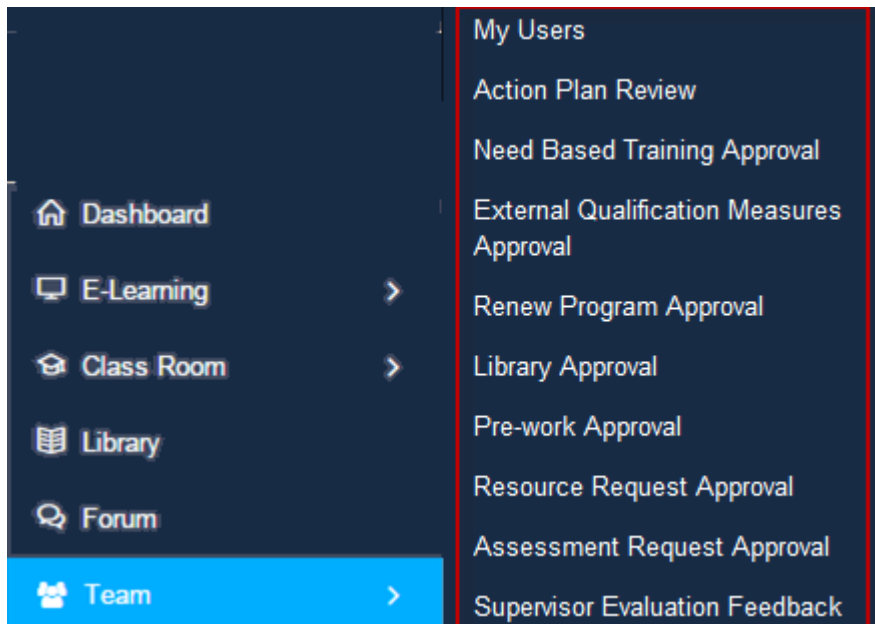
Click **Delete** . It deletes the selected user groups.

4.4 Reporting Manager

- The *reporting manager* is an administrator who enjoys the access rights. The reporting manager has the right to approve or reject request to the training programs or online resources of its reportees, view team details, track completion status of the team, manage approvals and escalations.
- The **Team** tab is available only to the reporting manager. It is not mandatory for the users to have the reporting manager. The reporting manager can play the role of an *administrator* or *trainer* simultaneously.

To access reporting manger account:

On the main menu > click  **Team**.



This module is divided into following sub-modules:

1. My Users
2. Pending Action Plan Task Creation
3. Pending Action Plan Task Review

4. *Needbased Training Approval*
5. *Library Approval*
6. *Pre-work Approval*
7. *Resource Request Approval*
8. *Renew Program Approval*
9. *Assessment Request Approval*
10. *External Qualification Measures Approval*
11. Supervisor Evaluation Feedback

4.4.1 My Users

- The **My Users** tab display reporting manager's team, i.e. the number of reportees reporting to a particular reporting manager.
- If the business unit has a child business unit, then the users under the child business unit are also displayed which helps reporting manager to keep track on the number of reportees.

To access my users:

Click  **Team > My Users**. The following **Business Units Users** screen appears displaying parent and child business unit users under each business unit.

Dashboard > My Users

My Users

- tw_user3 (TW_User3)
- tw_user4 (TW_User4)
- tw_user5 (TW_User5)
- tw_user6 (tw_user6)

My Reportees

10 records per page

User Name	Name	Email
TW_User3	tw_user3	tw_user3@mailinator.com
TW_User4	tw_user4	tw_user4@mailinator.com
TW_User5	tw_user5	tw_user5@mailinator.com
tw_user6	tw_user6	tw_user6@mailinator.com

Listing 1 - 4 of 4

Report

User Consolidated Report and Details

- The consolidated report generates individual reportees report for both e-learning courses and the classroom trainings.
- It displays details such as *name, status, type of resources, location details, score of classroom training and e-learning courses*, etc.

To display consolidated report:

Click **Report**. The following user's **Consolidated Report** screen appears displaying reportees report on the *e-learning courses* and the *classroom trainings*.

Dashboard > Consolidated Report

E-Learning Report

Name	Type	Started On	Completed On	Score (%)	Duration	Status
EMC Storage Products- SCORM	SCORM	10/8/2014 6:37:56 PM	-	-	-	-
Account_Modifications_Arabic_Course	SCORM	-	-	-	00:00:00.00	Incomplete
Manager M 5- Talent Conclave Guide	SCORM	7/11/2014 2:55:22 PM	-	-	-	-
Account Modifications_Arabic	SCORM	7/14/2014 1:49:01 PM	-	-	00:00:00.00	Incomplete
Managing and Rewarding Top Performers- SCORM	SCORM	10/8/2014 2:54:13 PM	-	-	-	-
Sample Course	SCORM	-	-	-	-	-
Manager-M 1- Goal Setting	SCORM	7/11/2014 4:47:41 PM	-	-	-	-
Account_Modification_English_course	SCORM	7/14/2014 5:40:43 PM	-	-	00:00:00.00	Incomplete
Leadership Essentials: Leading Innovation- SCORM	SCORM	10/8/2014 4:44:13 PM	-	-	-	-
Account Modification_English	SCORM	7/14/2014 1:50:40 PM	-	-	00:00:00.00	Incomplete
Account_Modifications_Course_English	SCORM	7/14/2014 4:35:20 PM	-	-	00:00:00.00	Incomplete
Business Planning Essentials - Performing Key Analyses SCORM	SCORM	10/8/2014 2:49:31 PM	-	-	00:00:00.00	Incomplete
Managing in a Global Business Environment	AICC	7/11/2014 2:55:29 PM	7/11/2014 3:17:19 PM	71	00:19:19.00	Completed
Interpersonal Communication: Being Approachable - SCORM	SCORM	10/8/2014 2:59:47 PM	-	-	-	-
New Manager-M 11- Goal Setting_	SCORM	-	7/11/2014 5:12:33 PM	-	00:01:20.61	Completed
Account_Modifications_Course_Arabic	SCORM	7/14/2014 4:38:06 PM	-	-	-	-

Class Room Report

Name	Location	Date	Hours	Status
Demo_Training_1	HQ - Conference Hall	8/5/2014 1:15:00 PM	00:15	Enrolled
Annual Meeting	HQ - Conference Hall	8/14/2014 9:00:00 AM	08:00	Pending Approval
Training_1	Bangalore	7/4/2014 11:30:00 AM	00:00	Enrolled

To view details:

Click **Details**. The **Details** screen appears displaying details on *User name, First name, Last name, Email, Mobile and Business Unit*.

Individual Team Reportee's Visual Report, Consolidated Progress Report and Training Cost Report

• Individual team reportee's visual report:

- The individual team reportees *visual report* displays a graphical user interface (GUI) report of the particular team reportee.
- To access:

Click **Report > Visual Report**. The **Visual Progress Chart** screen appears displaying the particular team reportees *login report, feedback report, e-learning & classroom report activities*.

- **Individual team reportee's consolidated report:**

- The individual team reportees consolidated progress report displays combined report of all the reportees reporting to particular reporting manager.

- *To access:*

Click **Consolidated Progress Report**. The **OverAll User Progress Status** screen appears displaying *login report, feedback report, e-learning & classroom reports* of all the reportees reporting to a particular reporting manager.

- **Individual team reportee's training cost report:**

- The team reportees *training cost* report displays individual reportees total instance cost details for the attended and not attended classroom training.

- *To access:*

Click **Report > Training Cost**. The **Training Cost Details of Individual User** screen appears displaying training instance cost details such as *training name, location, present and absent costs*.

TNI Report of Reportees

- This generates detailed report on the training need indentification (TNI) published to all the reportess under particular reporting manager.

- *To access:*

Click **Team > Report > TNI Report**.

The screenshot shows the 'My Users' sidebar on the left with a list of users: tw_user3 (TW_User3), tw_user4 (TW_User4), and tw_user5 (TW_User5). The main area is titled 'My Reportees' and contains a table with columns: User Name, Name, Email, and Action. A dropdown menu is open over the table, showing 'My Team's Training cost' and 'TNI Report' (highlighted with a red box). The table lists three users with their respective email addresses and a 'Report' button for each. At the bottom, it says 'Listing 1 - 3 of 3' and has navigation buttons for 'Previous', '1', and 'Next'.

- Refer *TNI Report* under **TNI** for more details.

My Team's Training Cost

- The team's consolidated training cost report displays each instance's total cost for the attended and not attended classroom trainings by the reportees'.
- This report can be filtered based on the *Username, Start and End date*.
- The report is exported to the *Excel* in .csv file format.

To access team's training cost report:

* Click **Report > My Team's Training Cost**. The following **Consolidated Team Training Cost Details** screen appears as shown below.

Consolidated Team Training Cost Details

Start Date

03-11-2015

End Date

25-11-2015

User Name

tw_user6

Submit

Export To Excel

10 records per page

Search

User Name	First Name	Last Name	Training	Cost	
				Present	Absent
TW_User4	tw_user4		w_sample_23-11-2015 12:00:00 PM_Bangalore	32291	
TW_User4	tw_user4		TW_Feedback_Training_19-11-2015 04:30:00 PM_Belgaum		18727
TW_User4	tw_user4		w_sample_23-11-2015 12:30:00 PM_Mangalore	14308	
TW_User4	tw_user4		TW_Feedback_Training_18-11-2015 05:30:00 PM_Delhi	6229	
TW_User4	tw_user4		TW_Feedback_Training_19-11-2015 02:45:00 PM_Bangalore	5851	
TW_User5	tw_user5		TW_Feedback_Training_19-11-2015 04:30:00 PM_Belgaum	18727	
TW_User5	tw_user5		Tech_TNI_Training_04-11-2015 03:00:00 PM_Bangalore	208	
TW_User5	tw_user5		Action_plan_TW_Training_26-11-2015 04:30:00 PM_Capetown	42	
tw_user6	tw_user6		C_XML_TW_Training_23-11-2015 04:15:00 PM_Bangalore	74059	
tw_user6	tw_user6		TW_Feedback_Training_19-11-2015 04:30:00 PM_Belgaum	18727	
Total cost (Present/Absent)				170482	18727
Total cost				189209	

Listing 1 - 10 of 11

← Previous

1

2

Next →

* Click **Export to Excel** to export the report to the .csv file.

4.4.2 Pending Action Plan Task Creation

- When the classroom training starts and attendance is taken by the administrator/ trainer, the action plan task is available for creation by the reporting manager under the **Team > Pending Action Plan Task Creation** tab.
- The reporting manager/supervisor creates action plan tasks for the completed classroom trainings.
- Multiple tasks can be created for a single action plan and the respective task count is displayed.

Note: The reporting manager will receive mail notifications for the action plan task creation for the particular user.

- On user account, the user must provide response to the newly assigned action plan task.

Note: The reporting manager will receive mail notifications on the completed user completed action plan task.

To create action plan task:

- Click **Team > Pending Action Plan Task Creation**. The following **Pending Action Plan Task Creation** screen appears as shown below.

Pending Action Plan Task Creation

10 records per page

Search

User Name	Training Name	Date	Action Plan	No of Task created	Action
tw_user4 (TW_User4)	TW_Feedback_Training	19-11-2015	AP-3	0	New Task Task Details
tw_user4 (TW_User4)	TW_Feedback_Training	18-11-2015	AP-3	0	New Task Task Details
tw_user5 (TW_User5)	Action_plan_TW_Training	26-11-2015	Threads_TW	0	New Task Task Details
tw_user5 (TW_User5)	TW_Feedback_Training	19-11-2015	AP-3	0	New Task Task Details
tw_user5 (TW_User5)	Tech_TNI_Training	04-11-2015	AP-3	0	New Task Task Details
tw_user6 (tw_user6)	TW_Feedback_Training	19-11-2015	AP-3	0	New Task Task Details

Listing 1 - 6 of 6

Back to List

← Previous 1 Next →

o Click **New Task** to create new task for the action plan. The following **Create Task** screen appears as below.

Create Task

User Name	TW_User5	Training Name	Action_plan_TW_Training
Action Plan	Threads_TW		

Name* Polymorphism_TW

Description

Submit

Back to List

o Fill-in the relevant details and click **Submit**.

Note: The user will receive a mail notifications on the newly added action plan task.

To view action plan task details:

* Click **Task Details** displays information on the action plan task.

4.4.3 Pending Action Plan Task Review

- The reporting manager reviews the action plan task response sent by the user.
- The review process is done in 2 iterations:

o **Appraised:** When the status is appraised, it signify end of the review.

o **Needs Improvement:** When the status is needs improvement, it signify one more review attempt to be completed.

To access:

- o Click **Team > Pending Action Plan Task Review**. The following **Pending Action Plan Task Review** screen appears as below.

Pending Action Plan Task Review

[Reviewed Task Details](#)

User Name	Training Name	Action Plan	Task Name	User Appraised On Attempt 1	Supervisor Status Attempt 1	User Appraised On Attempt 2	Supervisor Status Attempt 2	Status	Action
user720	Dot Net Basic MVC	AP-3	Task 3	17-11-2015		17-11-2015		Incomplete	Details Review
user720	Dot Net Basic MVC	DICV Action plan for the training MS Excel	Task 1	26-11-2015				Incomplete	Details Review
TW_User5	Action_plan_TW_Training	Threads_TW	Polymorphism_TW	26-11-2015				Incomplete	Details Review
user720	Dot Net Basic MVC	AP-1	Task 1	17-11-2015	NeedImprovement	17-11-2015		Incomplete	Details Review

- o Click **Review**. The following **Action Plan Details** screen appears as shown below.

Action Plan Details

Action Plan Details			
Action Plan	Threads_TW	Status	Incomplete
Training Name	Action_plan_TW_Training		
User Name	tw_user6 (tw_user6)	Start Date	11-25-2015
User Cycle 1 status	Appraised	Supervisor Cycle 1 status	--
User Cycle 2 status	--	Supervisor Cycle 2 status	--
Task Review Details			
Task Name	creation of threads		
Description			
User Reviews		Supervisor Reviews	
Attempt 1			
Comments	Completed the action plan on threads	Comments	Finished
		Status	Appraised
Action On	26-11-2015	Action On	
Attempt 2			
Comments		Comments	
		Status	
Action On		Action On	
<input type="button" value="Submit"/>			
Back to List			

4.4.4 Supervisor Evaluation Feedback

- The supervisor/ reporting manager must give *evaluation feedback* to the users for the particular classroom training.
- The **supervisor evaluation feedback** is available to the supervisor/ reporting manager only if the evaluation feedback form is attached to the classroom training.
- The supervisor evaluation feedback settings is set at the tenant level.
- Based on the tenant set value the evaluation feedback is displayed to the supervisor.
- The evaluation feedback is given only once per user for the particular training instances.

To access:

* Click  **Team > Supervisor Evaluation Feedback**. The following **Supervisor Evaluation Feedback** screen appears.

Dashboard > Supervisor Evaluation Feedback

Supervisor Evaluation Feedback

10 records per page

Search

User Name	Name	Training Name	No of days gone	Completed
TW_User5	tw_user5	TW_Feedback_Training (19-11-2015 04:30:00 PM)	4	11-19-2015
tw_user6	tw_user6	TW_Feedback_Training (19-11-2015 04:30:00 PM)	4	11-19-2015
tw_user6	tw_user6	C_XML_TW_Training (23-11-2015 04:15:00 PM)	0	11-23-2015

Listing 1 - 3 of 3

* Click **Give Feedback** to provide the feedback.

To view feedback given:

* Click **Feedback Given**. The following **Feedback Given** screen appears listing all the supervisor evaluation feedbacks given by the supervisor/ reporting manager.

Feedback Given

Start Date End Date Training Name User Name

10 records per page

User Name	Name	Training Name	Completed On	No of days gone
TW_User4	tw_user4	TW_Feedback_Training (18-11-2015 05:30:00 PM)	11-18-2015	5
TW_User4	tw_user4	TW_Feedback_Training (19-11-2015 02:45:00 PM)	11-19-2015	4
tw_user6	tw_user6	C_XML_TW_Training (23-11-2015 04:15:00 PM)	11-23-2015	0

Listing 1 - 3 of 3

* Click **View Feedback** to see the feedbacks given by the supervisor/ reporting manager to user for the particular training.

Note: The feedbacks can be filtered based on the *Start & End date, Training name and User name*.

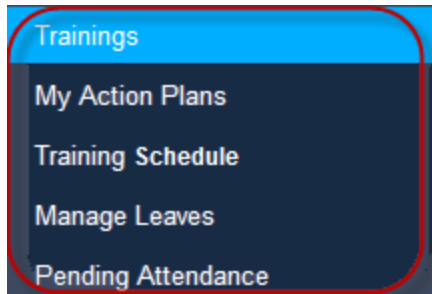
4.5 Trainer

- The trainer is also a user who is assigned with the task to train the *Learners*, i.e. single users or group users.
- A trainer can be an *internal trainer* or *external trainer*.
- The administrator has the right to assign any user as an internal-trainer.
- The trainer can check for the trainings assigned by the administrator and perform the task such as taking the attendance and provide feedback on the trainings and the participants.
- The **Training Schedule, Manage Leaves, Pending Attendance** and **Trainings** tabs is available to the trainers.
- The trainer can also play the role of an *administrator* or the *reporting manager*.
- The trainer's can view the visual reports for the *training feedback, trainer feedback* and *trainer status feedback*.

To access trainer account:

Click  Classroom >

- 1) Training Schedule
- 2) Manage Leaves
- 3) Pending Attendance



4.5.1 My Training Schedule

The *Training Schedule* tab displays a list of the trainings assigned to the trainer. The trainer performs the following tasks:

- View user's report on the assigned trainings.
- Take attendance of users for a particular training.
- View training attendance details.
- View trainer session details of a particular training.
- View trainer's feedback.
- Give participants feedback.

Dashboard > Training - Trainer

My Training - Trainer

Date Time	Location	Training Name	
08-12-2014 12:00:00 PM	DevLearn - Las Vegas	PHP Training	
05-12-2014 05:41:00 PM	New Delhi	Business Training-Dec5	
04-12-2014 05:00:00 PM	New Delhi	PHP Training	
28-11-2014 03:00:00 PM	Delhi	PHP Training	

Actions menu (highlighted):

- Publish Training To Users
- Session Details
- Import Bulk Feedback
- View Trainer Feedback
- View Training Feedback
- View Participant Feedback
- Give Trainer Training Feedback

Users' Detail

- Trainer must give the participant feedback on the users enrolled for the trainings.
- The users' detail displays status report on the particular user enrolled for the classroom trainings, like:
 - Enrolled
 - On Waiting List
 - Pending Approval
 - Rejected

To access details:

Click **Users**. The following **Users Details** screen appears displaying details of the users who have attended the training.

Dashboard > Trainer-Training > Training Users

Users Detail

View feedback given by the trainers

	User Name	First Name	Last Name	Email	Nominated Date	Status	Attendance	
	testuser5	testuser5		testuser5@mailinator.com	08-12-2014	Rejected	-	
<input checked="" type="checkbox"/>	testuser4	testuser4		testuser4@mailinator.com	08-12-2014	Enrolled	P	View Feedback
	testuser2	testuser2		testuser2@mailinator.com	08-12-2014	Rejected	-	
<input checked="" type="checkbox"/>	testuser1	testuser1		testuser1@mailinator.com	08-12-2014	Enrolled	P	View Feedback

[Give Feedback](#) ← Trainers can give feedback

Take Attendance

The take attendance screen allows the trainers to take the attendance of the users enrolled for the classroom training.

To take attendance:

- * Click **Take Attendance** ☒. The following **Take Attendance** screen appears.
- * Select the user name > click **Submit**.
- * **Reason** field is filled, only if the user is not attending the training session.

Dashboard > Trainer-Training > Take Attendance

Take Attendance

<input type="checkbox"/> User Name	Reasons
<input checked="" type="checkbox"/> testuser3	
<input type="checkbox"/> testuser5	Not feeling well

[Submit](#)


Publish Training to Users

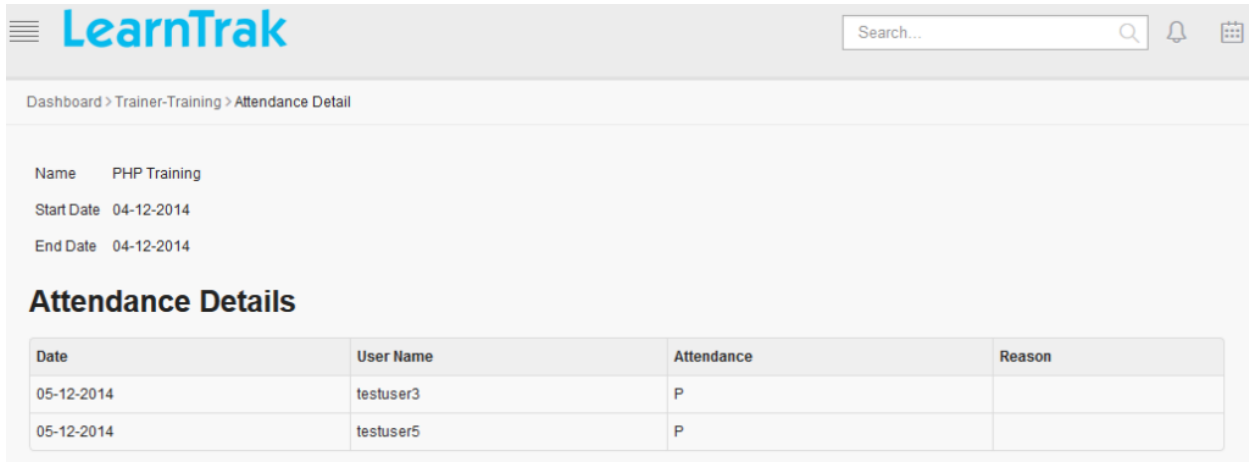
- The trainer can also publish the trainings to multiple users.
- The newly added users' are enrolled directly to the training instances, i.e., it by-passes the rule for self-nomination to the classroom trainings.
- The trainer can also cancel the users' training nominations.
- Refer *User Details and Status Types* under **Classroom Training > Manage Training > Create New Instances** to add adhoc users to the classroom training.

Attendance Details

The attendance details screen displays attendance information of the users who are enrolled and present for the classroom trainings.

To view attendance details:

Click **Attendance Details** . The following **Attendance Details** screen appears displaying attendance details.



Dashboard > Trainer-Training > Attendance Detail

Name PHP Training
Start Date 04-12-2014
End Date 04-12-2014

Attendance Details

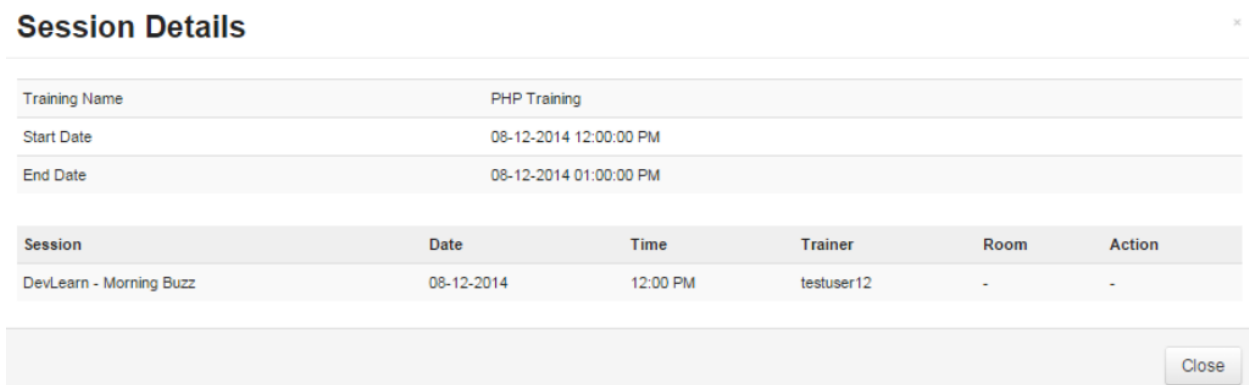
Date	User Name	Attendance	Reason
05-12-2014	testuser3	P	
05-12-2014	testuser5	P	

Session Details

The session details screen displays the trainer's classroom training session information.

To view session details:

Click **Session Details**. The following **Session Details** screen appears displaying details.



Session Details

Training Name PHP Training
Start Date 08-12-2014 12:00:00 PM
End Date 08-12-2014 01:00:00 PM

Session	Date	Time	Trainer	Room	Action
DevLearn - Morning Buzz	08-12-2014	12:00 PM	testuser12	-	-

Close

View Trainer, Training, Participant Feedbacks

- The **View Trainer Feedback** displays the feedback details on the trainer given by the users'.
- The **View Training Feedback** displays the feedback details on the training instances given by the users'.
- The **View Participant Feedback** displays the feedback details on the users' given by the trainer.

To view feedbacks:

1. Click **View Trainer Feedback**. The following **Feedback Report Details** screen appears displaying details on the trainer feedback.

<div> <div></div> <div>LearnTrak</div> <div>S</div> </div>		
Dashboard > Class Room Training > Manage Instances > Training Trainers > Feedback Report		
Feedback Report Details		
Question	testuser1	testuser2
How was the involvement of the Trainer? What was the creativity displayed?	Agree	Strongly Agree
Average	40 %	20 %
Total Average: 53.33 %		

2. Click **View Training Feedback**. The **Feedback Report Details** screen appears displaying details on the training feedback.
3. Click **View Participant Feedback**. The following **Participant Feedback Report Details** screen appears displaying details on the participant feedback.

Dashboard > Training Schedule > Participant Feedback Report

Participant Feedback Report Details

Name	2) How interested was student in listening to the subject	1) How communicative was the student	4) Student asks good Q&A	5) Please give your comment on Student
tw_user5 (TW_User5)	Acceptable	Very Good	False	Good
tw_user6 (tw_user6)	Acceptable	Very Good	False	Good
Total Average: 74.17 %				

Give Trainer Training Feedback

- The *Give Trainer Training Feedback* displays the classroom training feedbacks given by the trainer.
- The **trainer training feedback** is available to the trainer only if the trainer training feedback form is attached to the classroom training.
- The administrator can view these feedbacks under **View Trainer Training Feedback**.

To view trainer feedbacks:

Click **Give Trainer Training Feedback**. The following **Feedback Questions** screen appears.

[Dashboard](#) > [Training Schedule](#) > [Feedback Questions](#)

Feedback Questions

1. Disciplinary Issue Trainer

Good

Submit

4.5.2 Manage Leaves

- The **Internal-Trainer** can apply for the leave at any time.
- The leaves applied will be reflected during creation of the new trainings.
- Based on the trainer availability, the respective classroom training will be assigned.

To manage leaves:

Click **Create Leave**. The following **Create Leave** screen appears with relevant fields to be filled.



Create Leaves

Leave From*	<input type="text" value="14-12-2014"/>	<input type="text" value="06:00 AM"/>
Leave Till*	<input type="text" value="15-12-2014"/>	<input type="text" value="06:00 PM"/>
Reason*	<input type="text" value="Traveling on-site"/>	


[Create](#)

[Back to List](#)

4.5.3 Trainings

- The Trainings tab displays the classroom trainings allocated to the trainer.
- The trainer can only view the *My Training*, *Available Training* and *Company Trainings* tabs of the particular classroom training.

To access training:


Click  **Classroom > Trainings**. It is redirected to **Trainings** screen.


Note: Trainer can also self-nominate to the classroom trainings, but cannot nominate if is assigned as a trainer for the same classroom training.



4.5.4 Trainer Pending Attendance

The trainer's pending attendance displays a list of all the pending user attendance to be taken by the trainer for the assigned classroom training instances.

To take pending attendance:

Click  **Classroom > Pending Attendance**. The following **Pending Attendance** screen appears displaying pending attendance details.













Dashboard > Class Room Training > Pending Attendance


Pending Attendance

10 records per page
Search:

Name	Location	Date	Action
Annual Meeting	HQ - Conference Hall	14-08-2014 09:00:00 AM	
ASP Training-Dec5	Bangalore	05-12-2014 07:07:00 PM	
DCB	Bangalore	23-07-2014 12:45:00 PM	
Demo Discussion	Delhi	01-12-2014 03:45:00 PM	
Demo Training	Bangalore	26-11-2014 08:30:00 AM	
Demo Training	Bangalore	27-06-2014 09:00:00 AM	
Demo Training V12	Bangalore---Demo	08-08-2014 11:00:00 AM	
Demo_Training	Bangalore	02-06-2014 06:30:00 PM	
DevLearn - Conference & Expo, Las Vegas	DevLearn - Las Vegas	29-10-2014 07:00:00 AM	
Disciple Bible Training	Little Rock	02-09-2014 08:30:00 AM	

Showing 1 to 10 of 25 entries

← Previous
1
2
3
Next

Note: The *Take Attendance*  redirects to the take attendance screen.

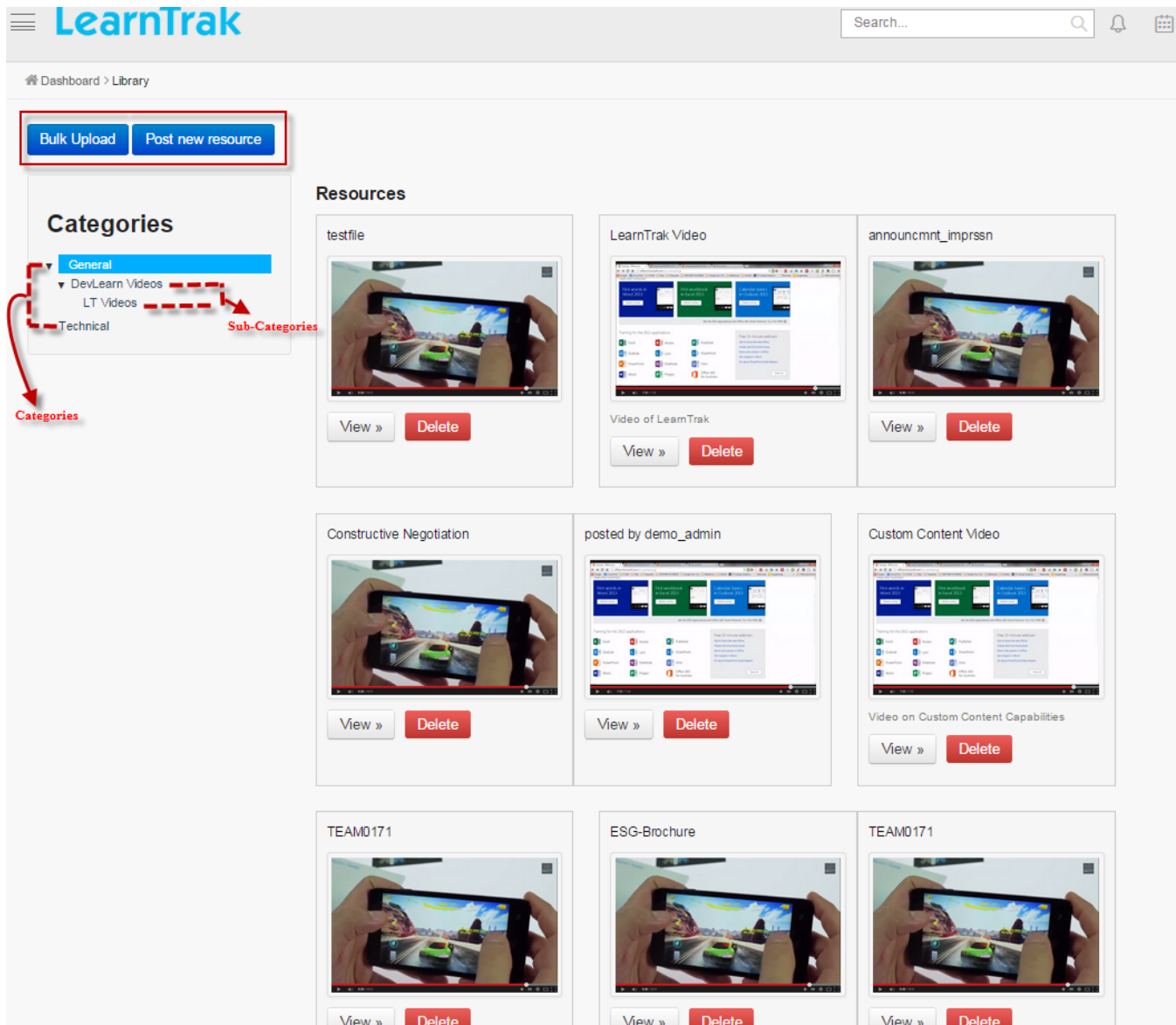
Library

5.1 Digital Library

- The digital library is a collection of categories that allow users to post resources of *URL, Document, PDF, etc.*
- Users can post resources under particular digital *categories or sub-categories*.
- Once the resources are posted, it is sent for approval from an *administrator or approver*.
- The administrator or approver can view the resources before **approving** | **rejecting** the resources posted by the user.

To access library:

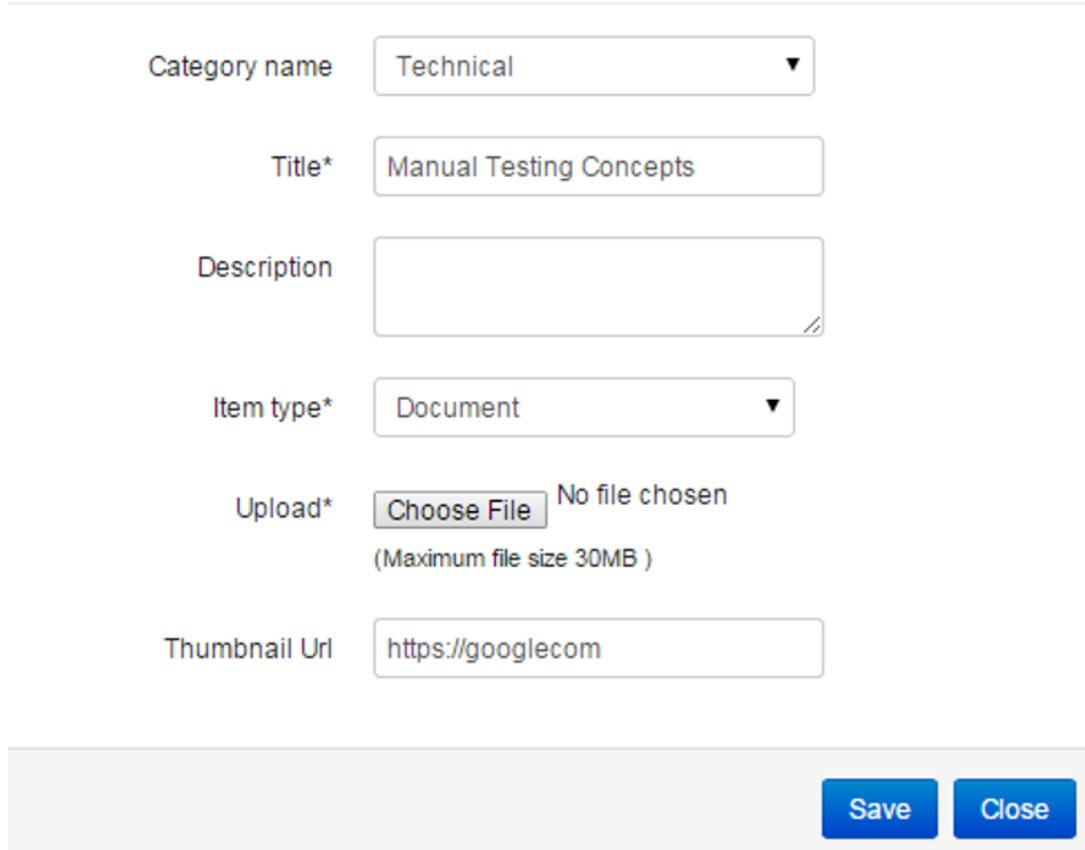
Click **Library**. The following **Library** screen appears displaying library categories, sub-categories and resource details.



To post new resources:

- Click **Post a new resource**. The following **Post a New Resources** pop-up screen appears to upload the resources.
- Enter the details such as the *Category Name, Title and Description (if any)*.

Post new resource



Category name Technical ▼

Title* Manual Testing Concepts

Description

Item type* Document ▼

Upload* Choose File No file chosen
(Maximum file size 30MB)

Thumbnail Url https://googlecom

Save Close

- Click **View**, to view the resources.
- Click **Delete**, to remove the resources.

Note:

- **Item Type** is either URL or document.
- The LMS supports uploading MS-Documents of type *.Doc*, *.Docx*, *.Docm*, *.Dotx* etc.
- **Thumbnail URL:** Users can upload the resource image via the URL.

To upload bulk resources:

- Based on the category the resources can be uploaded in a bulk.
- Click **Bulk Upload**. The following **Bulk Upload Resources** pop-up screen appears to upload resources in the bulk.

Bulk Upload

×

Category name

General ▼

Upload*

Choose File

No file chosen

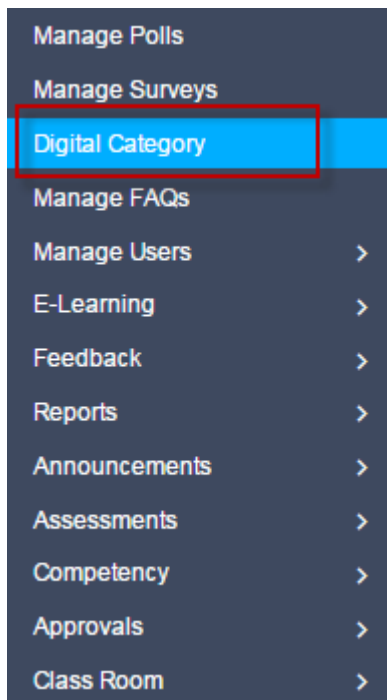
(Only Zip files)

Save

Close

5.2 Digital Category

- Digital categories are collections of library categories, that are created to facilitate users to post resources of type *URL*, *Document*, *PDF*, etc.
- Categories can have single or multiple sub-categories.
- It has 2 types of access types:
 - **Public:** Categories created are available to all the users in LMS application.
 - **Private:** Categories created are available only for the selected users under particular group.
- A category *approver* or the *administrator* has rights to **approve** | **reject** the resources, uploaded by the users.
- Only administrator has right to delete the resources uploaded by the user, even if it is either approved or not approved.
- The administrator can manage digital categories by adding, editing or deleting categories.
- The categories created are mapped to the users, listed under *Library* tab on the user accounts.



To access digital category:

Click  **Admin > Digital Category**. The following **Manage Digital Category** screen appears displaying digital category details.

Manage Digital category

Create New

10 records per page

Search:

Category Name	Description	Access Type	Created By	Created On	
DevLearn Videos	Videos shown at DevLearn	Public	Girish	10/17/2014 3:15:54 PM	
General	For general content	Public	Girish	8/28/2014 6:04:44 PM	
Implementation		Public	demo_admin	7/23/2014 6:04:25 PM	
LT Videos	Videos	Public	Girish	10/24/2014 2:07:08 PM	
SoftSkills	All soft Skills documents	Private	demo_admin	5/29/2014 12:48:43 PM	
Technical		Private	Rudolf	6/26/2014 10:26:20 AM	
Technical	Technology	Public	demo_admin	5/29/2014 12:48:01 PM	
Technical Training	Training	Private	kiran	7/28/2014 4:40:36 PM	

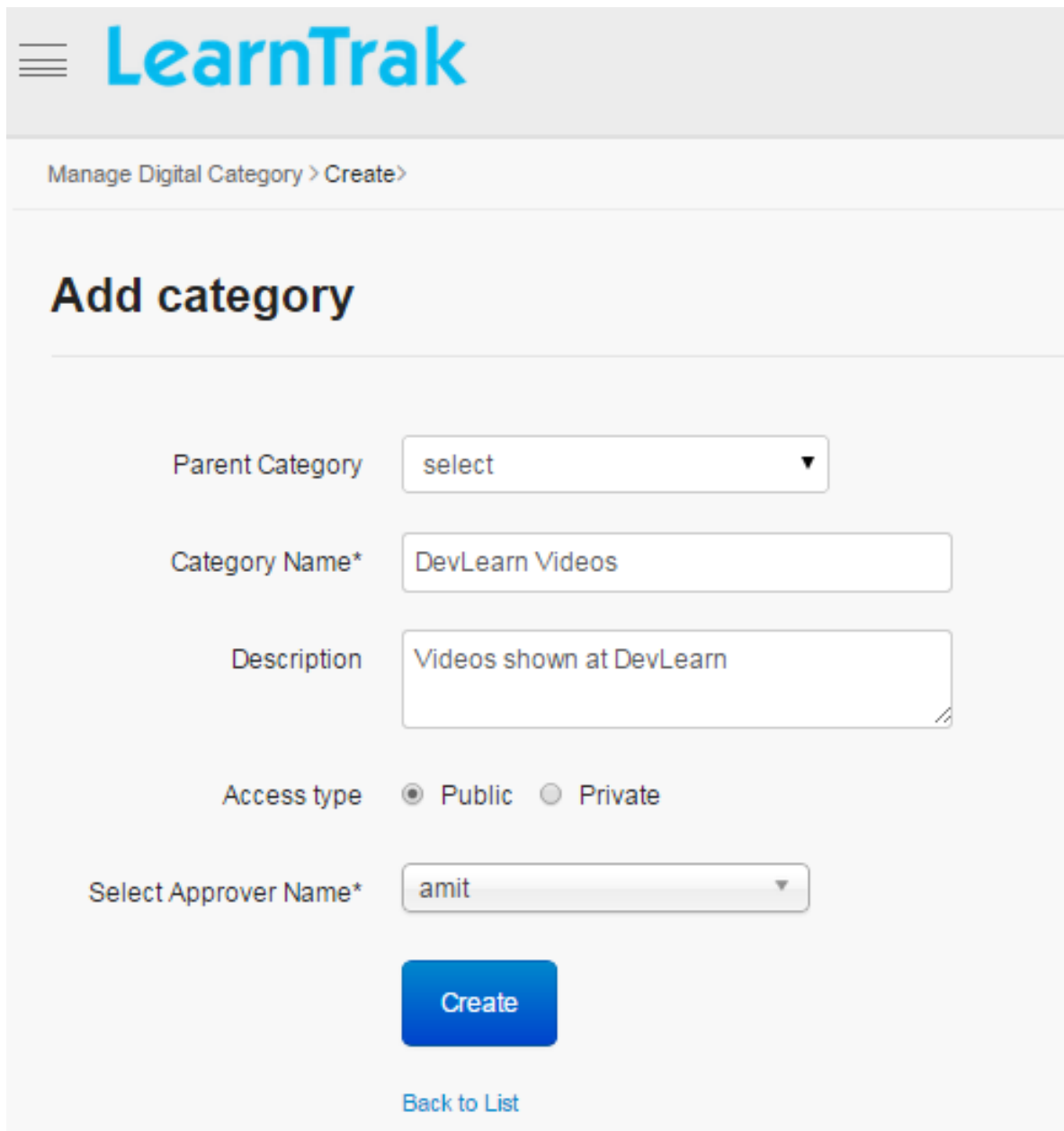
Showing 1 to 8 of 8 entries

← Previous 1 Next →

5.2.1 Create Digital Category

To create digital category:


Click **Create New**. The following **Add Category** screen appears with the respective details to be filled.




The screenshot shows the 'Add category' form in the LearnTrak application. At the top, there is a header with the LearnTrak logo and a navigation menu. Below the header, a breadcrumb trail reads 'Manage Digital Category > Create>'. The main heading is 'Add category'. The form contains several fields: 'Parent Category' is a dropdown menu with 'select' as the current value; 'Category Name*' is a text input field containing 'DevLearn Videos'; 'Description' is a text area containing 'Videos shown at DevLearn'; 'Access type' has two radio buttons, 'Public' (selected) and 'Private'; 'Select Approver Name*' is a dropdown menu with 'amit' as the current value. At the bottom of the form, there is a blue 'Create' button and a 'Back to List' link.

5.2.2 Edit, Delete and View Digital Category Details

To edit digital category:


Click **Edit** . The **Edit Category** screen appears with the chosen fields to be edited.

To delete digital category:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the category Category_Name?” click Ok or Cancel.

Note: Digital categories cannot be deleted, if it is assigned with dependency. *For example*, if categories are already mapped with the resources and published to user groups, then it cannot be deleted.

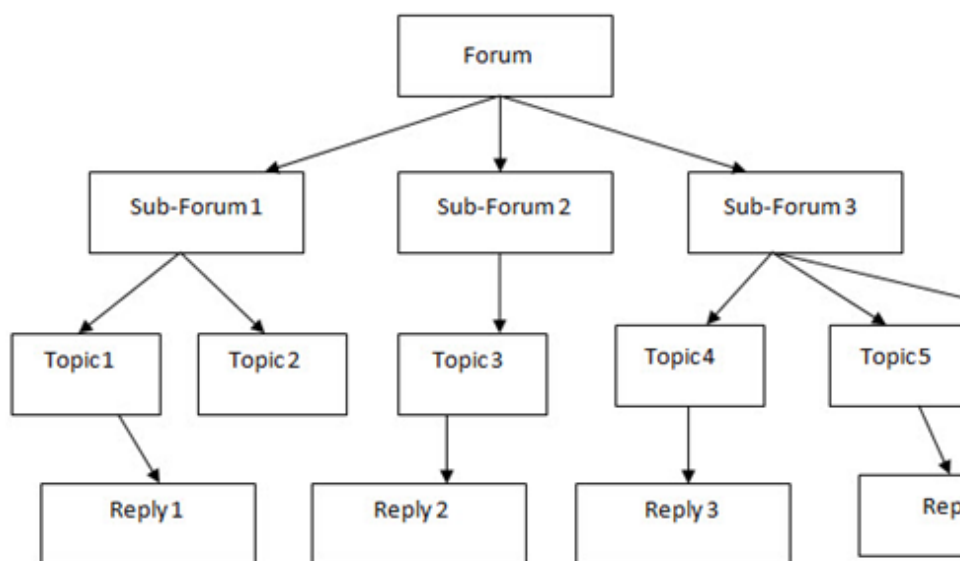
To view digital category details:

Click **Details** . The **Digital Category Details** screen appears displaying details of the particular library category.

Forum

6.1 Forum

- The forum is an online discussion group, where the administrator posts topic of discussion for the users to participate and post replies on the same.
- A forum can have any number of sub-forums; a sub-forum can have 'n' number of topics with relevant replies.

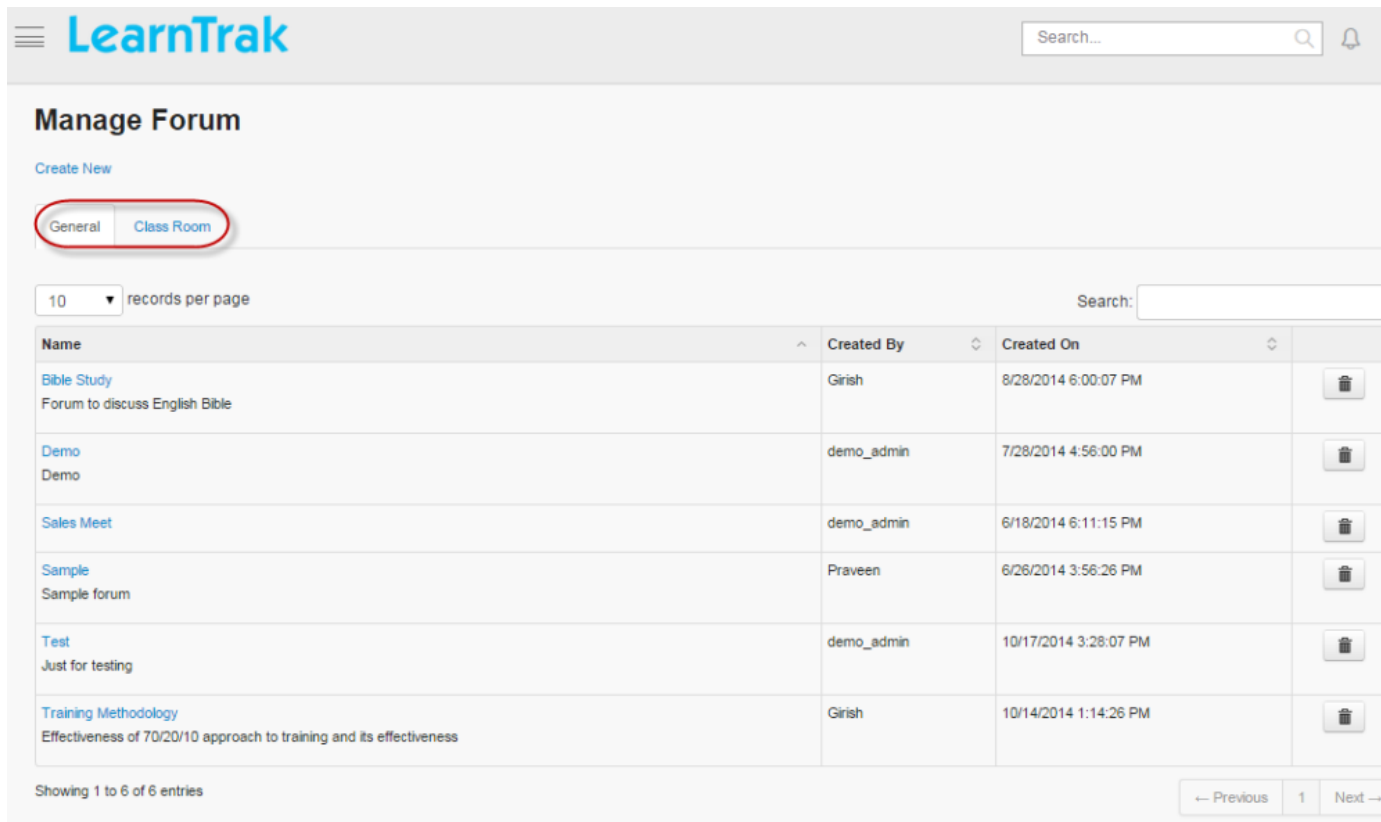


The tree-structure of forum is given below:

Note:

- Threads are created either by an administrator or the user and is available to all the users in the LMS.
- Under each topic, new discussions are called as *Threads*.
- The users can participate in discussions, by posting replies to the respective threads.
- New threads created by users are managed by the administrator.

To access forum: Click  **Forum**. The following **Manage Forum** screen appears displaying details on the list of forums created.



There are 2 types of forums:


1. General Forum:

- o A forum is created based on general topics such as for example: Economics, Business, Education, Finance etc.
- o Only administrator/super admin/root admin has the right to create general forums and the users can participate by posting replies to the general forum.

2. Classroom Forum:

- o The classroom forum is created based on the classroom training discussions.
- o Any of the users enrolled in the classroom training can create the threads and post replies.

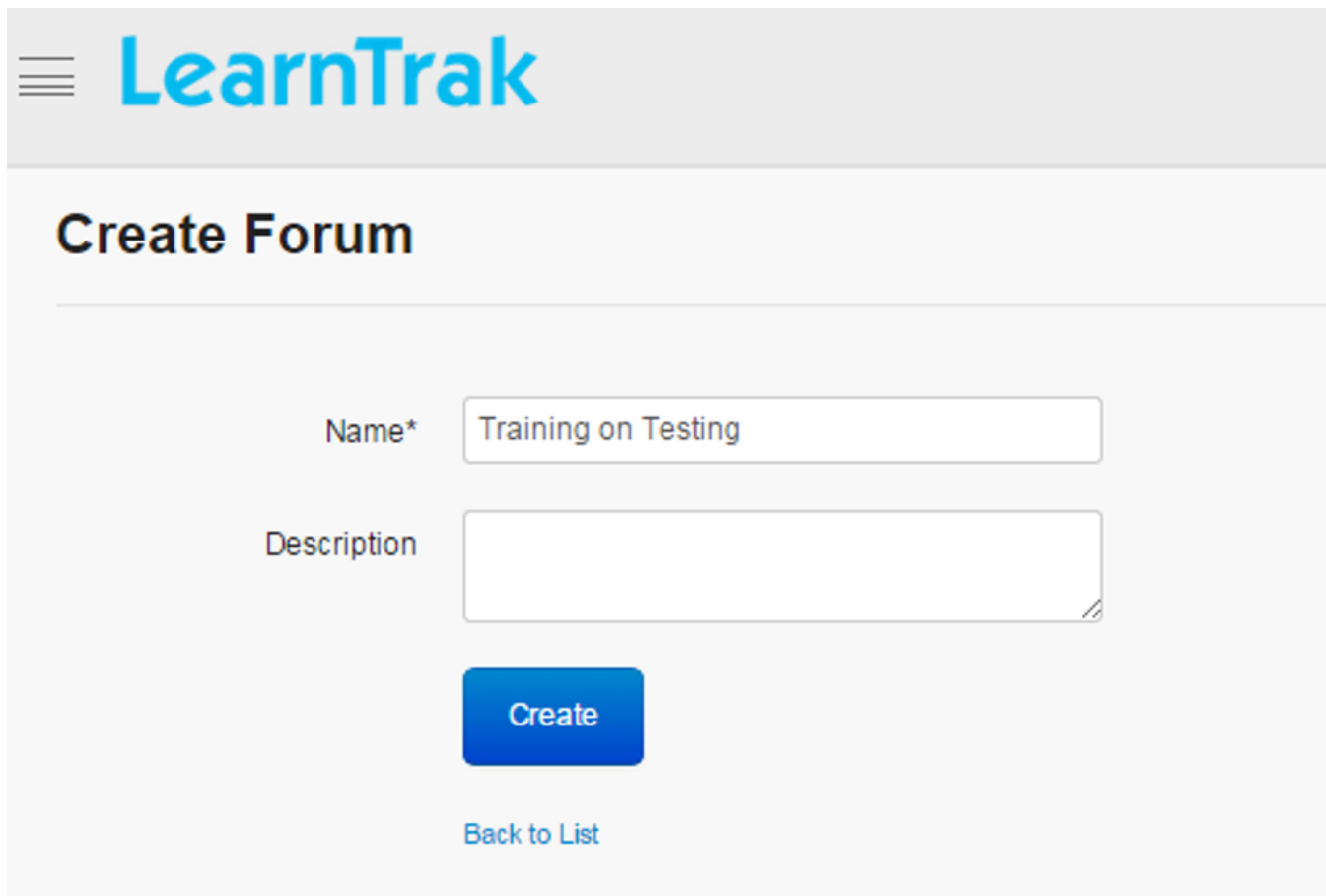
To add classroom training for discussion:

- Click  **Classroom > Trainings**. The **Classroom** screen appears.
- Under **My Trainings > click List View > click Discussion**. It is re-directed to the **Forum** screen, where the trainings are added to the discussion.

6.1.1 Create New Forum

To create forum:

- Click **Create New**. The following **Create Forum** screen appears with the respective fields to be filled.
- A new forum is created.



Create Forum

Name*

Description

[Create](#)

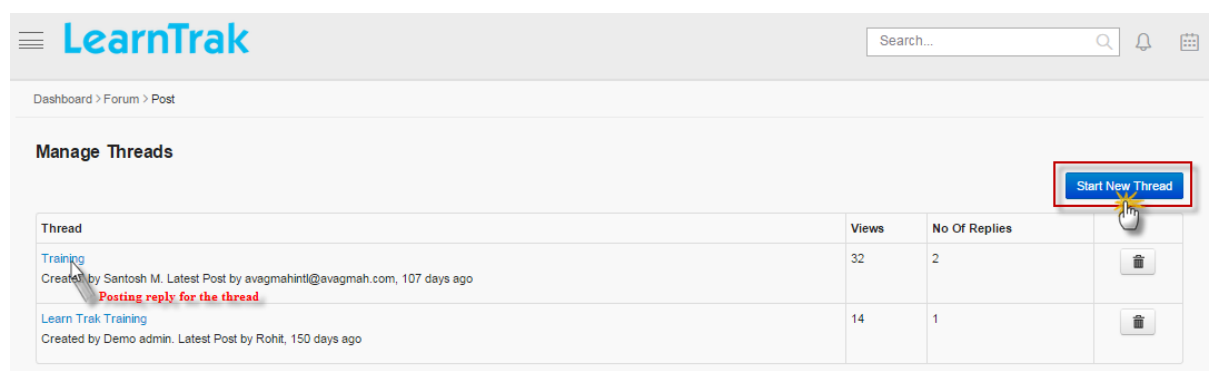
[Back to List](#)

Note: The new forum created, appears in all enrolled user accounts and can participate by creating new threads and post the replies.

Create New Thread

To create thread:

- Click on the new forum name created. The following **Manage Threads** screen appears displaying information on the new threads created, view count and total number of replies.



Manage Threads

Thread	Views	No Of Replies	
Training Created by Santosh M. Latest Post by avagmahintl@avagmah.com, 107 days ago Posting reply for the thread	32	2	
Learn Trak Training Created by Demo admin. Latest Post by Rohit, 150 days ago	14	1	

[Start New Thread](#)

- Click **Start New Thread**, to create a new thread for the discussion.

- The following **Create Thread** screen appears with the following fields such as *Subject*, *Message* and *Image to upload*.

Post Replies

To post replies:

- Click on the newly created thread. The following **Thread Details** screen appears displaying details on the new thread.
- Click either of the tabs:
 1. **Reply:** to post a new reply.
 2. **Remove:** to remove the topic thread created.
 3. **Edit:** to edit the thread details.

- Click **Reply**. The following **Reply** screen appears to post replies to the particular thread.

Edit and Delete Thread

To edit thread:

Click **Edit** . The **Edit Thread** screen appears with the chosen fields to be edited.

Note: The *Edit* link will be enabled only for 15 minutes and then it will be disabled automatically.

To delete thread:

Click **Delete** . It automatically deletes the specific thread.

6.1.2 Delete Forum

To delete forum:

Click **Delete** . An alert box is displayed with the following message: *“This forum contains thread, Are you sure you want to delete?”*, click Ok or Cancel.

6.1.3 Participate in the Forum

- Click on the selected forum name to participate in the discussions. The following **Manage Threads** screen appears displaying lists of threads for the discussion.

Dashboard > Forum > Post

Manage Threads

[Start New Thread](#)

Thread	Views	No Of Replies
Types of Inheritance Created by Demo admin. Latest Post by demo_admin, 30 minutes ago	5	1
Restrictions using super reference in constructor Created by Demo admin. Latest Post by demo_admin, 1 hour ago	0	0

- *User participations are based on 2 scenarios:*
 - o **Scenario 1:** Users can start a discussion on the new thread > click **Start New Thread**.
 - o **Scenario 2:** Users can discuss on the existing threads and post replies by clicking on the selected thread name.

Classroom Training

7.1 Introduction to Classroom Trainings

The classroom training is termed as trainings conducted either in the training room or conference room, classrooms, office, etc. Classroom help instructors/trainers to provide training in skills or materials to individual or group of individuals based on lectures, discussions, demonstrations and presentations. The classroom module allows administrators to create and publish classroom trainings to users. The classroom provides handling the trainings and sessions by creating various modules needed to start the training sessions.

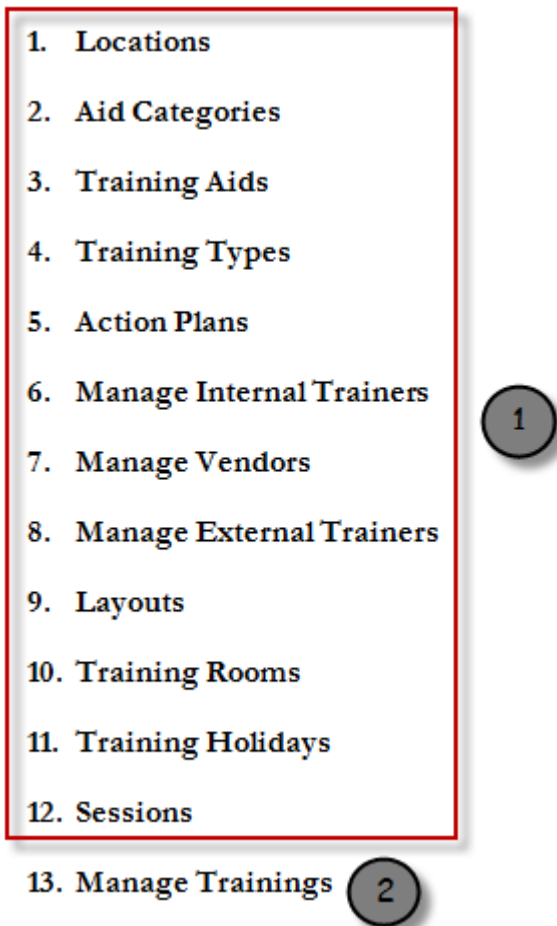
7.1.1 Advantages of Classroom Trainings

- Classroom training allows the instructor/trainer to instruct a large group of people/trainees using various techniques.
- The classroom provides long-term benefits compared to online or one-to-one training.
- Classroom allows training people for a fixed period of time under controlled space without being distracted by various demands.
- Classroom helps in maintaining the training costs for small sized groups and is less expensive.

To access training modules:

- o Click  **Admin > Classroom.**

- o The classroom training module is classified into the following types:



Note:


- (1):The modules from **1-12** i.e *locations*, *aid categories*, *training aids*, *training types*, *action plans*, *internal trainers*, *external trainers*, *vendors*, *layouts*, *training rooms*, *training holidays* and *sessions* are the pre-requisites for the classroom training that must be created first and then later mapped to the new trainings.
 - (2):The pre-requisites are mandatorily required in the creation of new trainings.
-

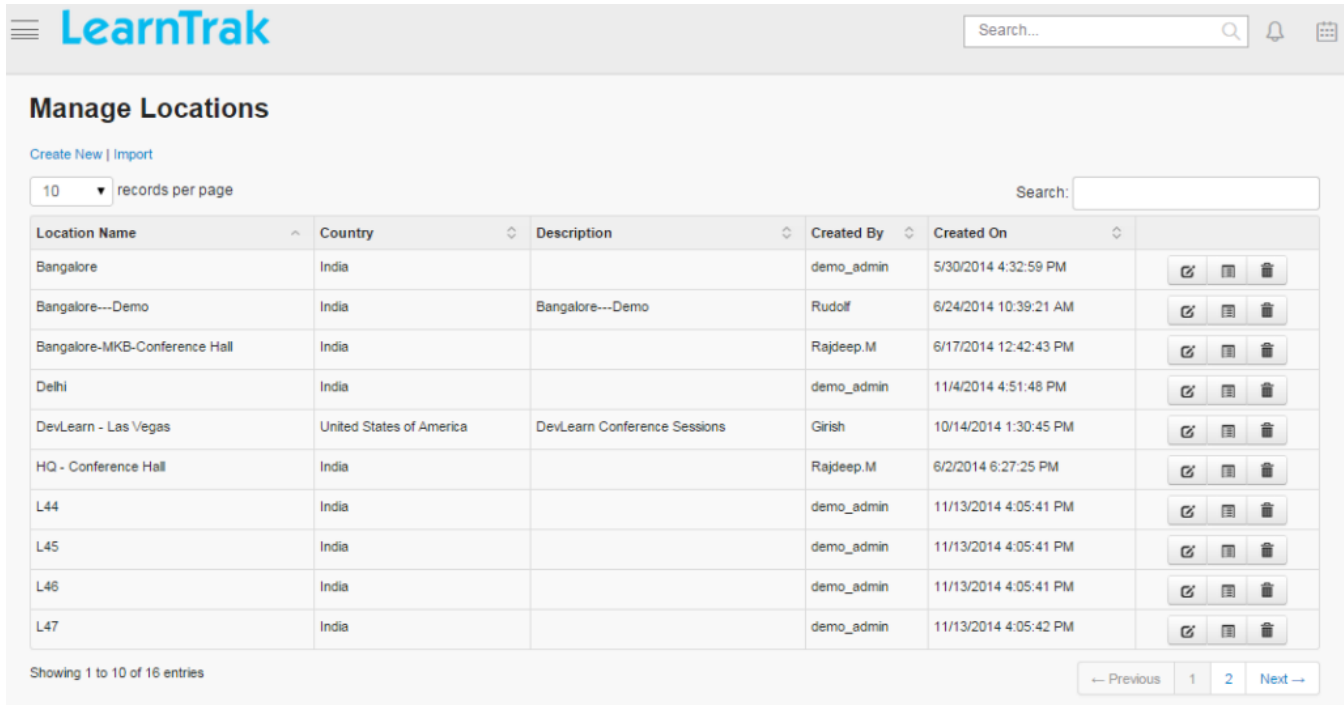
7.2 Training Pre-requisites

7.2.1 Locations

- The administrator can manage the training locations under this module.
- The locations created are mapped to the *users*, *training aids*, *training rooms* and *training holidays* of the classroom trainings.
- Multiple locations can be created, edited, deleted and details of locations can be viewed such as *Country*, *Location Name*, *Description*, *Created/Modified By* and *On* of the particular classroom training.

To access locations:

Click  **Admin > Classroom > Locations**. The following **Manage Locations** screen appears displaying location details.

































Manage Locations

Create New | Import

10 records per page

Search:

Location Name	Country	Description	Created By	Created On	
Bangalore	India		demo_admin	5/30/2014 4:32:59 PM	  
Bangalore---Demo	India	Bangalore---Demo	Rudolf	6/24/2014 10:39:21 AM	  
Bangalore-MKB-Conference Hall	India		Rajdeep.M	6/17/2014 12:42:43 PM	  
Delhi	India		demo_admin	11/4/2014 4:51:48 PM	  
DevLearn - Las Vegas	United States of America	DevLearn Conference Sessions	Girish	10/14/2014 1:30:45 PM	  
HQ - Conference Hall	India		Rajdeep.M	6/2/2014 6:27:25 PM	  
L44	India		demo_admin	11/13/2014 4:05:41 PM	  
L45	India		demo_admin	11/13/2014 4:05:41 PM	  
L46	India		demo_admin	11/13/2014 4:05:41 PM	  
L47	India		demo_admin	11/13/2014 4:05:42 PM	  

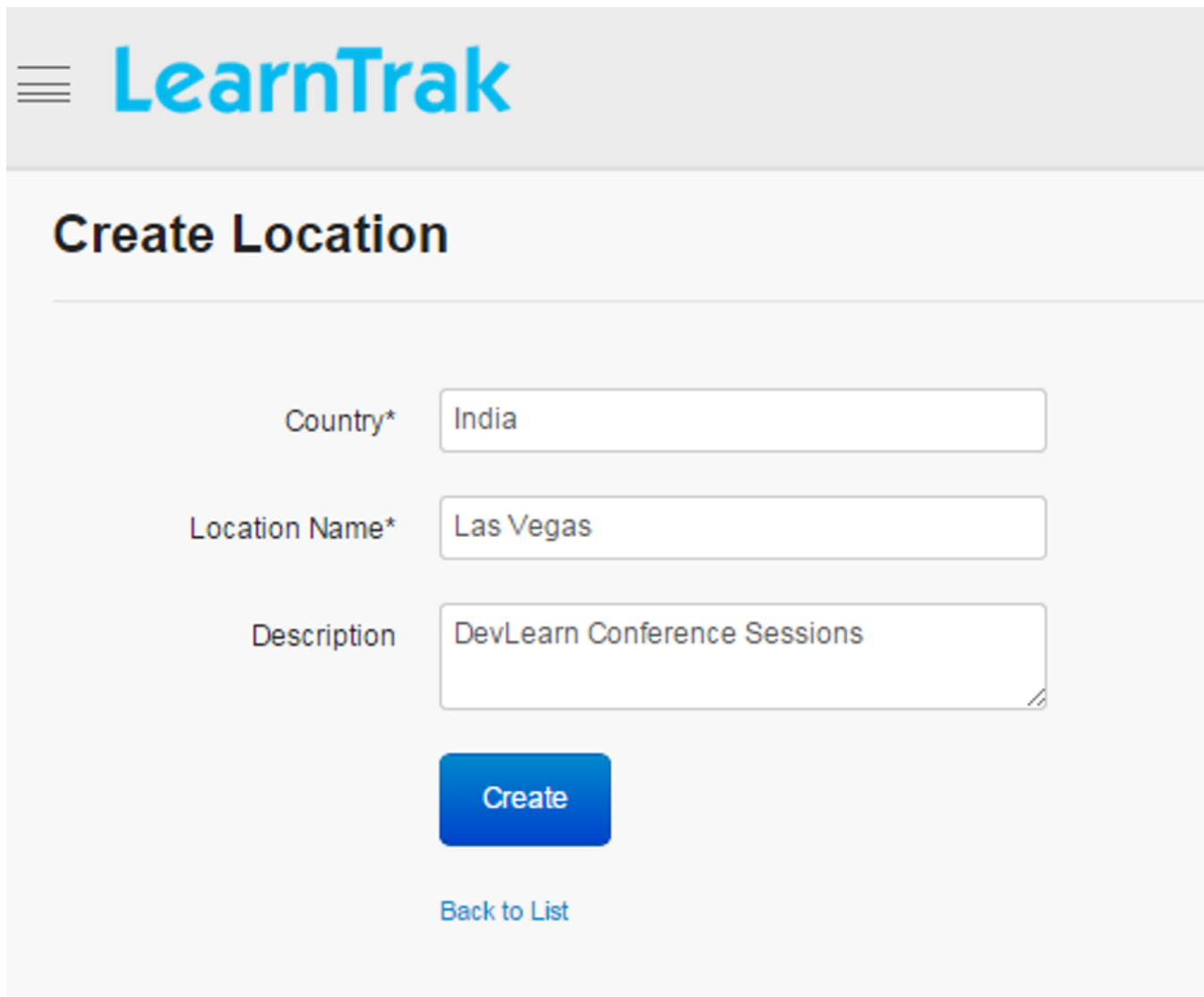
Showing 1 to 10 of 16 entries

← Previous 1 2 Next →

Create New Location

To create locations:


Click **Create New**. The following **Create Location** screen appears with the required fields to be filled.



The screenshot shows the 'Create Location' form in the LearnTrak application. At the top left is the LearnTrak logo with a hamburger menu icon. The title 'Create Location' is centered at the top. Below the title are three input fields: 'Country*' with the value 'India', 'Location Name*' with the value 'Las Vegas', and 'Description' with the value 'DevLearn Conference Sessions'. Below these fields is a blue 'Create' button. At the bottom is a blue link labeled 'Back to List'.


Edit, Delete and View Location Details

To edit locations:

Click **Edit** . The **Edit Location** screen appears with the chosen fields to be edited.


Note: *Weekly Holiday* when checked, display days of a week starting from **Sunday-Saturday**, allowing the administrator to set the weekly holiday for a particular classroom training.

To delete locations:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Location Name?”, click Ok or Cancel.

Note: Location name cannot be deleted, if is assigned with dependency. *For example*, if the location is mapped to the classroom trainings, then it cannot be deleted.

To view location details:


Click **Details** . The **Details** screen appears displaying details of the location name. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit Locations* screen.

7.2.2 Aid Categories

- The *Aid Categories* module, categorizes the training aid used for the classroom training.
- The aid categories created are mapped to the *training aids* of the classroom training.
- Multiple aid categories can be created, edited, deleted and the details of aid categories can be viewed such as *Name*, *Description*, *Created/Modified By* and *On* of the particular classroom trainings.

Example: Hardware, Software, Stationary, Audio-Visual equipments etc.

To access aid categories:

Click  **Admin > Classroom > Aid Categories**. The following **Manage Aid Categories** screen appears displaying aid category details.

LearnTrak

Search...

Manage Aid Categories

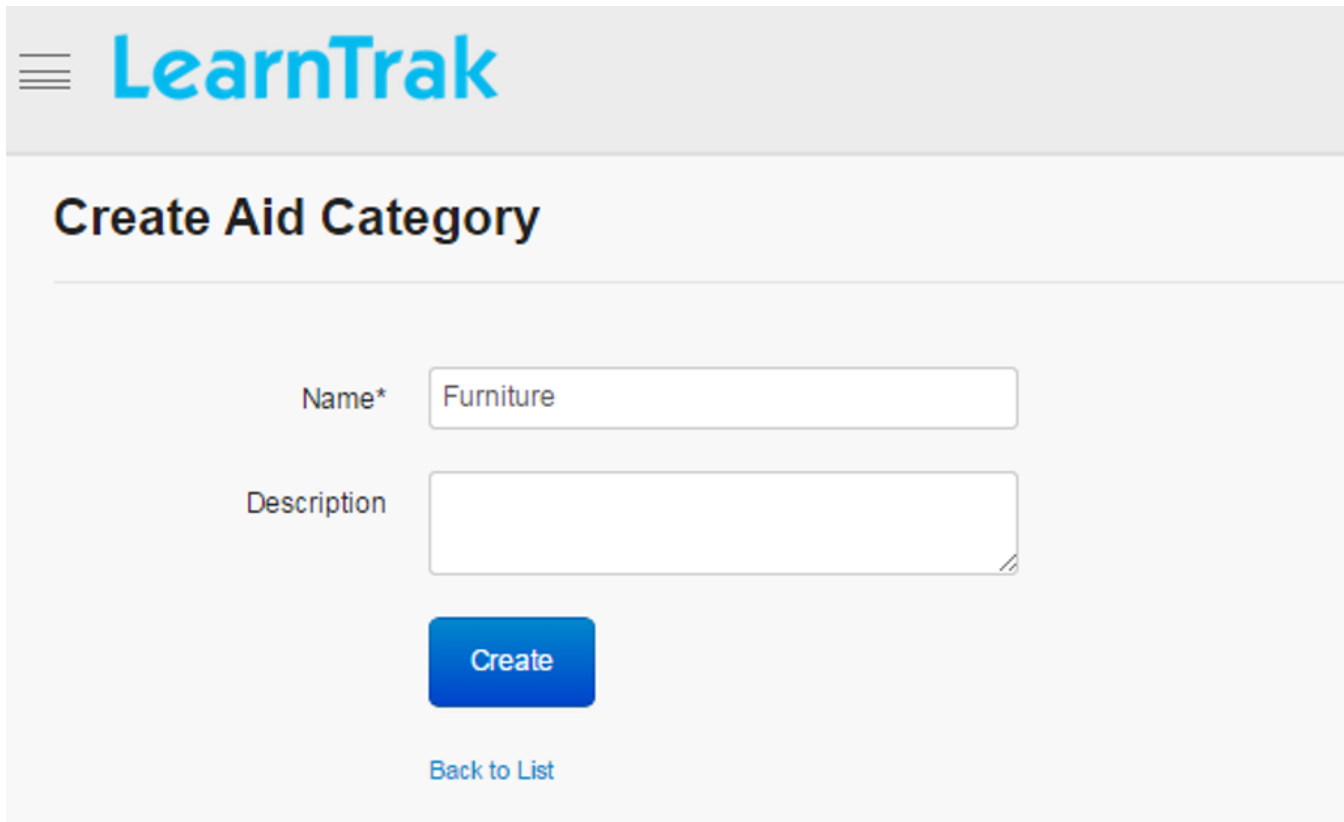
Create New


Name	Description	Created By	Created On	
Furniture		Rajdeep.M	6/2/2014 6:28:21 PM	<div><div></div><div></div><div></div></div>
Software		Rajdeep.M	6/2/2014 6:28:10 PM	<div><div></div><div></div><div></div></div>
Hardware		demo_admin	5/30/2014 4:50:20 PM	<div><div></div><div></div><div></div></div>
Fan/AC's		Rudolf	6/24/2014 10:40:22 AM	<div><div></div><div></div><div></div></div>

Create New Aid Categories

To create aid categories:

Click **Create New**. The following **Create Aid Category** screen appears with the required fields to be filled.



 **LearnTrak**

Create Aid Category

Name*


Description

[Create](#)


[Back to List](#)

Edit, Delete and View Aid Categories Details

To edit aid categories:


Click **Edit** . The **Edit Aid Category** screen appears with the chosen fields to be edited.

To delete aid categories:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Aid Category Name?”, click Ok or Cancel.

Note: Aid category cannot be deleted, if is assigned with dependency. *For example*, if the aid categories are mapped to the classroom trainings, then it cannot be deleted.

To view aid category details:


Click **Details** . The **Details** screen appears displaying details of the aid categories created. The administrator can also edit details, by clicking **Edit** which is redirected to the **Edit Aid Category** screen.

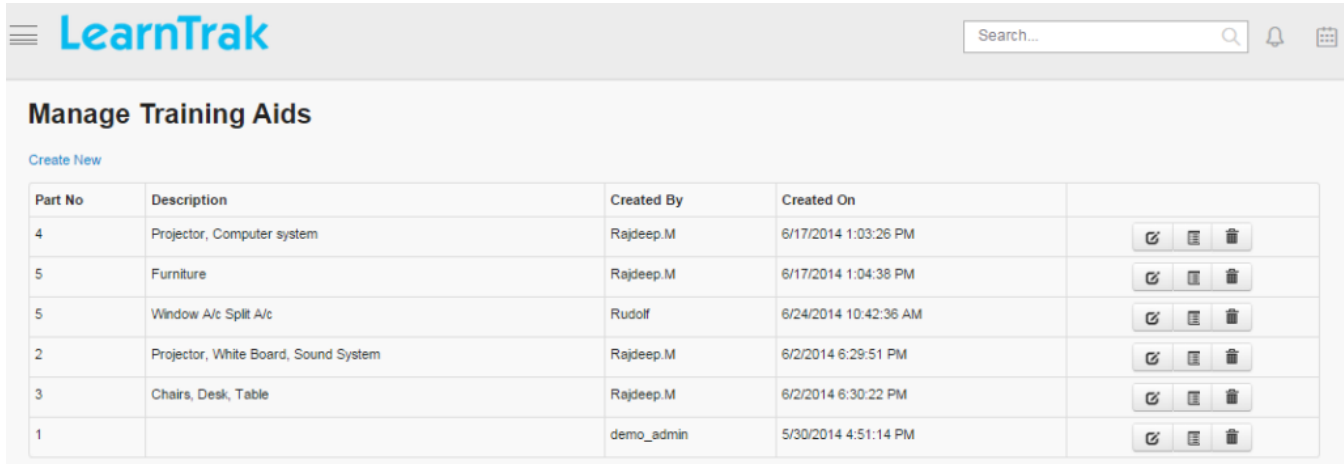
7.2.3 Training Aids



















- The administrator can manage the training aids under the this module.
- The training aids created are mapped to the *training rooms* of the classroom training.
- Multiple training aids can be created, edited, deleted and the details of training aids can be viewed such as *Part No, Description, Created By and On* for the particular training.

Example: White Board, Markers, Projectors, Operating Systems, Tables and Chairs etc.

To access training aids:

Click  **Admin > Classroom > Training Aids**. The following **Manage Training Aids** screen appears that displays training aid details.




Part No	Description	Created By	Created On	
4	Projector, Computer system	Rajdeep.M	6/17/2014 1:03:26 PM	  
5	Furniture	Rajdeep.M	6/17/2014 1:04:38 PM	  
5	Window A/c Split A/c	Rudolf	6/24/2014 10:42:36 AM	  
2	Projector, White Board, Sound System	Rajdeep.M	6/2/2014 6:29:51 PM	  
3	Chairs, Desk, Table	Rajdeep.M	6/2/2014 6:30:22 PM	  
1		demo_admin	5/30/2014 4:51:14 PM	  

Create New Training Aids

To create training aids:

Click **Create New**. The following **Create Training Aids** screen appears with the required fields to be filled.



Create Training Aid

PartNo*

5

Description

Furniture

Category name*

Furniture ▼

Aid property

☒ Permanent ☐ Rental

Available From

Available Till

Cost/hour

Location name*

Bangalore-MKB-Conference Hall ▼

Create


[Back to List](#)

Note:


- *Category Name* is mapped to the *aid categories*, that is selected from the dropdown list
- The *Aid Property* can be chosen either as **permanent** or **rental**.
 - If it is rental, then *Available From Date and Till Date* is required.
 - If it is permanent, then *Available From Date and Till Date* not required.
- *Location Name* must be selected from dropdown list.

Edit, Delete and View Details of Training Aids

To edit training aids:


Click **Edit** . The **Edit Training Aids** screen appears with the chosen fields to be edited.

To delete training aids:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Training Aid Name?”, click Ok or Cancel.

Note: Training aids cannot be deleted, if is assigned with dependency. For example, if the training aid is mapped to the training rooms, then it cannot be deleted.

To view training aids detail:


Click **Details** . The **Details** screen appears displaying details of the training aids created. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit Training Aids* screen.






















7.2.4 Training Types

- The *training types* module allows the administrator to broadly categorize the classroom training programs into various types.
- The training types created is mapped to the *categories* and new trainings of the classroom training.
- Training types can be created, edited, deleted, deactivated and the details on training types can be viewed such as *Training Type, Description, Status, Created By and On* of the trainings.

Example: Software, Human Resources, Marketing, Induction Trainings etc.

To access the module:

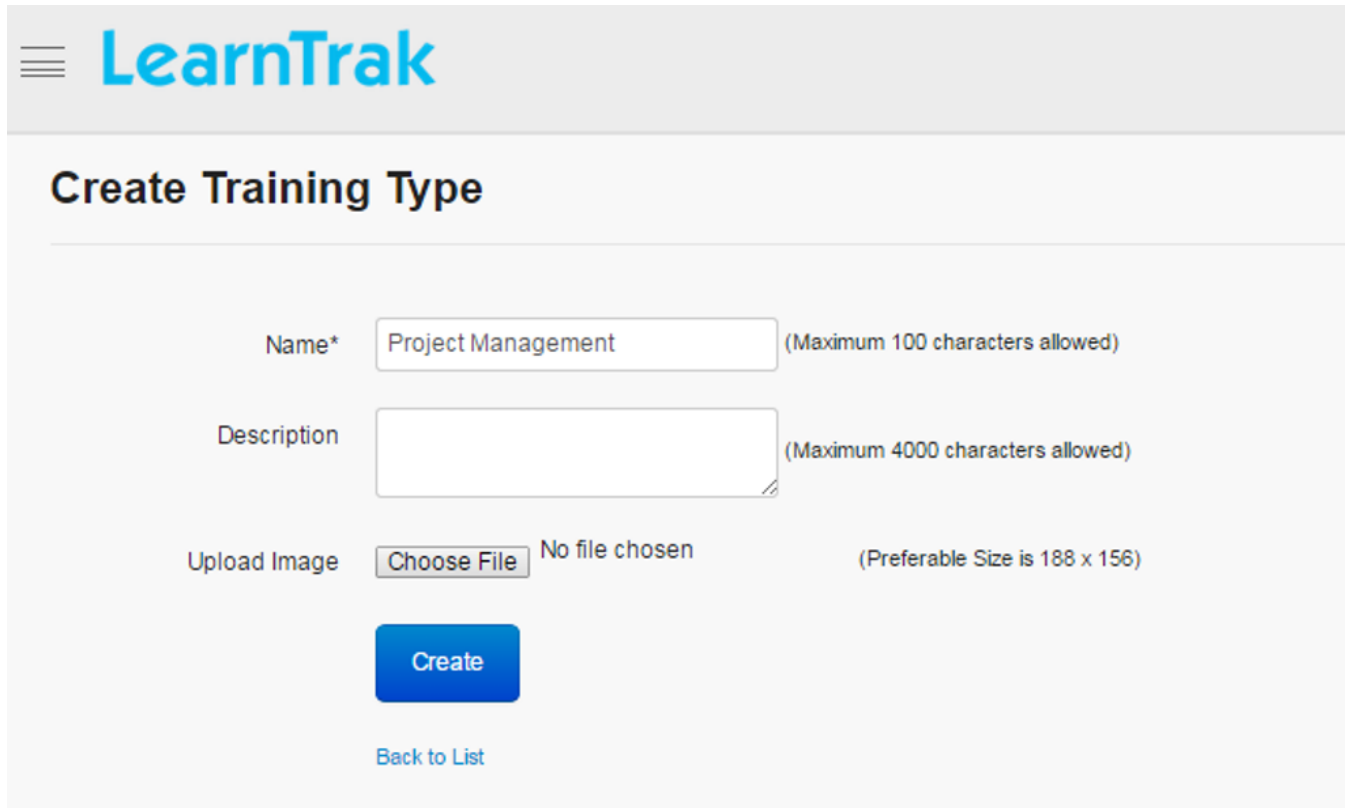
Click  **Admin > Classroom > Training Types**. The following **Manage Training Types** screen appears that displays training type details.

<div>  <div>Search...</div>   </div>					
Manage Training Types					
Create New					
Training Type	Description	Created By	Created On	Status	
Management		Rajdeep.M	6/3/2014 11:48:18 AM	Active	<div>Deactivate</div> <div></div> <div></div> <div></div>
L&D Training		demo_admin	10/17/2014 2:35:08 PM	Active	<div>Deactivate</div> <div></div> <div></div> <div></div>
Conference & Expo	Conference & Expo	Girish	10/14/2014 2:40:35 PM	Active	<div>Deactivate</div> <div></div> <div></div> <div></div>
Sales Meet		Rajdeep.M	6/17/2014 1:06:34 PM	Active	<div>Deactivate</div> <div></div> <div></div> <div></div>
Project Management	Project Management	Rudolf	6/24/2014 10:44:42 AM	Active	<div>Deactivate</div> <div></div> <div></div> <div></div>
Technical		demo_admin	5/30/2014 4:57:40 PM	Active	<div>Deactivate</div> <div></div> <div></div> <div></div>

Create New Training Type

To create training type:

Click **Create New**. The following **Create Training Type** screen appears with the required fields to be filled.



Create Training Type

Name* (Maximum 100 characters allowed)

Description (Maximum 4000 characters allowed)

Upload Image No file chosen (Preferable Size is 188 x 156)


[Back to List](#)

Edit, Delete and View Details of Training Type

To edit training type:


Click **Edit** . The **Edit Training Types** screen appears with the chosen fields to be edited.

To delete training types:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Training Type Name?”, click Ok or Cancel.

Note: Training types cannot be deleted, if is assigned with dependency. *For example*, if the training types are mapped to the classroom training, then it cannot be deleted.

To view training type details:

Click **Details** . The **Details** screen appears displaying details of the training type created. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit Training Types* screen.

Activate or Deactivate Training Types

The training types can be either activated or deactivated based on the requirements. Depending on the actions performed the training types are set as:

- **Activate:** The training types are listed in the drop down list, while creating the new trainings.
- **Deactivate:** The training types are not listed in the drop down list.

To activate or deactivate training types:


Click **Activate/Deactivate**. An alert box is displayed with the following message: “Do you want to Activate (or) Deactivate the Training Type Name?”, click Ok or Cancel.
















7.2.5 Action Plans

- The action plans are normally termed as the post training activities.
- Users can implement trainings to his/her current training project or place.
- The action plan is activated only when the current training is completed.
- The administrator has the rights to add/update the action plans for the users.
- The action plan created will be mapped to the respective training programs under the manage training module.
- Action plans can be created, edited, deleted and the details of the action plan can be viewed such as **Action Plan Name, Description, Status, Created By and On** for the trainings.

Example: For the Java program training, the concepts of OOPS, objects, threads are the action plans.

To access action plans:

Click  **Admin > Classroom > Action Plans**. The following **Manage Action Plan** screen appears displaying details on action plans.

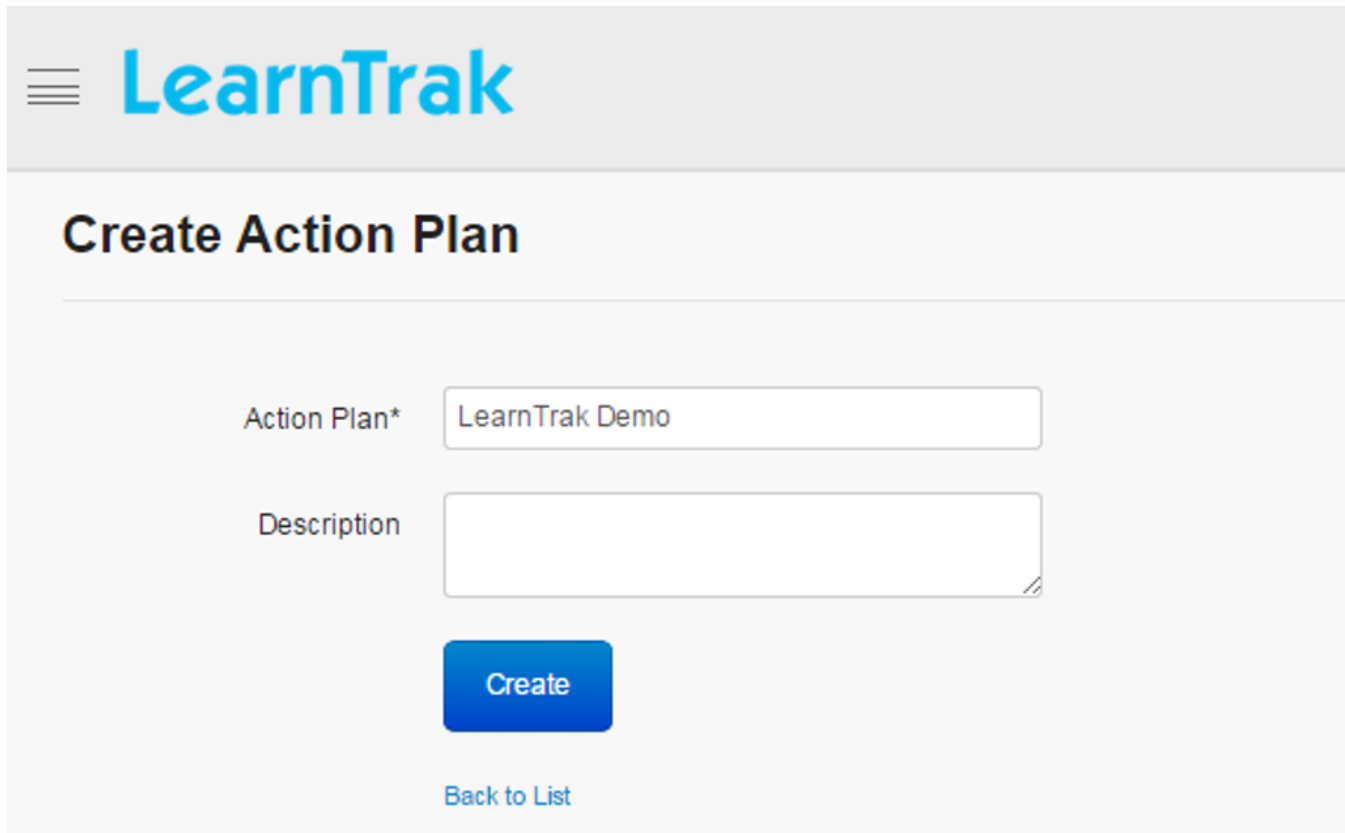
LearnTrak					
Search...					
Manage Action Plan					
Create New					
Action Plan Name	Description	Created By	Created On	Status	
LearnTrak Demo	LearnTrak Demo For Users Who Attended	kiran	7/28/2014 4:07:43 PM	Active	Deactivate   
Post Training Action Plan		Rudolf	6/24/2014 10:45:26 AM	Active	Deactivate   
STT Actions	Test	Eval_admin	9/18/2014 8:44:26 PM	Active	Deactivate   
STT Action Plan	test	Eval_admin	9/18/2014 10:26:10 PM	Active	Deactivate   
DevLearn	Action plan for DevLearn attendees	Girish	10/17/2014 3:17:33 PM	Active	Deactivate   

Note: On user account, the user can review his/her action plans as a report.

Create New Action Plan

To create action plans:


Click **Create New**. The following **Create Action Plan** screen appears with the required fields to be filled.




The screenshot shows the 'Create Action Plan' interface. At the top, there's a header with the LearnTrak logo and a hamburger menu icon. Below the header, the title 'Create Action Plan' is displayed. The form consists of two input fields: 'Action Plan*' which contains the text 'LearnTrak Demo', and 'Description' which is empty. Below these fields is a blue 'Create' button and a blue link labeled 'Back to List'.

Edit, Delete and View Action Plan Details

To edit action plans:


Click **Edit** . The **Edit Action Plan** screen appears with the chosen fields to be edited.

To delete action plans:

Click **Delete** . It deletes the selected action plan. A message box prompts the message: “Do you want to delete action plan Action Plan_Name?” click Ok or Cancel.

Note: Action plans cannot be deleted, if is assigned with dependency. *For example*, if the action plans is mapped to the classroom trainings, then it cannot be deleted.

To view action plan details:

Click **Details** . The **Details** screen appears displaying details of the action plans created. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit Action Plan* screen.

Deactivate Action Plan

The action plan can be either activated or deactivated based on the requirements. Depending on the actions performed, the action plan is set as:

- **Activate:** The action plan will be listed in the drop down list, while creating the new trainings.
- **Deactivate:** The action plan will not be listed in the drop down list.


To deactivate action plan:

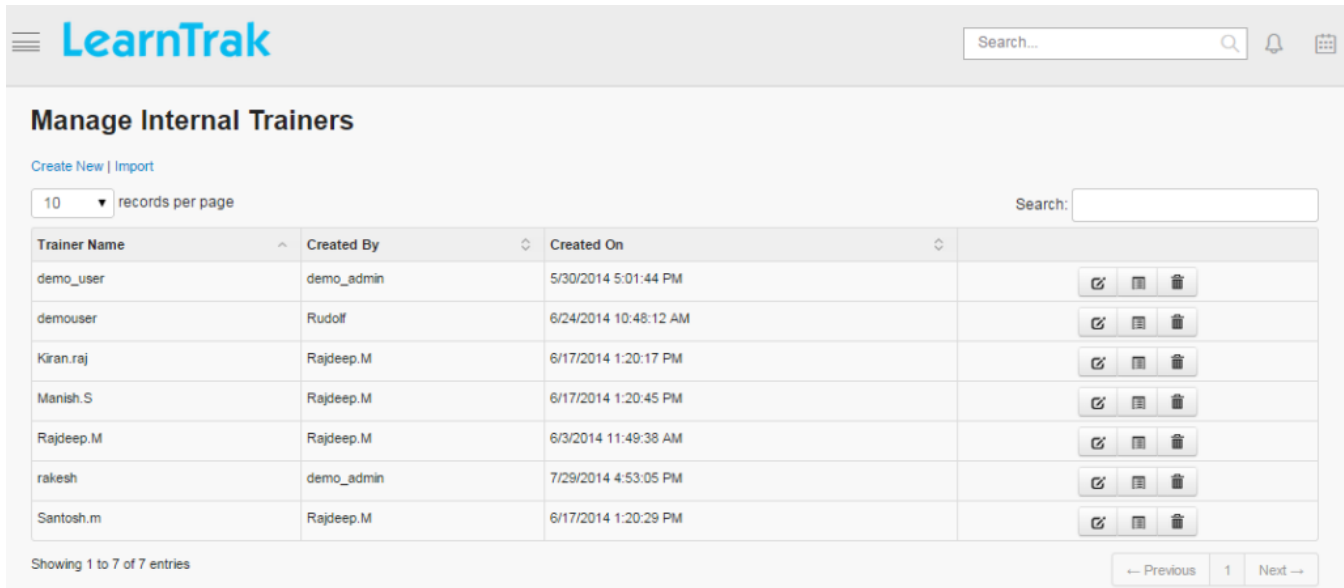
Click **Deactivate**. It deactivates the selected action plan. A message box prompts the message: “Do you want to deactivate Action Plan_Name?” click Ok or Cancel.

7.2.6 Manage Internal Trainers

- The *internal trainers* module maintains a list of internal *trainers* assigned to the classroom trainings.
- The internal trainers allocated are listed in the dropdown list during classroom training instances creation.
- Internal trainers can be created, edited, deleted and the details on trainers can be viewed such as *Trainer Name*, *Created By* and *On* of the trainings.

To access internal trainers:

Click  **Admin > Classroom > Manage Internal Trainers**. The following **Manage Internal Trainers** screen appears that displays internal trainer’s details.
























Manage Internal Trainers

Create New | Import

10 records per page

Search:

Trainer Name	Created By	Created On	
demo_user	demo_admin	5/30/2014 5:01:44 PM	  
demouser	Rudolf	6/24/2014 10:48:12 AM	  
Kiran.raj	Rajdeep.M	6/17/2014 1:20:17 PM	  
Manish.S	Rajdeep.M	6/17/2014 1:20:45 PM	  
Rajdeep.M	Rajdeep.M	6/3/2014 11:49:38 AM	  
rakesh	demo_admin	7/29/2014 4:53:05 PM	  
Santosh.m	Rajdeep.M	6/17/2014 1:20:29 PM	  

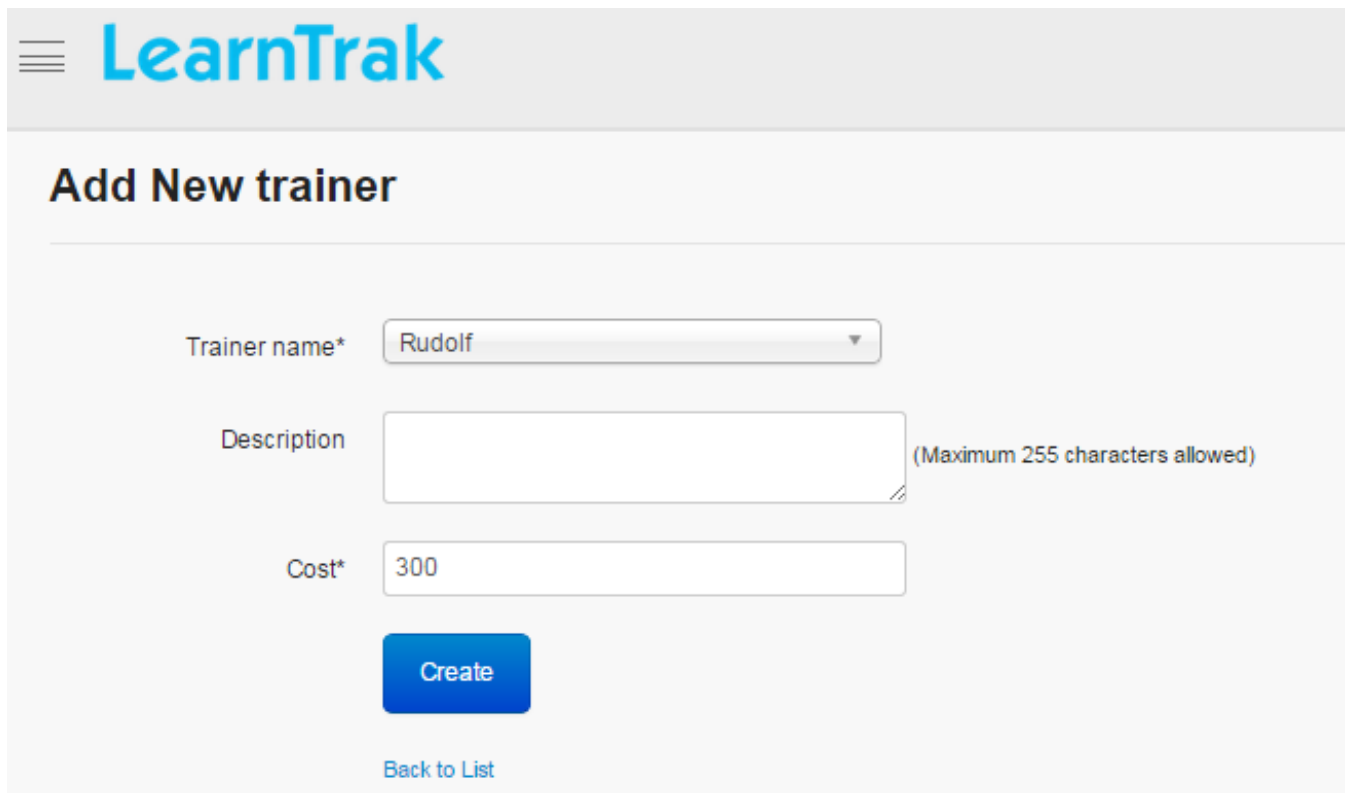
Showing 1 to 7 of 7 entries

← Previous 1 Next →

Add New Trainer

To add internal trainers:

Click **Create New**. The following **Add New Trainer** screen appears with the required fields to be filled.



LearnTrak

Add New trainer

Trainer name*

Description (Maximum 255 characters allowed)

Cost*

[Create](#)


[Back to List](#)

Note:


- The trainer name can be selected from the drop down list.
 - The maximum limit of characters allowed for the description is 255 characters.
-

Edit, Delete and View Trainers Details

To edit trainers:


Click **Edit** . The **Edit Trainers** screen appears with the chosen fields to be edited.

To delete trainers:

Click **Delete** . An alert box is displayed with the following message “Do you want to delete the Trainer Name?”, click Ok or Cancel.

Note: Internal trainers cannot be deleted if it is assigned with dependency. *For example*, if the internal trainer is mapped to a classroom training, then it cannot be deleted.

To view trainer details:

Click **Details** . The **Details** screen appears displaying details of the internal trainers created. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit Trainers* screen.


Import Internal Trainers

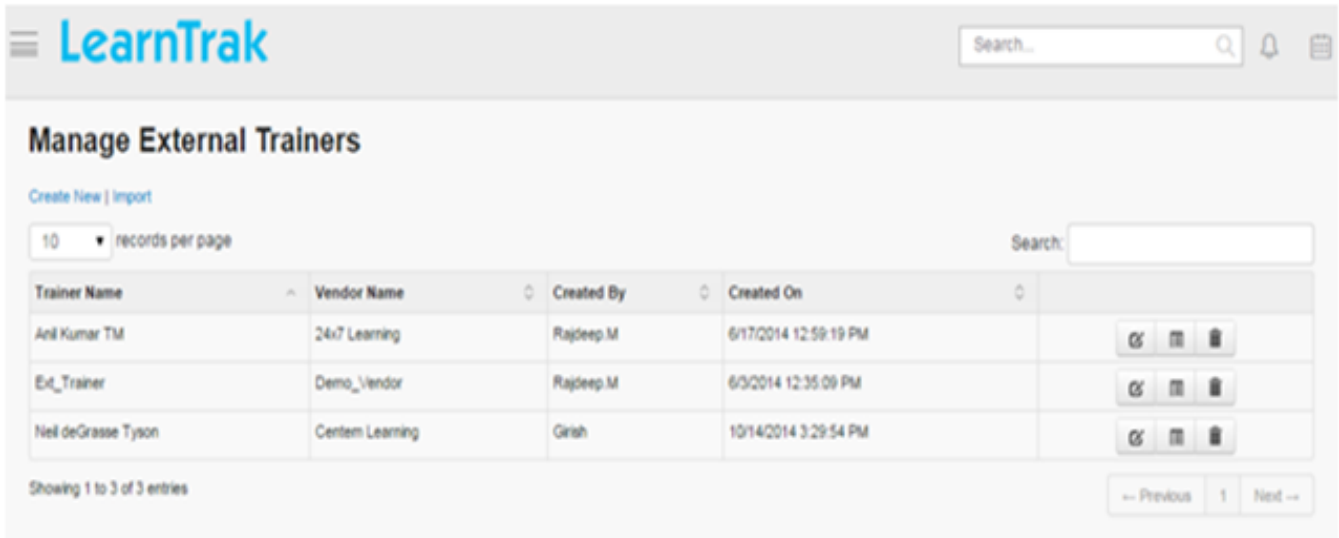
The internal trainers can be imported in bulk. Refer Bulk Uploading Process under *Import Bulk Users*.

7.2.7 Manage External Trainers

- The administrator can create the external *trainers* and map it to the *vendors*.
- The external trainer is allocated to a particular classroom training which is listed in the drop down list at the time of instances creation.
- External trainers can be created, edited, deleted and the details on external trainers can be viewed such as *Trainer Name*, *Vendor Name*, *Created By* and *On* of the trainings.

To access external trainers:

Click  **Admin > Classroom > Manage External Trainer**. The following **Manage External Trainers** screen appears that displays external trainer's details.



LearnTrak










Search...

Manage External Trainers

Create New | Import

10 records per page

Search:

Trainer Name	Vendor Name	Created By	Created On	
Anil Kumar TM	24x7 Learning	Rajdeep M	6/17/2014 12:59:19 PM	  
Ext_Trainer	Demo_Vendor	Rajdeep M	6/3/2014 12:35:09 PM	  
Neil deGrasse Tyson	Centem Learning	Grish	10/14/2014 3:29:54 PM	  

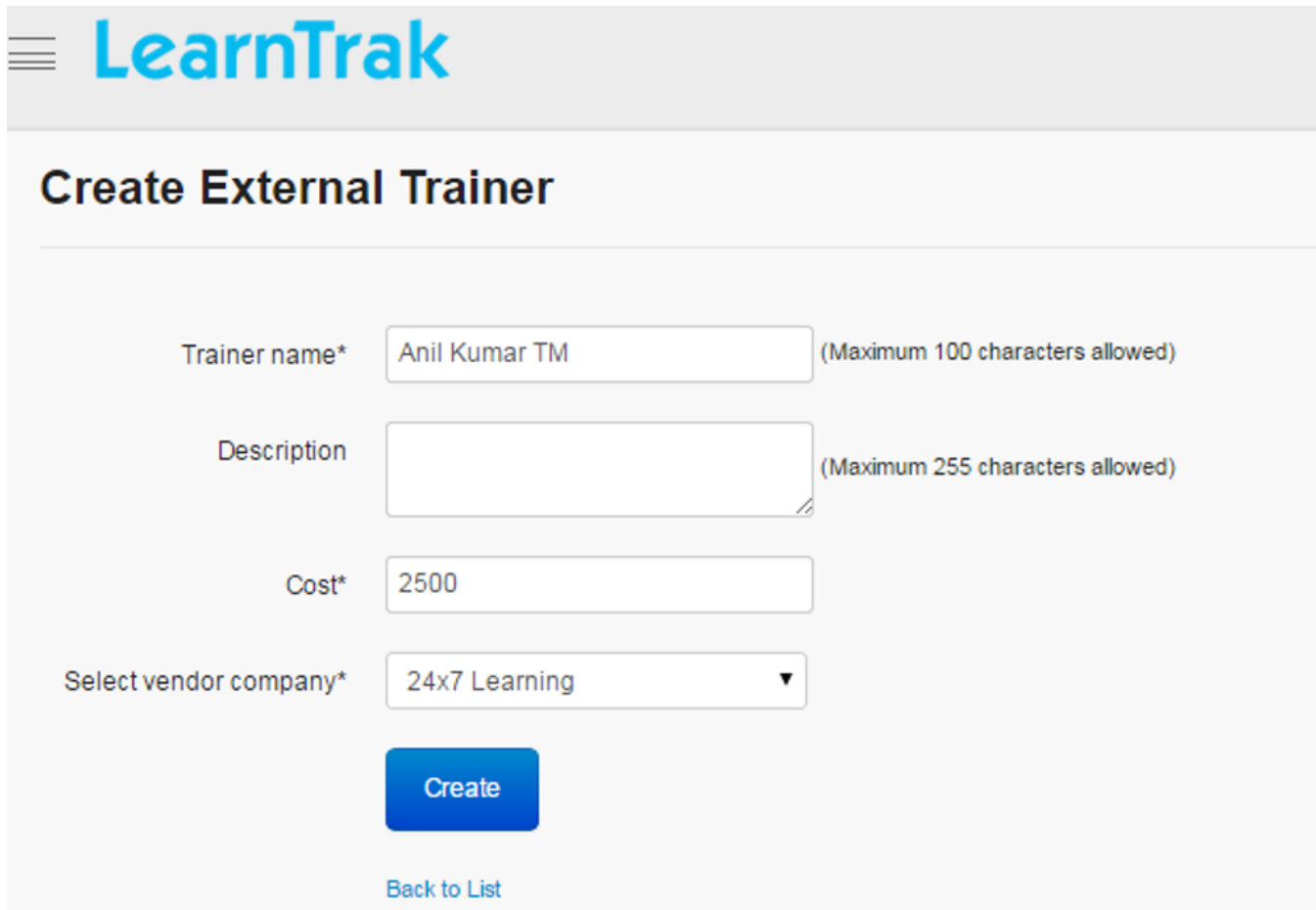
Showing 1 to 3 of 3 entries

Previous 1 Next

Add New External Trainer

To add external trainer:

Click **Create New**. The following **Add New Trainer** screen appears with the required fields to be filled.




The screenshot shows the 'Create External Trainer' form in the LearnTrak application. At the top left is the LearnTrak logo. The form title 'Create External Trainer' is centered. Below the title are four input fields: 'Trainer name*' with the value 'Anil Kumar TM' and a note '(Maximum 100 characters allowed)'; 'Description' with a note '(Maximum 255 characters allowed)'; 'Cost*' with the value '2500'; and 'Select vendor company*' with a dropdown menu showing '24x7 Learning'. A blue 'Create' button is positioned below the fields, and a 'Back to List' link is at the bottom.


Note:

- The *trainer name* maximum character size limit is 100.
 - The *Descriptions* field maximum character size limit is 255.
 - The *Vendor Company* can be selected from the dropdown list.
-

Edit, Delete and View External Trainers Details*To edit trainers:*


Click **Edit** . The **Edit Trainers** screen appears with the chosen fields to be edited.

To delete trainers:

Click **Delete** . An alert message box prompts the message: “Do you want to delete the External Trainer Name?”, click Ok or Cancel.

Note: External trainers cannot be deleted, if is assigned with dependency. *For example*, if the external trainer is mapped to the classroom trainings, then it cannot be deleted.

To view trainers details:

Click **Details** . The **Details** screen appears displaying details of the external trainers created. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit Trainers* screen.


Import External Trainer

The external trainers can be imported in bulk. Refer Bulk Uploading Process under *Import Bulk Users*.

7.2.8 Manage Vendors

- The *manage vendors* module helps the administrator to maintain a list of vendors.
- A new vendor created is mapped to the *external trainer*.
- The vendors can be created, edited, deleted and the details of vendors can be viewed such as *Vendor Name*, *Vendor Code*, *Email ID*, *Created By/On* of the trainings.

To access vendors:

Click  **Admin > Classroom > Manage Vendors**. The following **Manage Vendors** screen appears displaying vendor details.

Manage Vendors

Create New

10 records per page

Search

Vendor Name	Vendor Code	Email	Created By	Created On	
Adecco	V023	amanda@mailinator.com	Pradmin	07-09-2015 17:08:43	 
Froterm	V145	freida@mailinator.com	Pradmin	09-09-2015 17:58:43	 
Qcyient	Qcyient_2874	rekha.k@24x7learning.com	TW_User1	06-11-2015 16:18:45	 
QSPIDERS	QSPI	muralikrishnacm.1986@gmail.com	test_admin	04-11-2015 16:12:06	 

Listing 1 - 6 of 6

← Previous

Add New Vendor

To add new vendor:

Click **Create New**. The following **Add New Vendor** screen appears with the required fields to be filled.

Create Vendor

Vendor Code*	<input type="text" value="V002"/>
Vendor Name*	<input type="text" value="24x7 Learning"/>
Contact Person*	<input type="text" value="CEO"/>
Contact Number	<input type="text"/>
Mobile Number*	<input type="text" value="9812345670"/>
Email*	<input type="text" value="24x7learning@malinator.com"/>
Street1*	<input type="text" value="Main Road"/>
Street2	<input type="text"/>
City*	<input type="text" value="Bangalore"/>
State*	<input type="text" value="Karnataka"/>
Country*	<input type="text" value="India"/>
Pin Code*	<input type="text" value="560038"/>
	<input checked="" type="checkbox"/> Registered with us
Tax Info(TAN/PAN)	<input type="text"/>

Bank Details


NEFT Code	<input type="text"/>
Branch Name	<input type="text"/>
Account Type	<input type="text"/>

Edit, Delete and View Vendor Details


To edit vendors:

Click **Edit** . The **Edit Vendor** screen appears with the chosen fields to be edited.

To delete vendors:

Click **Delete** . An alert message box prompts the message: “Do you want to delete the Vendor Name?”, click Ok or Cancel.

To view vendor details:

Click **Details** . The **Details** screen appears displaying details of the vendors created. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit Vendor* screen.

Uploading Proposals

- The administrator maintains vendor proposals by archiving it for any future references.
- The proposals are maintained by uploading it to the LMS.
- The proposals of type *PDF/ Word* document must be uploaded.
- To upload proposal:

* Click  **Admin > Classroom > Manage Vendors > Proposal**. The following **List of Proposals** screen appears.

* Click **Upload Proposal** to upload the document.

* Click **View** to see the uploaded proposal.

List of proposal

Dashboard > Vendor > List of proposal

10

▼

records per page

Search

Upload Proposal

Name	Description	File Name	Uploaded By	Uploaded On	Action
Tech_writing_proposal_03		Math Stars Grade 4.pdf	TW_User1	06-11-2015	<div><div></div><div></div><div>View</div></div>
Tech_Writing_Proposal_01		RFP - MO.pdf	TW_User1	06-11-2015	<div><div></div><div></div><div>View</div></div>
Tech_writing_proposal		Resource_Management1.pdf	TW_User1	06-11-2015	<div><div></div><div></div><div>View</div></div>

Listing 1 - 3 of 3

Back to List

Clicking "view" will open the uploaded proposal

← Previous

1

Next →

Note: The proposals are archived only for the administrators' reference.


7.2.9 Layouts

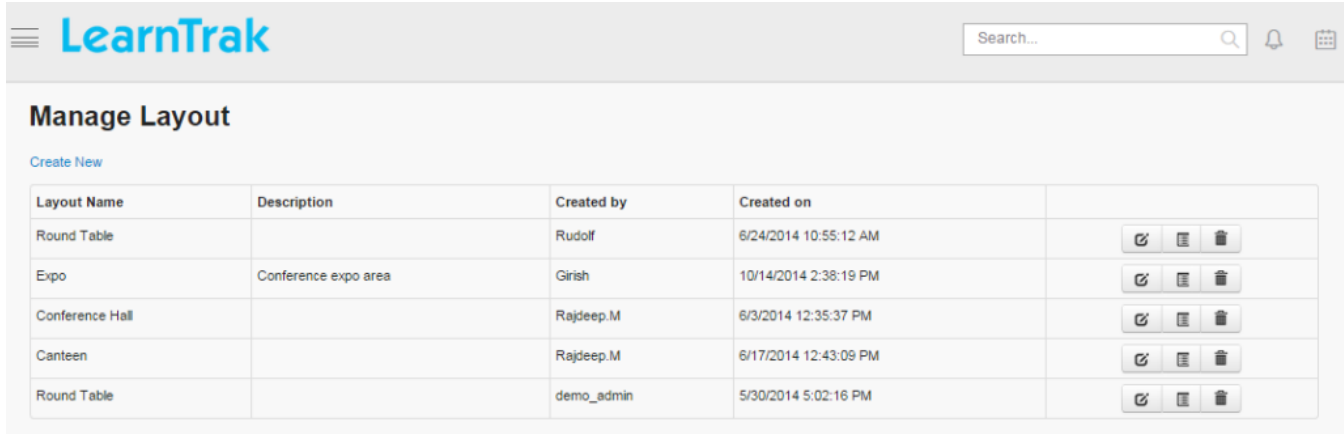
- The administrator can manage the classroom layout for the training rooms under this module.
- The layout created is mapped to the *training rooms* and *sessions* of the classroom training.
















- Multiple layouts can be created, edited, deleted and the details on layouts can be viewed such as *Layout Name*, *Description*, *Created By* and *On* of the particular trainings.

Example: Video Conference Room, Training Room, U-shape Layout, Cluster Layout, etc.

To access layout:

Click  **Admin > Classroom > Layouts**. The following **Manage Layout** screen appears that displays layout details.

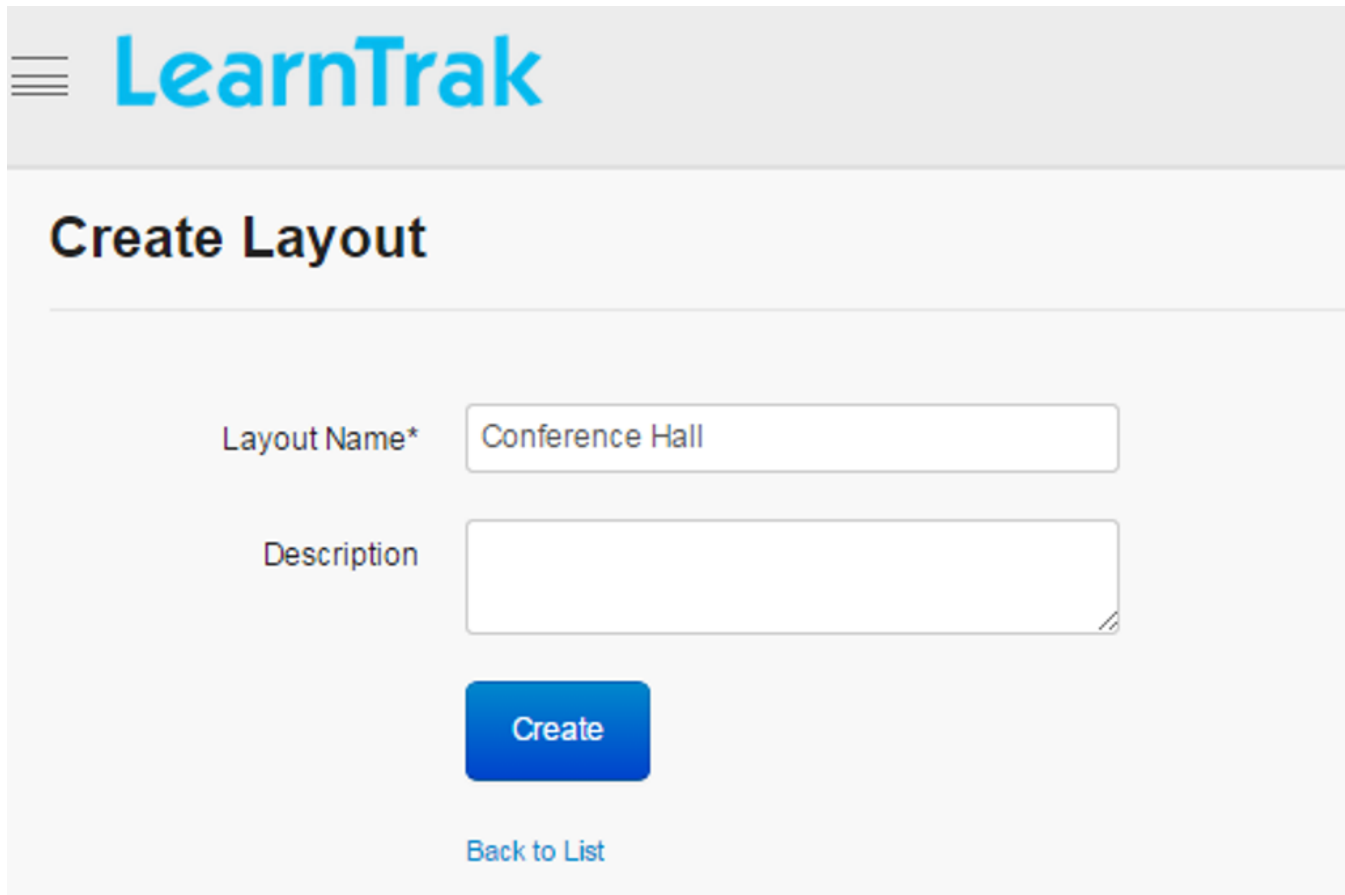



Layout Name	Description	Created by	Created on	
Round Table		Rudolf	6/24/2014 10:55:12 AM	  
Expo	Conference expo area	Girish	10/14/2014 2:38:19 PM	  
Conference Hall		Rajdeep.M	6/3/2014 12:35:37 PM	  
Canteen		Rajdeep.M	6/17/2014 12:43:09 PM	  
Round Table		demo_admin	5/30/2014 5:02:16 PM	  

Create New Layout

To create layout:

Click **Create New**. The following **Create Layout** screen appears with the required fields to be filled.



 **LearnTrak**

Create Layout

Layout Name*


Description

[Create](#)


[Back to List](#)

Edit, Delete and View Details of Layout

To edit layout:


Click **Edit** . The **Edit Layout** screen appears with the chosen fields to be edited.

To delete layout:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Layout Name?”, click Ok or Cancel.

Note: Layouts cannot be deleted, if it is assigned with dependency. *For example*, if the layouts are mapped to the training rooms, then it cannot be deleted.

To view layout details:

Click **Details** . The **Details** screen appears displaying details of the layouts created. The admin can also edit details, by clicking *Edit* which is redirected to the *Edit Layout* screen.


7.2.10 Training Rooms

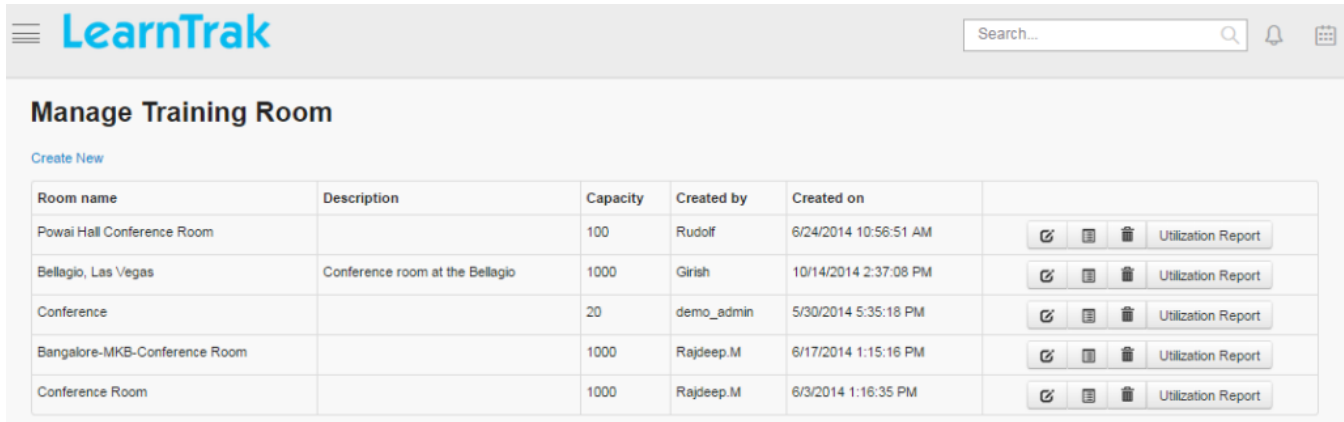
- The administrator manages the repository of the training rooms under this module.
- The training rooms are mapped to the *layouts*, *locations* and *training aids* of the classroom training.
















- Training rooms can be created, edited, deleted and the details on training rooms can be viewed such as *Room Name, Description, Capacity, Created By and On* of the particular trainings.

Example: Conference Room, Lab Room, Induction Room etc.

To access training rooms:

Click  **Admin > Classroom > Training Room**. The following **Manage Training Room** screen appears that displays training room details.




Room name	Description	Capacity	Created by	Created on	
Powai Hall Conference Room		100	Rudolf	6/24/2014 10:56:51 AM	   Utilization Report
Bellagio, Las Vegas	Conference room at the Bellagio	1000	Girish	10/14/2014 2:37:08 PM	   Utilization Report
Conference		20	demo_admin	5/30/2014 5:35:18 PM	   Utilization Report
Bangalore-MKB-Conference Room		1000	Rajdeep.M	6/17/2014 1:15:16 PM	   Utilization Report
Conference Room		1000	Rajdeep.M	6/3/2014 1:16:35 PM	   Utilization Report

Create New Training Rooms

To create training rooms:

Click **Create New**. The following **Create Training Room** screen appears with the required fields to be filled.



Create Training Room

Room Name*

Conference Room

Description

Capacity*

15

Venue Type

Internal ▼

Location name

Bangalore ▼

Layout

Conference Hall ▼

Cost/hour

Fixed Aids

1

Create

[Back to List](#)

Note:


- The *Venue Type* is of 2 types and is selected from the drop down list:
 - o Internal

o External


- The *Location Name* is selected from the drop down list and is mapped to the locations of the classroom trainings.
 - The *Layout* is selected from the drop down list and is mapped to the layouts of the classroom trainings.
 - The *Fixed Aids* are mapped to the training aids based on the selected location.
-

Edit, Delete and View Details of Training Room

To edit training room:


Click **Edit** . The **Edit Training Room** screen appears with the chosen fields to be edited.

To delete training room:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Training Room?”, click Ok or Cancel.

Note: Training Room cannot be deleted, if is assigned with dependency. *For example*, if the training room is mapped to the layouts, then it cannot be deleted.

To view training room details:

Click **Details** . The **Details** screen appears displaying details of the training rooms created. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit Training Room* screen.


Utilization Reports

- The utilization report generates the training room usage report based on the number of hours used per day and by applying *start date & time - end date & time* as the filter.
- The *total usage percentage* is calculated based on the total hours used + cost/hour.

7.2.11 Training Holidays

The *training holidays* can be created, edited, deleted and the details of the training holidays can be viewed such as *Holiday Name, Locations, Created By and On* of the respective classroom trainings.

To access training holidays:

Click  **Admin > Classroom > Training Holidays**. The following **Manage Holidays** screen appears displaying training holiday details.

Manage Holidays

[Create New](#)

10 records per page

Search:

Holiday Name	Location	Created By	Created On	
Ind Day	Bangalore---Demo	Rudolf	6/24/2014 10:58:54 AM	Edit View Delete
Sunday	Bangalore	demo_admin	5/30/2014 5:35:45 PM	Edit View Delete

Showing 1 to 2 of 2 entries

[← Previous](#) [1](#) [Next →](#)

Create Training Holidays

To create training holidays:

Click **Create New**. The following **Create Holiday** screen appears with the required fields to be filled.

Create Holiday

Holiday name* (Maximum 100 characters allowed)

Location Name*

From Date*


To Date*

[Create](#)


[Back to List](#)

Edit, Delete and View Training Holiday Details


To edit training holidays:

Click **Edit** . The **Edit Holiday** screen appears with the chosen fields to be edited.

To delete training holidays:

Click **Delete** . A message box prompts the message: “Do you want to delete the holiday Holiday_Name?”, click Ok or Cancel.

To view training holiday details:

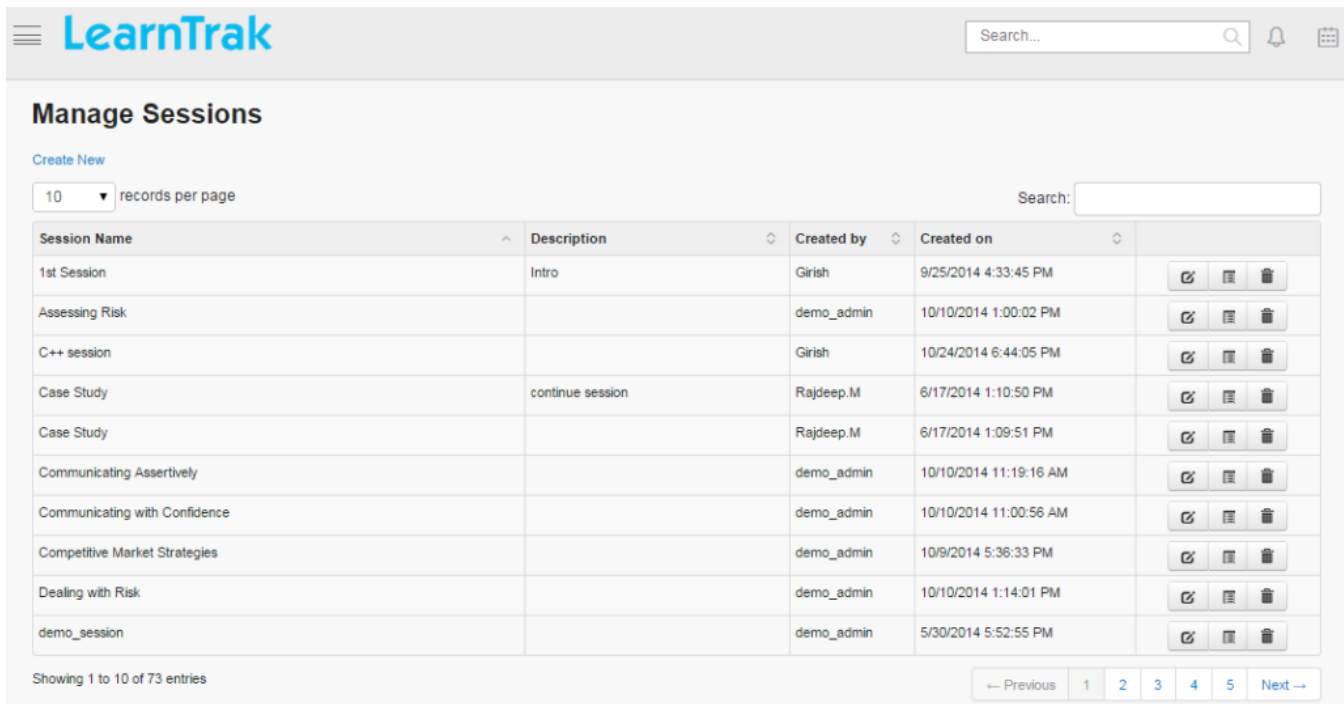
Click **Details** . The **Details** screen appears displaying details of the training holidays created. The administrator can also edit details, by clicking *Edit* which will be redirected to the *Edit Holiday* screen.

7.2.12 Sessions

- The administrator can create sessions and map it to the respective classroom trainings, which is reflected during creation of new trainings under manage training module.
- Multiple sessions can be mapped to the single classroom trainings.
- The session can be created, edited, deleted and view details on session such as *Session Name*, *Description*, *Created By* and *On* for the trainings.

To access session:

Click  **Admin > Classroom > Sessions**. The following **Manage Sessions** screen display list of session details.

































Manage Sessions

Create New

10 records per page

Search:

Session Name	Description	Created by	Created on	
1st Session	Intro	Girish	9/25/2014 4:33:45 PM	  
Assessing Risk		demo_admin	10/10/2014 1:00:02 PM	  
C++ session		Girish	10/24/2014 6:44:05 PM	  
Case Study	continue session	Rajdeep.M	6/17/2014 1:10:50 PM	  
Case Study		Rajdeep.M	6/17/2014 1:09:51 PM	  
Communicating Assertively		demo_admin	10/10/2014 11:19:16 AM	  
Communicating with Confidence		demo_admin	10/10/2014 11:00:56 AM	  
Competitive Market Strategies		demo_admin	10/9/2014 5:36:33 PM	  
Dealing with Risk		demo_admin	10/10/2014 1:14:01 PM	  
demo_session		demo_admin	5/30/2014 5:52:55 PM	  

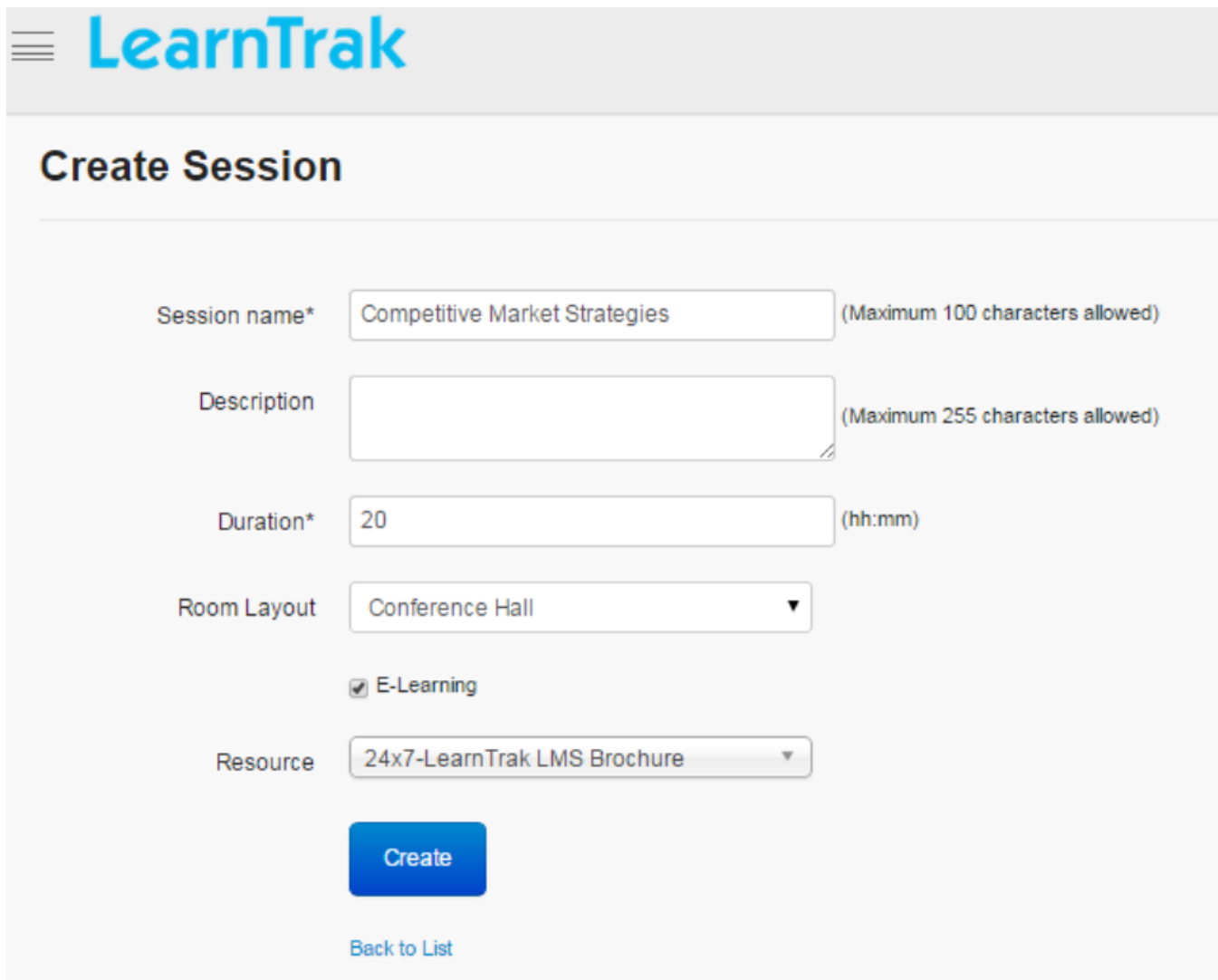
Showing 1 to 10 of 73 entries

← Previous 1 2 3 4 5 Next →

Create New Sessions

To create sessions:

Click **Create New**. The following **Create Session** screen appears with the required fields to be filled.



LearnTrak

Create Session

Session name* (Maximum 100 characters allowed)

Description (Maximum 255 characters allowed)

Duration* (hh:mm)

Room Layout

☒ E-Learning

Resource

[Create](#)


[Back to List](#)

Note:


- The *Session Name* maximum character size limit is 100.
- The *Description* field maximum character size limit is 255.
- The *Duration* is in hh:mm format.
- The *Room Layout* is mapped to the layout of classroom training.
- *E-Learning* option when checked display list of mapped *e-learning resources* like SCORM 1.2, AICC, Experience API, Assessments, Document, URL and Video.

Edit, Delete and View Session Details


To edit session:

Click **Edit** . The **Edit Sessions** screen appears with the chosen fields to be edited.

To delete session:

Click **Delete** . A message box prompts the message: “Do you want to delete the Session_Name?”, click Ok or Cancel.

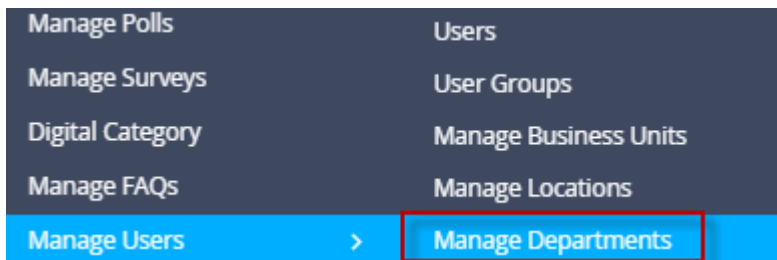
To view session details:

Click **Details** . The **Details** screen appears displaying details of the sessions created. The administrator can also edit details, by clicking *Edit* which will be redirected to the *Edit Sessions* screen.

7.2.13 Departments

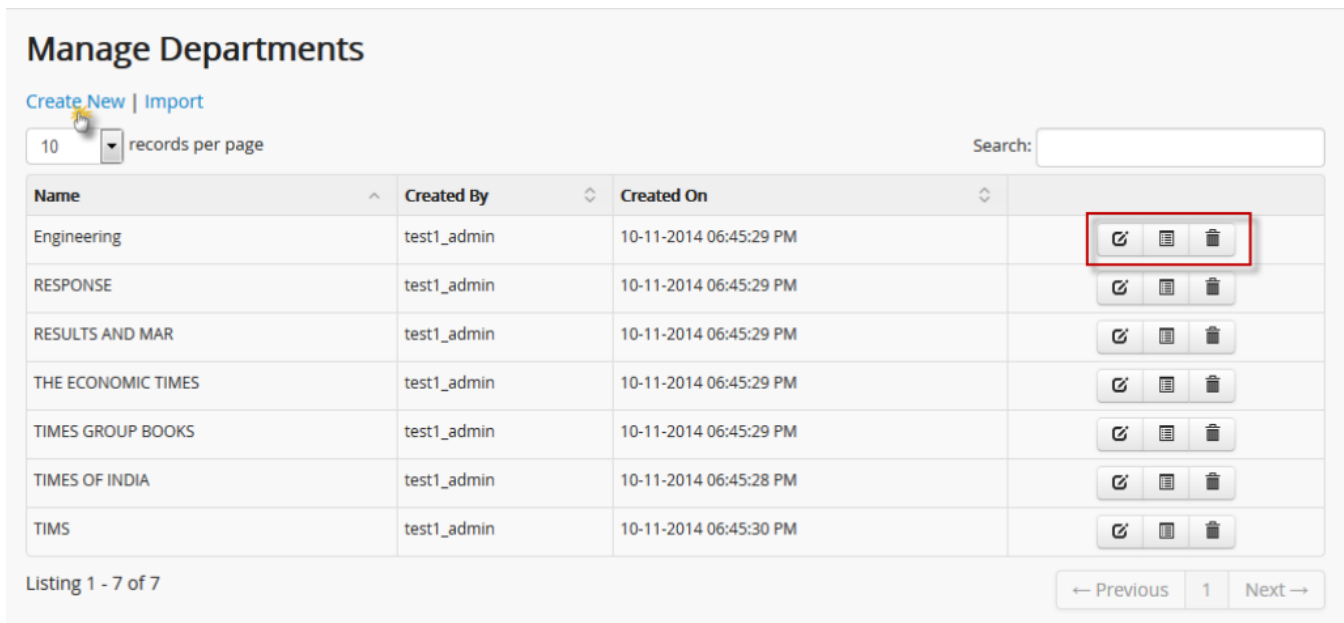
- The department is a division of an organization that deals with a specific area of activity.
- In LMS, the department is mapped to the *new users* at the time of creation.
- Departments are created, edited, deleted and details on the departments can be viewed such as *Name*, *Created By*, *Created On* of the classroom trainings.

Example: Information Technology, Human Resources, Marketing & Sales etc.
























To access departments:

Click  **Admin > Manage Users > Manage Departments**. The following **Manage Departments** screen appears displaying department details



The screenshot shows the 'Manage Departments' interface. At the top, there are links for 'Create New' and 'Import'. Below this is a dropdown menu set to '10 records per page' and a search bar. The main part of the screen is a table with the following columns: Name, Created By, Created On, and a set of action icons (edit, view, delete). The table contains seven rows of department data. The first row is highlighted, and its action icons are enclosed in a red box.

Name	Created By	Created On	
Engineering	test1_admin	10-11-2014 06:45:29 PM	  
RESPONSE	test1_admin	10-11-2014 06:45:29 PM	  
RESULTS AND MAR	test1_admin	10-11-2014 06:45:29 PM	  
THE ECONOMIC TIMES	test1_admin	10-11-2014 06:45:29 PM	  
TIMES GROUP BOOKS	test1_admin	10-11-2014 06:45:29 PM	  
TIMES OF INDIA	test1_admin	10-11-2014 06:45:28 PM	  
TIMS	test1_admin	10-11-2014 06:45:30 PM	  

Listing 1 - 7 of 7

← Previous 1 Next →

Create Department

To create department:

Click **Create New**. The following **Create Department** screen appears with the respective data fields to be filled.

Edit, Delete and View Department Details

To edit department:

Click **Edit** . The *Edit Departments* screen appears with the chosen fields to be edited.

To delete department:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Department <subject_name>??” click Ok or Cancel.

Note: Departments cannot be deleted if is assigned with dependency. *For example*, if the department is mapped to the users and is in use, then it cannot be deleted.

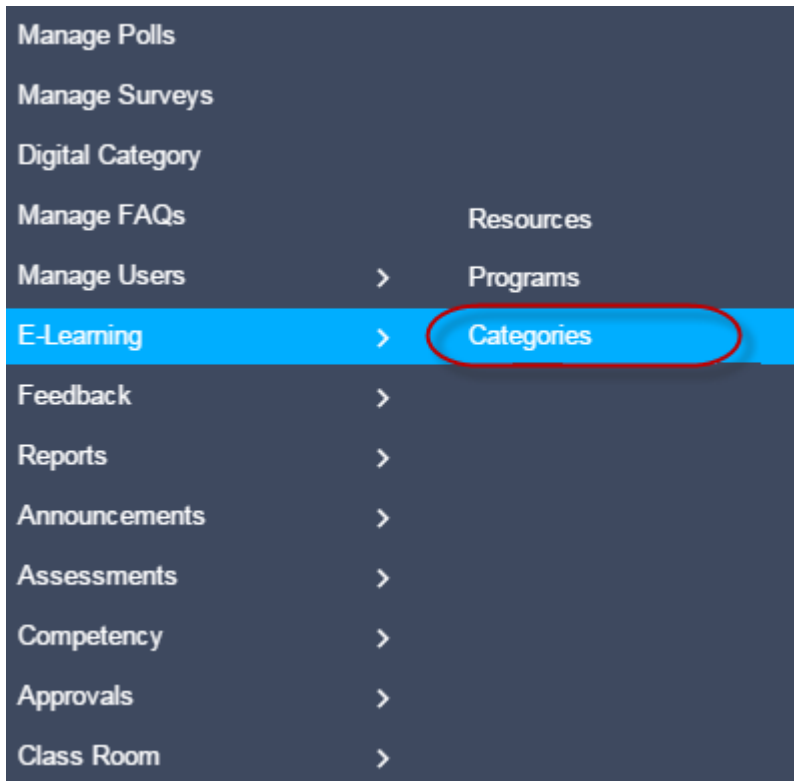
To display details of department:

Click **Details** . The **Details** screen appears displaying details of the selected department. The screen also provides the option to *Edit* the details when required.


7.2.14 Categories

- The categories are created by the administrator, to manage the general categories that are mapped to both the classroom trainings and *e-learning resources*.
- Categories are created, edited, deleted and details on categories can be viewed such as *Parent Category, Name, Description, Created By and On* for the trainings or resources.

Example: Distance Education, General Category, Online Category, Soft Skills etc.



To access categories:

Click  **Admin > E-Learning > Categories**. The following **Manage Categories** screen appears that displays list of records.

LearnTrak

Search...

Manage Categories

Create New

Parent Category	Name	Description	Created By	Created On	Status
	Functional		demo_admin	10/17/2014 2:38:20 PM	Edit Details Delete
	Bbehavioural		demo_admin	5/29/2014 12:50:11 PM	Edit Details Delete
	Brochures	Offerings	Girish	10/14/2014 1:02:12 PM	Edit Details Delete
	Technical		demo_admin	5/29/2014 12:49:38 PM	Edit Details Delete

Create New Categories

To create categories:

Click **Create New**. The following **Create Categories** screen appears with the respective data fields to be filled.

LearnTrak Search... [icon] [icon]

Create Category

Category: Select ▼
*If category is not selected, subcategory will become a category.

TrainingType: Technical ▼

Sub-category*: Online Training (Maximum 100 characters allowed)

Who: Trainee (Maximum 250 characters allowed)

Duration: 20 (Maximum 250 characters allowed)

Qualification: MCA (Maximum 4000 characters allowed)

Description: (Maximum 4000 characters allowed)

Upload Image: Choose File No file chosen (Preferable Size is 144 x 144)

Create

[Back to List](#)

Note:

- The *Sub-Category* maximum character field size limit is 100.
- The *Who* and *Duration* field maximum character size limit is 250.
- The *Qualification* and *Description* field maximum character size limit is 4000.
- Image can be uploaded with the preferable file size as 144 x 144.

Important:


1. If *Category* is not selected, the subcategory becomes the category.
2. The *Training Type* is mapped to the classroom training type.

Edit, Delete and Details of Categories

To edit categories:


Click **Edit** . The **Edit Category** screen appears with the chosen fields to be edited.

To delete categories:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the category Cat_Name?”, click Ok or Cancel.

Note: Category cannot be deleted if is assigned with dependencies, i.e., if the category is already mapped to the classroom trainings or online resources, it cannot be deleted.

To view categories details:


Click **Details** . The **Details** screen appears displaying details on categories created. The administrator can also edit details, by clicking *Edit* that redirects to the *Edit Category* screen.

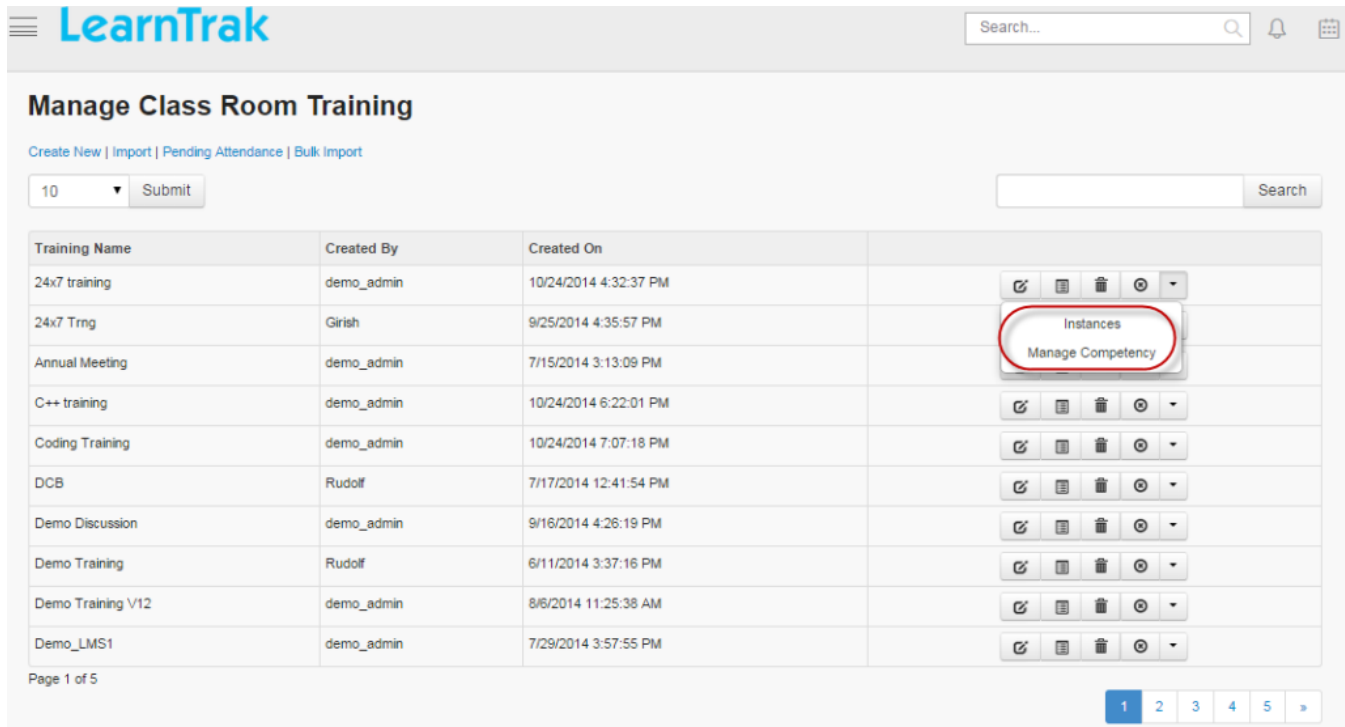
7.3 Manage Training

7.3.1 Manage Trainings

- The administrator can create classroom trainings using all the mentioned pre-requisites such as *locations*, *aid categories*, *training aids*, *training types*, *action plans*, *manage internal trainers*, *manage external trainers*, *lay-outs*, *training rooms*, *training holidays*, *sessions* and *import bulk feedback*.
- The trainings can be created, edited, cancelled, deleted, can view training details and manage the competency.

To access trainings:

Click  **Admin > Classroom > Manage Trainings**. The following **Manage Classroom Training** screen appears displaying a list of classroom training programs.



The screenshot displays the 'Manage Class Room Training' interface. At the top, there's a search bar and a 'Search' button. Below the header, there are links for 'Create New', 'Import', 'Pending Attendance', and 'Bulk Import'. A dropdown menu is set to '10' with a 'Submit' button. The main table lists training programs with columns for 'Training Name', 'Created By', and 'Created On'. A dropdown menu is open for the first row, showing options like 'Instances' and 'Manage Competency'.

Training Name	Created By	Created On
24x7 training	demo_admin	10/24/2014 4:32:37 PM
24x7 Trng	Girish	9/25/2014 4:35:57 PM
Annual Meeting	demo_admin	7/15/2014 3:13:09 PM
C++ training	demo_admin	10/24/2014 6:22:01 PM
Coding Training	demo_admin	10/24/2014 7:07:18 PM
DCB	Rudolf	7/17/2014 12:41:54 PM
Demo Discussion	demo_admin	9/16/2014 4:26:19 PM
Demo Training	Rudolf	6/11/2014 3:37:16 PM
Demo Training V12	demo_admin	8/6/2014 11:25:38 AM
Demo_LMS1	demo_admin	7/29/2014 3:57:55 PM

Page 1 of 5

Steps to create the classroom trainings:

- **Step 1:** Create new classroom training.

- **Step 2:** *Create new training instances.*
- **Step 3:** *Publish the newly created training instances to the respective user groups.*
- **Step 4:** *Take users attendance.*
- **Step 5:** *Give feedbacks.*
- **Step 6:** *Fill the action plan details.*

Create New Training

To create training:

Click **Create New**. The following **Create New Training** appears with the required fields to be filled.



Create New Training

Training Name* c++ Training

Training type Technical

Category --Select--

Description

Pick the session*

Induction ✕

Pick the Action Plan

Post Training Action Plan ✕

☒ Request Approval

☒ PreWork

☒ Feedback

PrePost Assesment

Software

Training Feedback

Training Feedback

Trainer Feedback

Trainer Feedback form

Participant Feedback

TOI feedback

Certificate

24x7 certificate

Note:


- *Pick the sessions and action plans:* Action plans, single or multiple sessions is assigned to the training program.
 - The **training type**, **category**, **action plan**, **pre-post assessment** and **certificate** fields are not mandatory.
 - The *Pre-Post assessments* list 3 types of feedbacks:
 - **Training Feedback**
 - **Trainer Feedback**
 - **Participant Feedback**
 - Email notification is sent to the users for the pre-post assessments and feedbacks attached to the classroom training.
 - The *Training type* lists and filters all the categories under particular training type and when not selected the categories are global.
 - The **pre-work**, **feedback** and **request approval** is optional.
 - The *request approval* when checked the request is private and is sent to the administrator for approval.
-

Cancel Training Nominations

- The nominated users can cancel the training nomination for a particular training program.
- The nomination can be cancelled before the set *Cancel Before* date or time.
- When training is cancelled, it will be listed again under **Available Training** tab on user's account for future enrollments.
- If the user tries to cancel the training nomination after the expired date or time, a warning message is displayed as: "*Cancel before date for this training has expired*".
- If the user needs to cancel the nominations for the request approval trainings, a request must be sent to the reporting manager for the approval or rejection.


Edit Training

To edit training:

- Click **Edit** . The **Edit Training Name** screen appears with the chosen fields to be edited.
- The training details can be edited, if no instance is created for that particular training.
- The training details cannot be edited when the instance starts or it displays a warning message as: "*Training cannot be edited because it has been already started*".

Delete Training


To delete the training:

- Click **Delete** , to delete the trainings.
- Trainings can be deleted only after deleting every instance in a particular training.
- An alert box is displayed with the following message: "*Do you want to delete the training Training_Name?*" click Ok or Cancel.

- If trying to delete training programs with instances, a warning message is displayed: “*Cannot delete! Training is in use*”.

Cancel Training

To cancel the training:

- Click **Cancel** , to cancel the trainings.
- Training can be cancelled only by cancelling all the instances in a particular training.
- A pop-up *Cancel Training* screen appears with the reason for cancellation of the training.

Pending Attendance

- The pending attendance displays, lists of all the pending users attendances to be taken by the administrator enrolled for the classroom trainings.
- Refer *Pending Attendance* under **Trainer**.

Single Import and Bulk Import Classroom Trainings

To import training:

- Click **Import** | **Bulk Import** to upload classroom trainings. The **Import Training** screen appears to upload classroom trainings via .csv file.
- The .csv file size should be less than or equal to 4MB. Refer Bulk Uploading Process under Import Bulk Users.

Note:

- **Import:** The administrator can import single or multiple trainings with fields **Training Name, Sessions, Training Type, Category, Description, Action Plans, Request Approval, Pre-Work, Pre-Post Assessment, Certificate, Training Feedback, Trainer Feedback and Participant Feedback** in a single file.
 - **Bulk import:** Imports training instance with **Session Name, Location, Duration, Start date & time and Trainer details** in a single file.
-

Edit Properties

To access:

- Click **Edit Properties**. The **Edit Training** screen appears with the chosen fields to be edited.

Edit Training

TrainingName*

Training Type

Category

Description

Course Code

Pick the session*

Pick the Action Plan

☒ Request Approval
☐ Pre-work
☐ Feedback

Pre-Post Assessment

Certificate

Download Certificate Condition
 ☒ Attendance
 ☒ Pre Assesment
 ☒ Post Assesment
 ☒ Feedback
 ☒ Action Plan


- The *training name*, *sessions* and the *feedbacks*, if attached to the respective classroom trainings it cannot be edited after the training session starts and also before the training session ends.
- The feedbacks, action plans or the descriptions is added after the training session is completed.
- The feedbacks cannot be edited/changed, if it is already attached to the classroom trainings. It can only be edited if the trainings does not have any feedbacks.
- The certificate attached to the trainings is downloaded by default after completion.
- **The certificate can also be downloaded by giving conditions like:**

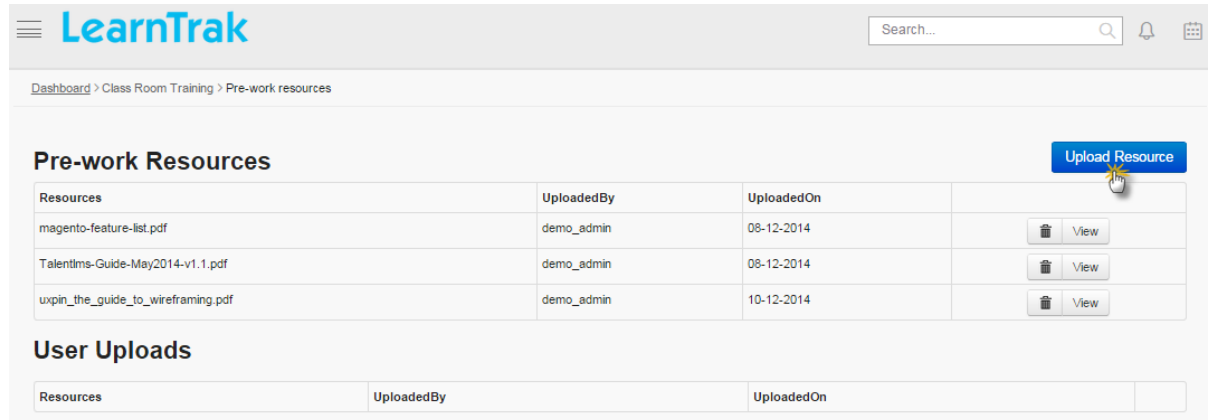
1. Download certificate after taking user attendance.
 2. Download certificate after completing the pre-assessments.
 3. Download certificate after completing the post-assessments.
 4. Download certificate after giving the feedbacks.
 5. Download certificate after completing the action plans.
- The administrator must check either of the download certificate condition or all the certificate conditions depending on the requirement. Based on the applied conditions the certificate is downloaded at the user-end.

Manage Pre-Work




- Manage pre-work allows administrators to upload the resources of type **Documents, URL, AICC, SCORM 1.2, Experience API, Feedback and Assessments**.
- The resources are published to user groups and are available in the respective user accounts.
- The users can access & play the resources and also can upload single or multiple resources.
- The resources uploaded by users are sent for approval or rejection to the reporting manager.

To access:

- Click **Manage Pre-work**. The following **Pre-work Resources** screen appears.
- Click **Upload Resource**, to upload new pre-work resources.
- Click **View**, to download the resources.
- Click **Remove** , to delete the selected resources.



The screenshot shows the LearnTrak web application interface. At the top, there is a header with the LearnTrak logo and a search bar. Below the header, there is a breadcrumb trail: Dashboard > Class Room Training > Pre-work resources. The main content area is titled "Pre-work Resources" and contains a table with the following data:

Resources	UploadedBy	UploadedOn	
magento-feature-list.pdf	demo_admin	08-12-2014	 View
Talentims-Guide-May2014-v1.1.pdf	demo_admin	08-12-2014	 View
uxpin_the_guide_to_wireframing.pdf	demo_admin	10-12-2014	 View


Below the table, there is a section titled "User Uploads" with a table that has the following columns: Resources, UploadedBy, and UploadedOn.

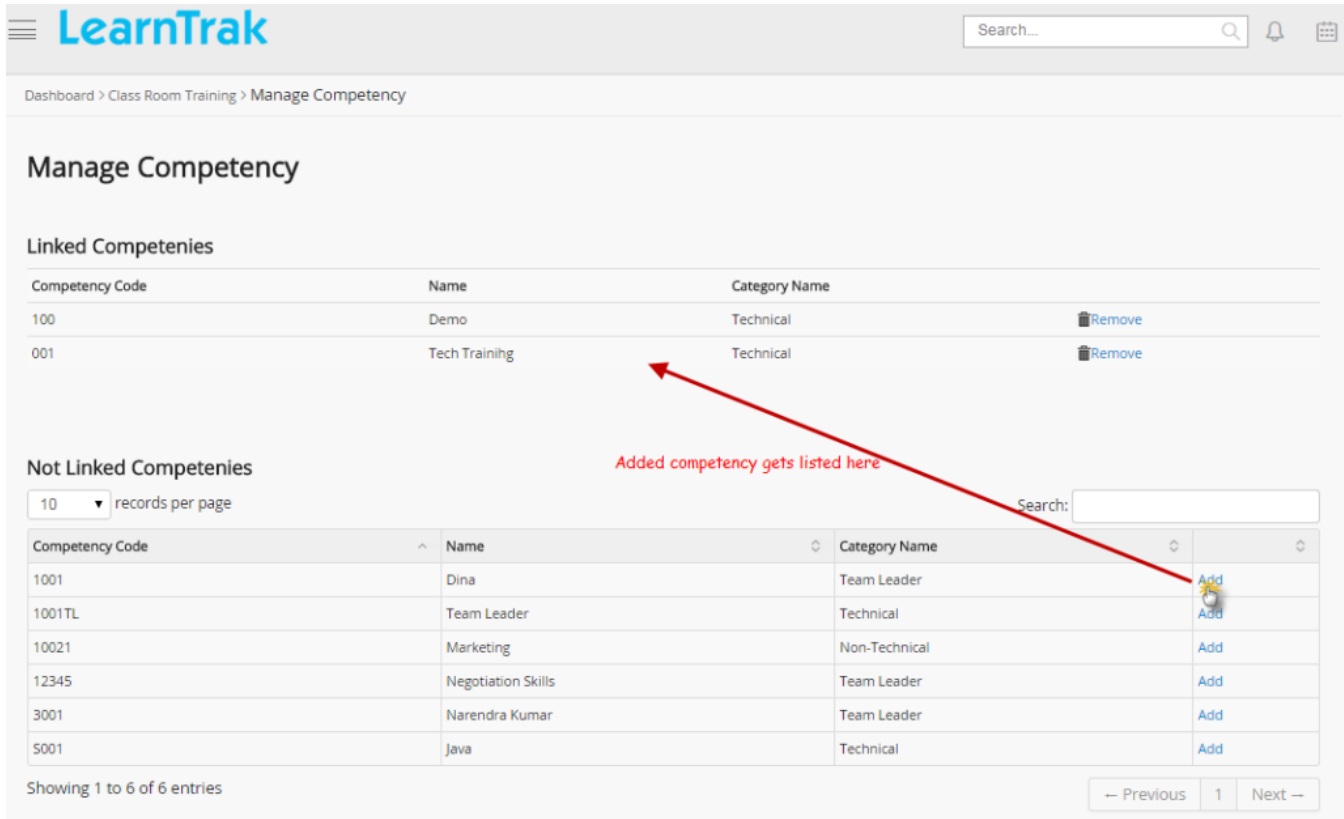
Manage Competency

- The competencies created under respective categories are mapped to the classroom trainings.
- The trainings created are assigned with competencies, that are added from *Not Linked Competencies* to *Linked Competencies*.
- On user account, all the added competencies can be accessed by the users during classroom trainings.

To access:

- Click **Manage Competency**. The following **Manage Competency** screen appears listing all the mapped competencies.



- Click **Add**, to add the competencies.
- Click **Remove** , to remove competencies.



Dashboard > Class Room Training > Manage Competency

Manage Competency







Linked Competencies

Competency Code	Name	Category Name	
100	Demo	Technical	 Remove
001	Tech Training	Technical	 Remove

Not Linked Competencies

10 records per page

Search:

Competency Code	Name	Category Name	
1001	Dina	Team Leader	 Add
1001TL	Team Leader	Technical	 Add
10021	Marketing	Non-Technical	 Add
12345	Negotiation Skills	Team Leader	 Add
3001	Narendra Kumar	Team Leader	 Add
5001	Java	Technical	 Add

Showing 1 to 6 of 6 entries

— Previous 1 Next —

Uploading Reference Materials

- The administrator can upload the reference materials for the respective classroom trainings.
- These reference materials can be accessed by the users after administrator takes the attendance.
- The reference materials cannot be downloaded, if the user does not attend the training i.e. *is absent* or the administrator does not take the attendance.

To access:

- Click **Reference Materials**. The following **Reference Materials** screen appears.
- Click **Upload Reference Materials** to upload the documents of type *PPT/PDF/Word/Excel* documents.
- Click **View** to see the uploaded document.

Reference Materials : Tech_TNI_Training

Dashboard > Class Room Training > Reference Materials

10 records per page

Search

Upload Reference Materials

Name of the Material	Description	File Name	Uploaded By	Uploaded On	Action
Employees_TNI		Resource_Management1.pdf	TW_User1	05-11-2015	View
Training Need Identification		Resource_Management1.pdf	TW_User1	05-11-2015	View
TNI_Sample_Document		Math Stars Grade 4.pdf	TW_User1	05-11-2015	View

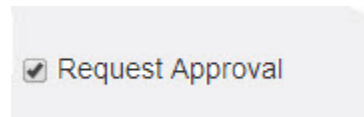
Listing 1 - 3 of 3

[Back to List](#)

Clicking "view" opens the uploaded reference materials

← Previous 1 Next →


7.3.2 Request Approval Type Classroom Trainings



- Trainings with request approvals are normally termed as private trainings which require approval from *reporting manager* or administrator for the users to attend the trainings.

Note: The reporting manager is also an administrator who has the rights to approve/reject requests for online resources and programs.

- *The process of accessing private trainings is similar to the normal trainings:*
 - o **Step 1:** Create new trainings with request approval.
 - o **Step 2:** Create new instances.
 - o **Step 3:** Publish trainings to the user groups.
 - o **Step 4:** Request approval is sent to the reporting manager or administrator.
 - On the reporting manager's account, request approval trainings are listed under **My Approvals** tab.
 - The reporting manager or administrator receives mail on the same.
 - *To approve:* Click **Classroom > My Approvals**. The **My Approvals** screen appears displaying, a list of users and trainings to be approved or rejected.
 - If the training request is approved by the reporting manager, it appears in respective users account under *My Training* list, from where the user can access the trainings.
 - If the user is not assigned to a reporting manager, then the administrator must assign it by updating the user's reporting manager detail under **Users > Manage**

Users >  Edit.

- The request approval trainings published, are also available for the reporting manager as he/she is also a user.

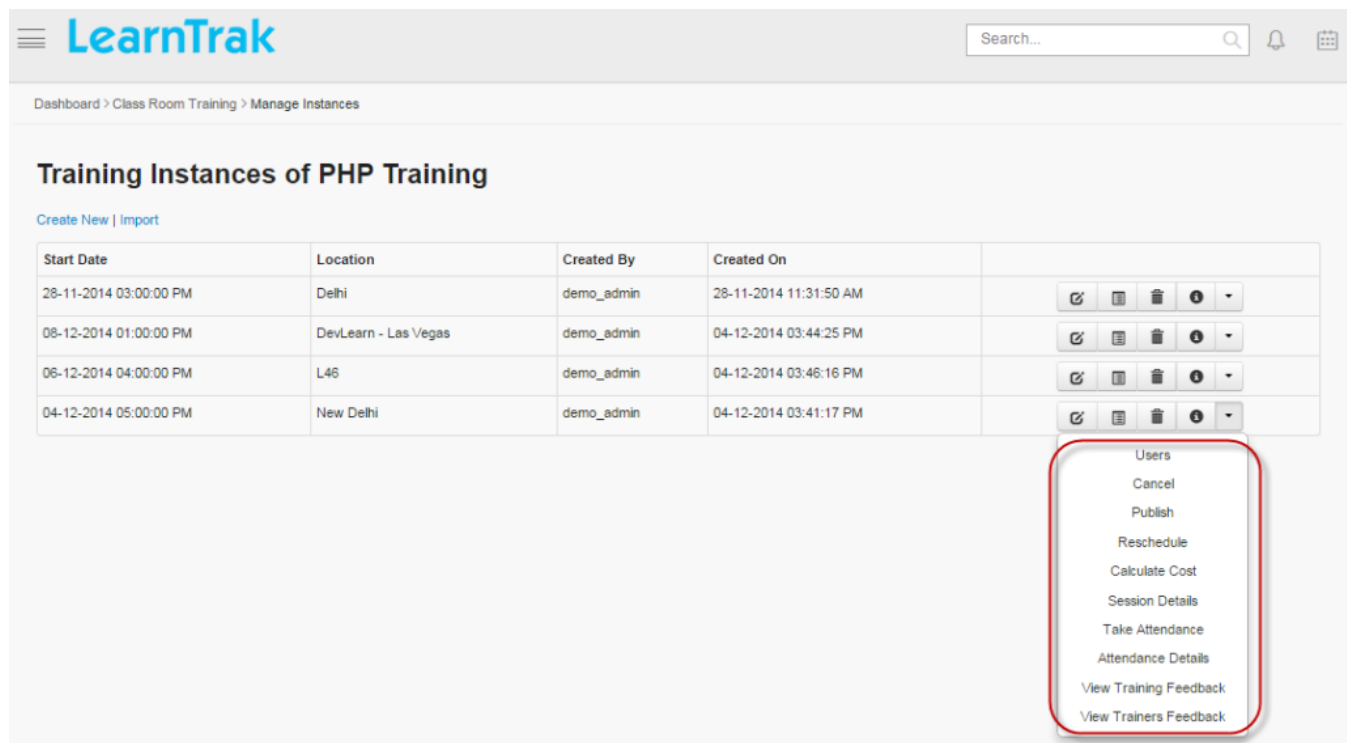
- o **Step 6:** Take users attendance.
- o **Step 7:** Give the feedbacks.
- o **Step 8:** Fill the action plan details.

7.3.3 Create New Instances

When new training is created *new instance* are also created. Single classroom training can have multiple instances and single instance, can have multiple sessions. The session timings can include either *actual session duration + break duration* or only *actual session duration* for a single training instance. Single session timings can be broken down into multiple session timings. Training instances can be created, edited, cancel, deleted, publish training instances to the users, take user attendance, view feedbacks and session details, set reminders for the training, calculate the costs and reschedule the training instances.

To access instances:

Click **Instance** of particular classroom training. The following **Training Instances of training_name** screen appear displaying details on training instances.



LearnTrak

Dashboard > Class Room Training > Manage Instances

Training Instances of PHP Training

Create New | Import

Start Date	Location	Created By	Created On
28-11-2014 03:00:00 PM	Delhi	demo_admin	28-11-2014 11:31:50 AM
08-12-2014 01:00:00 PM	DevLearn - Las Vegas	demo_admin	04-12-2014 03:44:25 PM
06-12-2014 04:00:00 PM	L46	demo_admin	04-12-2014 03:46:16 PM
04-12-2014 05:00:00 PM	New Delhi	demo_admin	04-12-2014 03:41:17 PM

- Users
- Cancel
- Publish
- Reschedule
- Calculate Cost
- Session Details
- Take Attendance
- Attendance Details
- View Training Feedback
- View Trainers Feedback

To create instances:

Click **Create New**. The following **Create Training Instances** screen appears with the required fields to be filled.

Create Training Instances

Location*

Minimum Participants

Maximum Participants*

Last date of Nomination*



Cancel Before*

Class Session*

Session timings	Session	Duration	Break	Room	Trainer
<input type="text" value="11/19/2014"/> <input type="text" value="7:30 PM"/>	<input type="text" value="demo_session (01:00)"/>	<input type="text" value="01:00"/>	<input type="text" value="0"/>	<input type="text" value="Dev"/>	<input type="text" value="--Select Trainer--"/>

[Back to List](#)

Note:

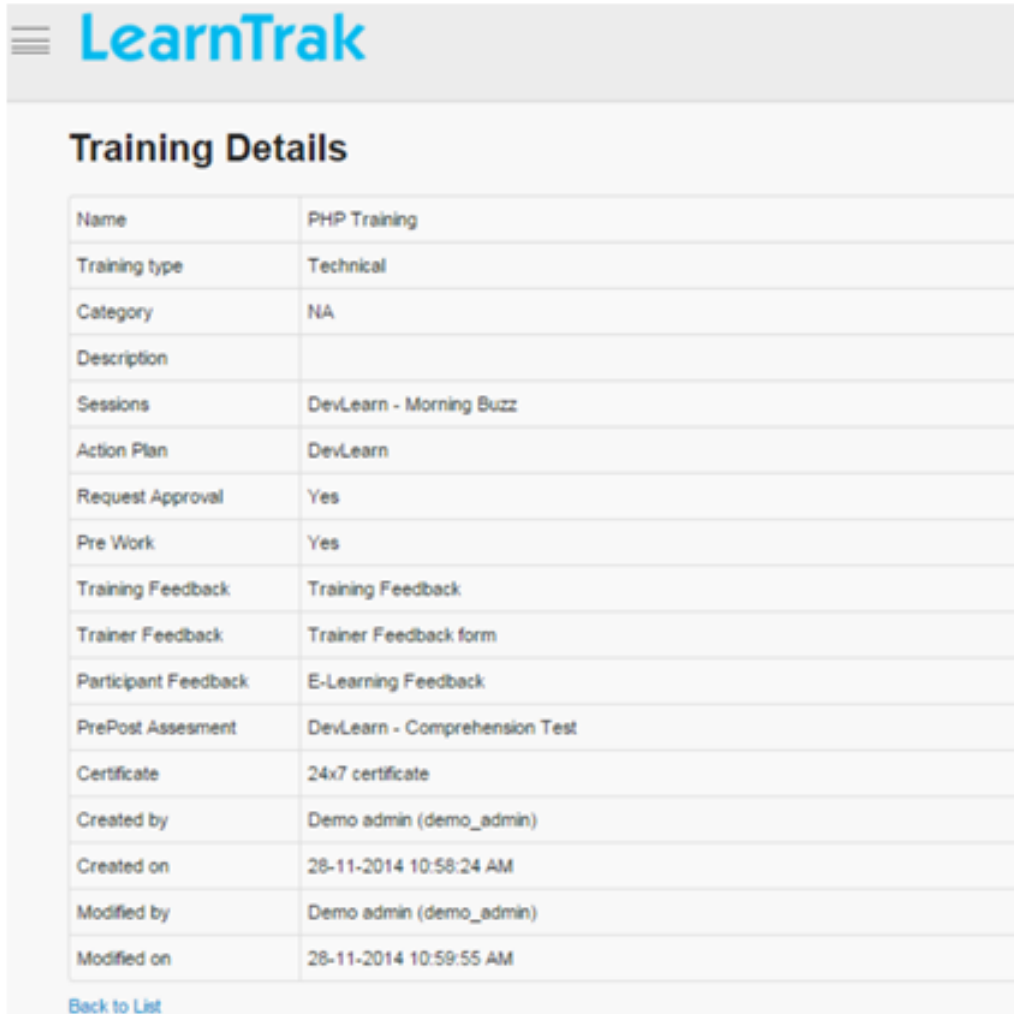
- *Maximum participants* must be less than or equal to the training room capacity.
- *Last date of nomination* and *Cancel Before* date & time must be greater than *session timings*.
- A single instance, can have multiple class sessions.
- The instance created is assigned to either **internal** or **external** trainer. The external trainer will receive mail notification for the assigned training instances with the blog details.
- Mail notifications is sent to the users and marking an **copy (cc)** to the reporting manager/ supervisor on self-enrollment of training instance, re-scheduling of trainings and on cancellation of training instances.
-  Adds multiple sessions to single instance and  removes sessions from a particular instances.

Details of Training Instances

Displays the details of the training instances created for that particular training.

To view details:

Click **Details** . The following **Training Instances Details** screen appears displaying details on particular training instances.




Name	PHP Training
Training type	Technical
Category	NA
Description	
Sessions	DevLearn - Morning Buzz
Action Plan	DevLearn
Request Approval	Yes
Pre Work	Yes
Training Feedback	Training Feedback
Trainer Feedback	Trainer Feedback form
Participant Feedback	E-Learning Feedback
PrePost Assessment	DevLearn - Comprehension Test
Certificate	24x7 certificate
Created by	Demo admin (demo_admin)
Created on	28-11-2014 10:58:24 AM
Modified by	Demo admin (demo_admin)
Modified on	28-11-2014 10:59:55 AM


[Back to List](#)

Edit, Delete and Cancel Training Instances

To edit training instances:

- Click **Edit** . The **Edit Training Instances** screen appears with the chosen fields to be edited.
- The training instances can be edited, only before the training instance starts. Once the training instance is started it cannot be edited or a warning message is displayed as “*Cannot edit! Instance is in use*”.

To delete training instances:

- Training instances can be deleted before the training is published to users.
- Click **Delete** .
- If trying to delete trainings after publishing it to users a warning message is displayed as “*Cannot delete! Instance is in use*”.
- On deleting the instance, the record of the particular training instance is deleted permanently from the DB.

To cancel training instances:

- Training instances can be cancelled before it is published to the users.

- Click **Cancel**. A pop-up screen appears with the reason for instance cancellation.
- On cancelling the training instance, only the details of the particular training instance, the record is deleted from the DB.
- *The training instances cannot be cancelled after instance starts and attendance is taken:* Once instance is started and the attendance already taken training instances cannot be cancelled. It displays an error message as “Attendance already taken! Cannot delete instances”.

User Details and Status Types

- The user detail displays list of nominated users and their status, assigned to the particular training instances.
- *The classroom training user status can be any one of the following:*
 1. **Enrolled:** The user confirms to attend the training.
 2. **On Waiting List:** The user confirmation is in queue for the particular training.
 3. **Pending Approval:** The reporting manager does not approve the training program.
 4. **Rejected:** The reporting manager rejects the users request for the training program.
- Click **Users > User Details** screen appears with the current user details within the particular training instance.

LearnTrak

Dashboard > Class Room Training > Manage Instances > Users

Users Detail

6 records per page

Search:

User Name	First Name	Last Name	Email	Nominated Date	Status	Action
testuser1	testuser1		testuser1@mailinator.com	06-12-2014	Enrolled	
testuser2	testuser2		testuser2@mailinator.com	06-12-2014	Rejected	
testuser4	testuser4		testuser4@mailinator.com	06-12-2014	Enrolled	
testuser5	testuser5		testuser5@mailinator.com	06-12-2014	Rejected	

Showing 1 to 4 of 4 entries

Previous 1 Next

Add User

Adding more users to this instance

Add

- *To add Adhoc Users:*
 - o Click **Add**, to add users from the common business unit.
 - o The multiple users can be added to the same training only if the users are not registered and the time for registration is not expired.
 - o If the users are added for the request approval type trainings, then it bypasses the rule of approval from the reporting manager or administrator and are listed directly under **My Training** tab.

Note:

- The details of users do not appear when the training instance is completed.

- The administrator can also cancel the training nominations of any enrolled users.

Reminder Settings

- Reminders can be set at the instance level of the classroom trainings.
- The reminder settings will be local to that particular training instance.

To set reminder:

Click **Reminder Settings**. It is redirected to *reminder settings* screen.

Note:

- Refer *edit properties* under **reminder settings** to set the training instances reminders.
- Respective reminder mails will be triggered for the users.

Reschedule Training Instances

- The classroom training instances can be rescheduled at any time.
- Training's for which the attendance already taken cannot be rescheduled.

To access:

Click **Rescheduled**. The following **Reschedule Training Instances** screen appears.

LearnTrak Search... [icon] [icon]

Reschedule Training Instances

Location*

Minimum Participants

Maximum Participants*

Last date of Nomination* [icon]

Cancel Before* [icon]

Class Session*


Session timings	Session	Duration	Break	Room	Trainers
06-12-2014	4:00 PM	01:00	00:00	--Select Room--	--Select Trainer--

[icon]

Save

[Back to List](#)

Calculate Cost

- Every classroom training's instance cost is calculated by adding *Training Cost*, *Participant Cost*, *Trainer Cost* and *Other Costs*.
- The *Room Cost*, *Trainer Cost* and *Total Cost* is calculated automatically by default.
- The training cost is available to the enrolled users under  **Classroom > Training Cost**.
- This details screen display the costs on the trainings enrolled and present by the user, against the trainings the user has enrolled and is absent.

To calculate instance cost:

Click **Calculate Cost**. The following **Instance Cost Calculation** screen appears displaying respective fields to be filled.

[Dashboard](#) > [Class Room Training](#) > [Instances](#) > [Manage Instance Cost](#)

Instance Cost Calculation

Mandatory cost calculated automatically	
RoomCost	0.00
TrainerCost	0.00
Total cost	74059.00

Training Cost	
Training Cost	10000
License Cost	4567
Venue Cost	2345
Total	16912.00

Participant Cost	
Accommodation Cost	5676
Food Cost	23456
Travel Cost	1234
Total	30366.00

Trainer Cost	
Accommodation Cost	7867
Food Cost	3434
Travel Cost	7689
Total	18990.00

Other Cost	
Printing&Stationery Cost	2345
Photo Cost	5446
Total	7791

Import Training Instances

To import instances:

- Click **Import** to upload training instances. The **Import Instance** screen appears to upload training instances via .csv file.
- The .csv file size should be less than or equal to 4MB. Refer Bulk Uploading Process under **Import Bulk Users**.

7.3.4 Publish Training

- The new instances created for a particular training is published to the user groups.
- On user account, the published training will be displayed under **Available Trainings** tab, from where the users must add the trainings to his/her training plan.
- Once the training is added, it will then list under **My Trainings** tab, from where the users must self-nominate and attend the training.

To publish trainings:

- Click **Publish**. It is redirected to **Training Name <sample_name>** screen.
- The administrator must select and add the user group(s) from *Not Published* list to the *Published* list.
- Click **Add** (or) **Add Directly to Users** to add the training(s) to the selected user group(s).

Note:

- o If the training is of request approval type, then the user must get approval from the *administrator or reporting manager* to attend the training.
- o **Add Directly to Users:** The selected training(s) is added directly to the users by clicking the *Add Directly to Users* button.
- o The aim of this functionality is to allow all the published trainings to be directly listed under **My Trainings** tab instead of **Available Trainings** tab.
- o The following **Users** screen appears to select and nominate the users to the training instances.

Users

Note : Please select the users to nominate.If Automatic process checked,additional users will be in waiting list (or) out of training.

Total Group Users : 2	Total Availability : 10
Total Enrolled Users : 0	Current Availability : 10

☒ Select All
 ☐ Automatic Process

Search:

User Name	First Name	Last Name
<input checked="" type="checkbox"/> newuser1	newuser1	
<input checked="" type="checkbox"/> newuser2	newuser2	

Listing 1 - 2 of 2

Add
Close

o The screen displays details like the *Total Group Users*, *Total Availability*, *Total Enrolled Users* and *Current Availability*.

- *Total Group Users* lists the total number of users from the selected group(s).
- *Total Availability* lists maximum available nominations.
- *Total Enrolled Users* list number of confirmed users.
- *Current Availability* lists latest nominations that are in use.
- To assign a single user or multiple users to the training, check the *Select All* option.
- To assign users randomly to the training, check the *Automatic Process* option.
 - * The users are randomly assigned to the training depending on the *current availability* count.
 - * The next set of users (**Maximum Nominations * 2**) is in the waiting list.
 - * Finally, the remaining users are assigned to the next set of training instances.

o Click .

o After adding the training(s) to the user group(s), it appears directly under **Classroom > Training > My Training** tab at user account.

o The request approval type training(s) are also listed under **My Training** tab. On approval from the reporting manager/administrator the users are enrolled for the trainings.

o The users and the respective training log details will be listed in the **Audit Logs**.

7.4 Take User Attendance

- The take attendance screen displays list of enrolled users for the particular classroom training.
- When the training session starts, the administrator/ trainer must take the attendance of the users for the classroom training.
- Once attendance is taken the respective training cannot be cancelled.

Note: The attendance of users is always taken based on the number of iterations.

To take user attendance:

Click **Take Attendance** . The following **Take Attendance** screen appears displaying the details.

7.4.1 View Attendance Details

The view attendance details, display information's of users who attended and present for the classroom trainings.

To view attendance details:

Click **Attendance Details** . The following **Attendance Details** screen appears displaying the details.

Date	User Name	Attendance	Reason
08-12-2014	testuser4	P	
08-12-2014	testuser1	P	

7.4.2 Session Details

The session details display information's on particular classroom training such as the *session name*, *sessions date & time*, *session trainer*, *room layout* used for the particular classroom trainings.

To view session details:

- Click **Session Details**. A pop-up screen appears displaying the session details.
- Details on *WebEx sessions* hosted by the administrator and attended by the user's are also displayed.

Session Details

Training Name	PHP Training				
Start Date	08-12-2014 12:00:00 PM				
End Date	08-12-2014 01:00:00 PM				
Session	Date	Time	Trainer	Room	Action
DevLearn - Morning Buzz	08-12-2014	12:00 PM	testuser12	-	-

Close

7.5 Give Training Feedbacks

7.5.1 View Trainers Feedback

The trainers feedback screen displays the feedback report on the trainers.

To view trainer's feedback:

- Click **View Trainers Feedback**. The following **Trainers List** screen appears displaying trainer details.
- View feedback of the selected trainer.

<div> <div>LearnTrak</div> <div>Search...</div> <div> </div> </div> <div>Dashboard > Class Room Training > Manage Instances > Trainers List</div>				
Trainers List				
Trainer Name	First Name	Last Name	Email	
testuser12	testuser12		testuser12@mailinator.com	View Feedback

- Click **View Feedback**. The following **Feedback Report Details** screen appears displaying details on the trainer's feedback report.

LearnTrak

Search...







Dashboard > Class Room Training > Manage Instances > Training Trainers > Feedback Report

Feedback Report Details

Reverse Axis

Question	testuser1	testuser2	testuser5
How was the involvement of the Trainer? What was the creativity displayed?	Agree	Strongly Agree	Strongly Disagree
Average	40 %	20 %	100 %

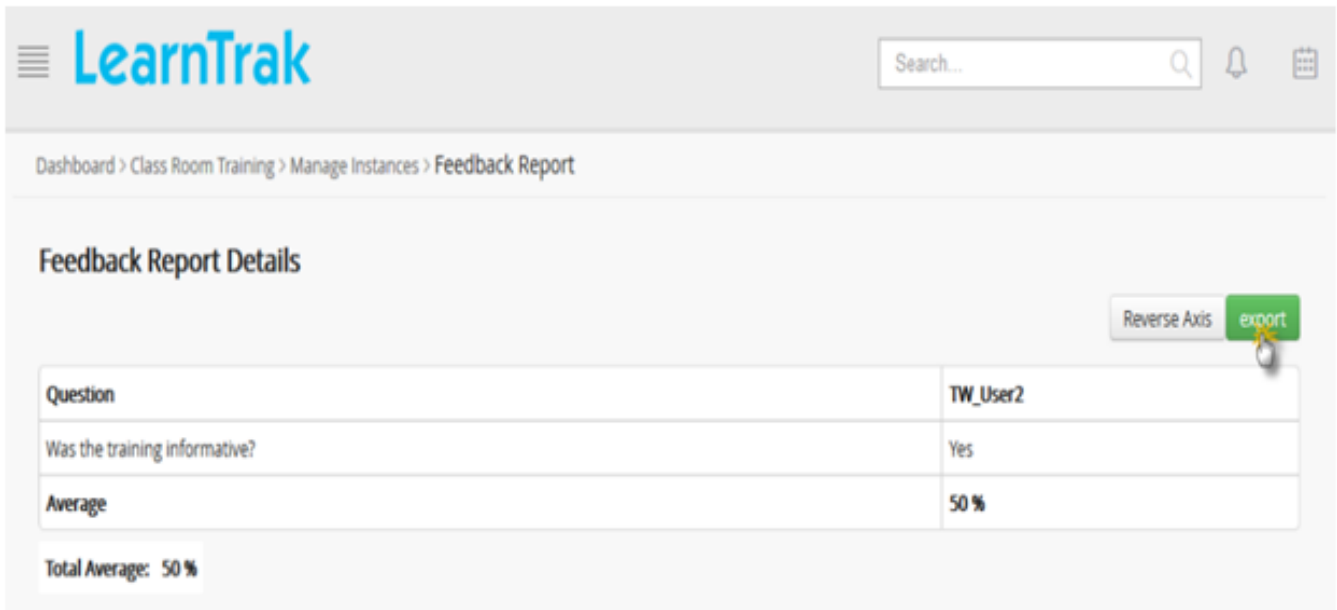
Total Average: 53.33 %

7.5.2 View Training Feedback

- The training feedback displays, the report on feedbacks given by the users on the respective classroom trainings conducted.
- This training feedback report can be *exported* to the **Excel** in the .csv file format.

To view training feedback:

Click **View Training Feedback**. The following **Feedback Report Details** screen appears displaying on training feedback report.



Dashboard > Class Room Training > Manage Instances > Feedback Report

Feedback Report Details

Reverse Axis export


Question	TW_User2
Was the training informative?	Yes
Average	50 %

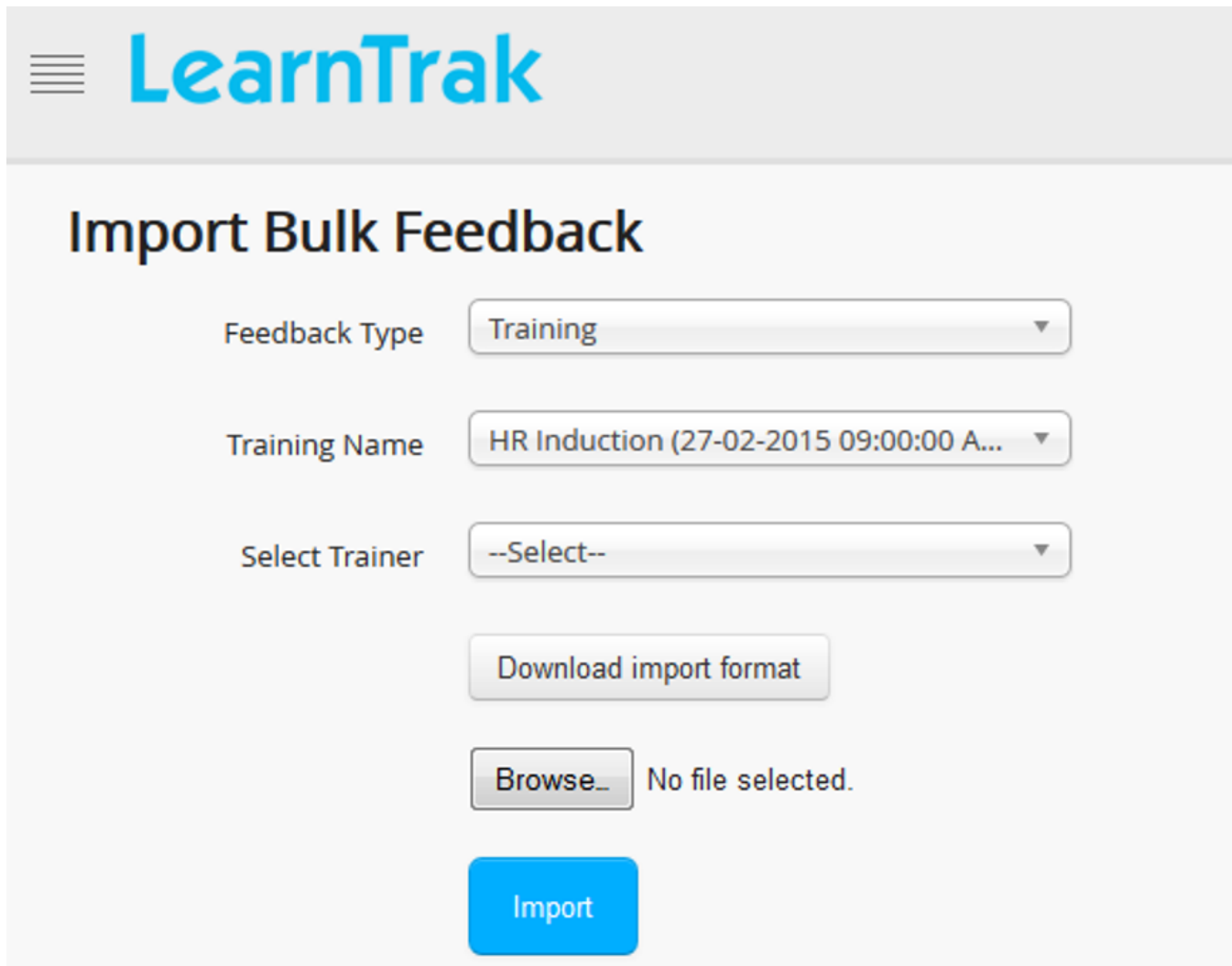
Total Average: 50 %


7.6 Import Bulk Feedback

- The administrator can import training feedbacks in a bulk for a particular classroom training.
- The administrator can filter the feedbacks by selecting the *training name*, *feedback type* and the respective *trainer name* from the dropdown list by following the Bulk Uploading Process as shown under **Import Bulk Users**.

To import bulk feedback:

Click  **Admin > Classroom > Import Bulk Feedback**. The following **Import Bulk Feedback** screen appears displaying import training feedback details.



 **LearnTrak**

Import Bulk Feedback


Feedback Type

Training Name

Select Trainer

No file selected.

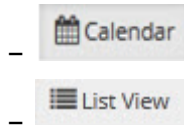
7.7 Accessing the Classroom Trainings

- The *trainings* tab displays list of classroom trainings allocated to the users.
- The users can attend the trainings by adding it to his/her training plan.
- The trainings tab is available to all the users such as *root administrator, administrators, system administrator, reporting manager, trainers* and *learners*.
- The classroom trainings assigned to the users are available at  **Classroom** > **Trainings** tab under the *menu bar*, which displays list of allocated classroom trainings.
- *Classroom trainings can be classified into 2 types:*
 - General trainings**
 - Request approval trainings**
- *To access training:*

Click  **Classroom** > click **Trainings**. The **Classroom** screen consists of the following four modules:


1. **My Training**
2. **Available Training**
3. **Team Trainings**
4. **Company Trainings**

- The administrator can view the training details in 2 ways:



Note: Classroom trainings can be filtered based on the categories that are selected from dropdown lists.

7.7.1 Available Training

- The *available training* tab displays a list of classroom trainings published to the users.
- The trainings available are viewed as either *List* or *Calendar* based on month, week or day.
- The users must click , to add the respective trainings to the training plan.

Note: If the training is of request approval type, then a request is sent to the reporting manager/administrator for the training approval.

- The added trainings will be listed under *My Trainings* tab.

Note: The request approval type trainings once approved will be listed under this tab.

- This tab is available to all the users such as *super administrator*, *administrator*, *system administrator*, *reporting manager*, *trainer* and *learners*.

To access available training:

Click **Available Training** tab > **Calendar View** | **List View**.

The screenshot shows the LearnTrak 'Class Room' interface. At the top, there's a search bar and navigation icons. Below the 'Class Room' header, four tabs are visible: 'My Training' (highlighted with a red circle), 'Available Training', 'Team's Trainings', and 'Company Trainings'. Below the tabs are buttons for 'Calendar' and 'List View', a dropdown menu for 'Select Category', and a 'Trainer' status indicator (Trainer / Not Confirmed). The main area displays a calendar for November 2014, with days of the week as columns and dates as rows. A 'PHP Training' event is scheduled for Friday, November 28th, indicated by a green box with the text 'PHP Training'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	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 PHP Training	29
30	1	2	3	4	5	6

To add training:

Calendar View | List View > click Add to Training.

Class Room

My Training Available Training Team's Trainings Company Trainings

Calendar List View

--Select Category--

6 records per page

Search:

Date	Training Name	Location	
9/17/2014	Professional training	Bangalore	+
9/17/2014	project preparation 1	HQ - Conference Hall	+
9/18/2014	project Guidance	Bangalore	+
11/28/2014	PHP Training	Delhi	+

Showing 1 to 4 of 4 entries

← Previous 1 Next →

7.7.2 My Training

- The user nominates to the training by adding it from *Available Trainings* tab to *My Training* tab.
- The *My Training* tab lists users enrolled and ready to attend the trainings.
- The trainings available are viewed as either *List* or *Calendar* based on month, week or day.
- The trainings can be filtered based on categories.
- This is available to all users such as *super administrator*, *administrator*, *system administrator*, *reporting manager*, *trainer* and *learners*.

To access my training:

Click **My Training** tab > **Calendar View** | **List View**.

The trainings listed are divided into 6 states:

- Confirmed
- Not Confirmed
- On Waiting List
- Attended
- Not Attended
- Approval Requested

LearnTrak

Search...

Class Room

My Training Available Training Team's Trainings Company Trainings

Calendar List View

--Select Category--
--Select Category--
Functional
Behavioural
Brochures
Technical

Selection of category

Confirmed On Waiting List Attended Not Attended Approval Requested

November 2014

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5 November training 24x7 training	6	7	8
9	10	11	12	13	14	15
16	17	18 Mobile check training	19	20	21	22
23	24	25	26 Demo Training	27	28	29
30	1	2	3	4	5	6

- When the user completes training program the users must provide the following details listed under the *List View* tab:

- Feedback** ▲ : The user must provide feedbacks on trainers, trainings and can view participant's feedback.
- Cancel** : Users not attending the trainings can cancel the training nominations.
- Session Details** : It displays *WebEx session* details for the users.
- Download Certificate** : Users can download the course completion certificate for *SCORM*, *AICC*, *xAPI* courses and the *classroom trainings*.
- Action Plan** : Users must provide response to the attached *action plan task* for the classroom trainings.

Action Plan Task Details

Appraised Task

Training Name	Action Plan	Task Name	User Appraised On Attempt 1	Supervisor Status Attempt 1	Action
Action_plan_TW_Training	Threads_TW	Polymorphism_TW			Details Review



- * To provide response to the action plan task, click **Review** link.
- * The following **Action Plan Details** screen appears as shown below.

Action Plan Details

Action Plan Details			
Action Plan	Threads_TW	Status	Incomplete
Training Name	Action_plan_TW_Training		
User Name	tw_user6 (tw_user6)	Start Date	11-25-2015
User Cycle 1 status	Appraised	Supervisor Cycle 1 status	--
User Cycle 2 status	--	Supervisor Cycle 2 status	--
Task Review Details			
Task Name	creation of threads		
Description			
User Reviews		Supervisor Reviews	
Attempt 1			
Comments	Completed the action plan on threads	Comments	Finished
		Status	Appraised <input type="button" value="v"/>
Action On	26-11-2015	Action On	
Attempt 2			
Comments		Comments	
		Status	
Action On		Action On	
<input type="button" value="Submit"/>			
Back to List			

- * The user must provide action plan response as a comment and submit it to the reporting manager for the review.
- * The reporting manager reviews the response and sends it back to the user.

-  **Pre-work Resource** : It allows users to upload the pre-work resources and also displays any resources uploaded by the administrator.

- **Assesment** :

- o **Pre-test Assessments:** The pre-test can be accessed before the training starts.
- o **Post-test Assessments:** The post-test can be accessed after the training is completed.

Note: The assessment test correct answers are displayed only at the end of the post-test assessments.

- **Discussion** : Users can participate in discussion forums on the classroom trainings and the post replies.
- **Reference Materials** : Users can download the *reference materials* related to the classroom training.

Note:

- The *pre-work resources, Assessment and Discussion* tabs appears before the training starts.
- The user will receive mail notifications for the pre-post assessments/ feedbacks attached as a text link to the training.

The screenshot shows the 'Class Room' section of the LearnTrak application. It includes a search bar, tabs for 'My Training', 'Available Training', 'Team's Trainings', and 'Company Trainings'. Below these are 'Calendar' and 'List View' buttons, a category dropdown, and a 'records per page' selector. A table lists training entries with columns for Date, Training Name, Location, and Status. To the right of the table, a red circle highlights three icons: 'Discussion', 'Action Plan', and 'Download Certificate'. The bottom of the interface shows pagination controls.

Date	Training Name	Location	Status
7/4/2014	Training_1	Bangalore	Enrolled
8/8/2014	Demo Training V12	Bangalore---Demo	Enrolled
8/11/2014	Elearning Training	Bangalore	Enrolled
8/14/2014	Annual Meeting	HQ - Conference Hall	Cancel Pending Approval
9/22/2014	Evaluation Training	Bangalore	Enrolled
9/29/2014	Prospect Training	Bangalore	Enrolled

7.7.3 Team Trainings

- The *team trainings* tab, is displayed only for reporting manager and administrator who can also play the role of a *reporting manager*, but this tab does not display for the *trainers and learners*.
- It displays respective training programs published to all its reportees.
- The confirmed user's training details under particular training program along with their user status are displayed.
- If any of the confirmed users does not report to their reporting manager, then such user's training details will not be available to the reporting manager.

Note: Refer to *Types of User Status* for further informations.

To access team trainings:

Click **Team Trainings** tab > **Calendar View** | **List View**.

The screenshot shows the 'Class Room' section of the LearnTrak application. The 'Team's Trainings' tab is highlighted with a red box. Below the tabs, there are buttons for 'Calendar' and 'List View', and a dropdown menu for 'Select Category'. The main area displays a calendar for November 2014. A training event titled 'DevLearn - Conference & Expo, Las Vegas' is scheduled for Wednesday, November 27th. The calendar also shows dates from 26th to 30th. The interface includes a search bar at the top right and navigation icons at the bottom right.

7.7.4 Company Trainings

- The *company trainings* tab, displays entire training programs conducted by the company in the current month.
- The non-nominated users can nominate themselves by adding the training programs to his/her training plan.
- This tab is available to all the users such as *super administrator, administrator, system administrator, reporting manager, trainer and learners*.

To access company trainings:

Click **Company Training** tab > **Calendar View** | **List View**.

The screenshot shows the 'Class Room' section of the LearnTrak application. At the top, there's a search bar and navigation icons. Below the 'Class Room' header, there are tabs: 'My Training', 'Available Training', 'Team's Trainings', and 'Company Trainings' (which is highlighted with a red box). Under the 'Company Trainings' tab, there are buttons for 'Calendar' and 'List View', and a dropdown menu for 'Select Category'. The main area displays a calendar for November 2014, with navigation buttons for previous/next month, week, and day. The calendar grid shows training events for various dates:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29 DevLearn - Conference & Expo, Las Vegas, DevLearn - Las Vegas	30 Professional Training for Client, Bangalore	31	1
2	3	4 Demo_LMS1, Bangalore	5 November training, Bangalore-- Demo DCB, Little Rock Coding Training, Bangalore-- Demo 24x7 training, Bangalore-MKB- Conference Hall	6	7	8 24x7 training, Delhi
9 Demo_LMS1, Bangalore	10	11	12	13	14	15
16	17	18 Mobile check training, HQ - Conference Hall	19	20	21	22
23	24	25	26 Demo Training, Bangalore	27	28 PHP Training, Delhi	29
30	1	2	3	4	5	6

7.7.5 My Action Plans

- The newly assigned action plan tasks by the reporting manager will be listed under this tab.
- The user must provide response to the assigned action plan task.

Note: A mail notification is sent to the reporting manager on the completed action plan task.

- The action plan task response details is sent to the reporting manager/ supervisor for the review.
- The reporting manager reviews the response and sends it back to the user.

To provide action plan task response:

* Click **My Action Plans**. The following **Action Plan Task Details** screen appears as shown below.

Action Plan Task Details

Appraised Task Details

Training Name	Action Plan	Task Name	User Appraised On Attempt 1	Supervisor Status Attempt 1	Action
Action_plan_TW_Training	Threads_TW	Polymorphism_TW			Details Review

* Click **Review**. The following **Action Plan Details** screen appears as shown below.


Action Plan Details

Action Plan Details			
Action Plan	Threads_TW	Status	Incomplete
Training Name	Action_plan_TW_Training		
User Name	tw_user6 (tw_user6)	Start Date	11-25-2015
User Cycle 1 status	Appraised	Supervisor Cycle 1 status	--
User Cycle 2 status	--	Supervisor Cycle 2 status	--
Task Review Details			
Task Name	creation of threads		
Description			
User Reviews		Supervisor Reviews	
Attempt 1			
Comments	Completed the action plan on threads	Comments	Finished
		Status	Appraised
Action On	26-11-2015	Action On	
Attempt 2			
Comments		Comments	
		Status	
Action On		Action On	
<input type="button" value="Submit"/>			
Back to List			

7.7.6 My Training Cost

- The *training cost* displays the total cost on each classroom trainings enrolled by the user.
- The training cost screen displays the cost details for the attended and not-attended classroom trainings by the user.

To access training cost:

- * Click  **Classroom > Training Cost**. The following **Training Cost Details** screen appears as shown.
- * Click **Export to Excel** to export the training cost details to .csv file.


Training Cost Details (TW_User4)

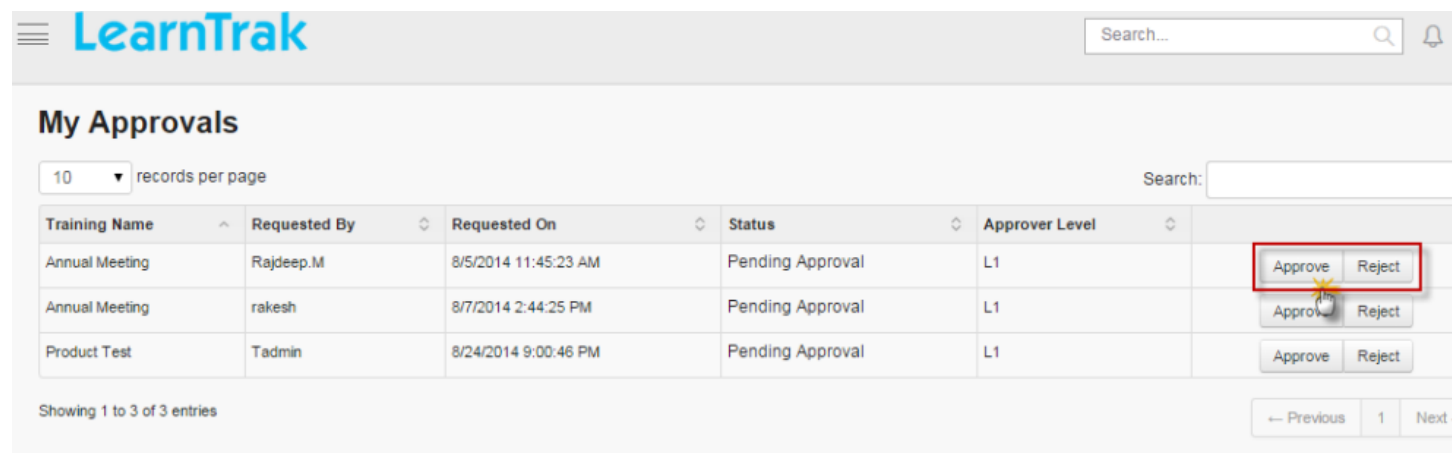
Date	Training Name	Location	Pr
23-11-2015 12:00:00 PM	w_sample	Bangalore (India2)	
19-11-2015 02:45:00 PM	TW_Feedback_Training	Bangalore (India2)	
23-11-2015 12:30:00 PM	w_sample	Mangalore (India)	
18-11-2015 05:30:00 PM	TW_Feedback_Training	Delhi (India)	
19-11-2015 04:30:00 PM	TW_Feedback_Training	Belgaum (India)	
Total cost (Present/Absent)			
Total cost			

7.7.7 My Approvals

- Every reportees classroom training request is displayed under *My Approvals* tab.
- The approval level depends on the tenant settings.
- LMS supports *two-level of approvals* under each business units.
- Only the **administrator** and **reporting managers** have access to the **My Approvals** tab.

To view approvals:

Click  **Classroom > My Approvals**. The following **My Approvals** screen appears displaying a list of trainings to be approved or rejected by the reporting manager/administrator.



LearnTrak

Search...

My Approvals

10 records per page

Search:

Training Name	Requested By	Requested On	Status	Approver Level	
Annual Meeting	Rajdeep.M	8/5/2014 11:45:23 AM	Pending Approval	L1	Approve Reject
Annual Meeting	rakesh	8/7/2014 2:44:25 PM	Pending Approval	L1	Approve Reject
Product Test	Tadmin	8/24/2014 9:00:46 PM	Pending Approval	L1	Approve Reject

Showing 1 to 3 of 3 entries

Previous 1 Next

Note:

- The reporting manager will receive mails regarding the request approval/rejection for the training programs from its reportees.
- The users will also receive mail when the reporting manager approves or rejects the training programs.

7.8 Direct access to Classroom Trainings

- The *classroom trainings* can be accessed directly via *URL*.
- For accessing the training directly, the administrator must provide unique **Course Code** to the newly created training.

Create New Training

TrainingName*	<input type="text" value="Delivery Concepts 8"/>
Training Type	<input type="text" value="TestTrainigType"/>
Category	<input type="text" value="--Select--"/>
Description	<input type="text"/>
Course Code	<input type="text" value="DC_01"/>
Pick the session*	<input type="text" value="1 Hour Session"/>
Pick the Action Plan	<input type="text" value="AP-1"/>
	<input checked="" type="checkbox"/> Request Approval
	<input checked="" type="checkbox"/> Pre-work
	<input type="checkbox"/> Feedback
Pre-Post Assessment	<input type="text" value="Test Daimler Pre Post Assessment-2"/>
Certificate	<input type="text" value="Elearning without SCORE"/>
Upload file	<input type="button" value="Choose File"/> No file chosen

Note: The *Course Code* is a unique alpha-numeric code.

- The newly created training is then published to the *user groups*.
- An email is sent to the respective users with *text link*, to access the trainings directly.

Example: http://learntrak.com/classroom/tw_01

- **On user account:**

* The user receives the mail with a URL to launch the training directly.

* On clicking the link the user will be directed to **Training Details** screen, from where the user must



Add the training.

[Dashboard](#) > [Training Search](#)

Training Search

Name DITA_Training


Description

6 records per page

Date	Location	
05-11-2015	Belgaum (India)	NA

Listing 1 - 1 of 1

* This screen displays the training details such as *name*, *description*, *date* and *location* along with the *user status*.

* The users for whom the training is not published, only  **Details** will be available.

* The details screen displays training information such as the *training name*, *start & end date*, *location*, *session*, *trainer name*, *room name* and *actions*.

E-Learning

8.1 Introduction to E-Learning

E-learning is referred to as electronic learning, where the learner using technology can learn skills or process and deliver training at anyplace, anytime. It is also called as online or web-based or computer-based training. E-learning is more effective than Instructor Led Training (classroom). It can be network-based, intranet-based or internet-based, CD-ROM-based and can include text, audio, animation, video and virtual environments.

8.1.1 Advantages of E-Learning

- E-learning facilitates cost-effective learning and saves learners time.
- E-learning provides opportunities for learners to study anywhere at any time by accessing computer or internet connections.
- E-learning helps to track learners and instructors progress reports.
- E-learning allows learners to learn at their own pace by providing interactive learning modules with the aim of understanding complete process.
- E-learning allows learners to join forums, chat rooms and take online tests.

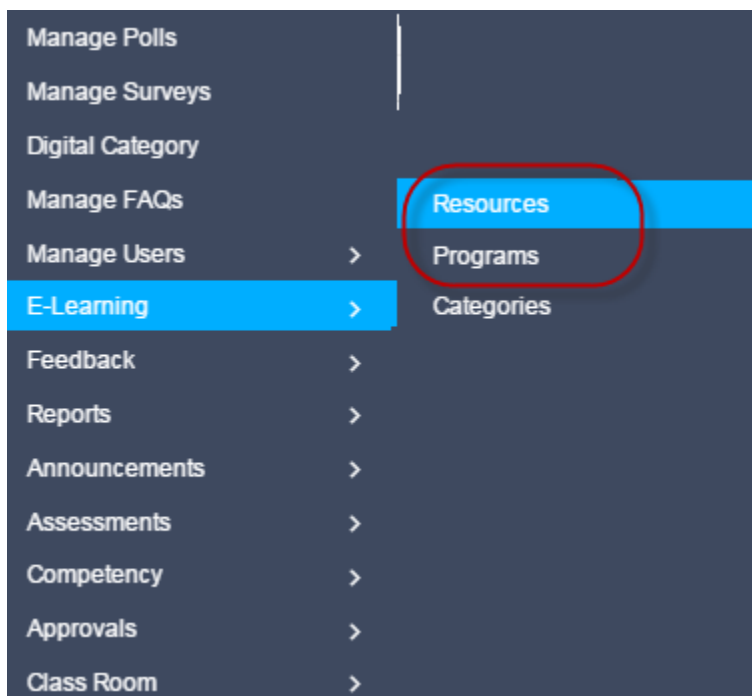
8.1.2 Features of Online Learning

- **Resources:** It consists of programs, assessments, feedback, survey, polls created by the administrator.
- **Publishing and Assigning Program/Resources:** Administrator can assign specific program/resources to users (individual/group users).
- **Digital Library:** It consists of learning resources shared by users.
- **Approvals:** It facilitates reporting manager and administrator to approve the request, raised by users for the private resources.
- **Reports:** It consists of various progress reports for the administrator and users.

8.1.3 Resources

- The administrator can add, modify and view the resources.
- *The resources are of the following types:*

1. *Online courses*
2. *Online programs*
3. *Assessments*
4. *Feedback*
5. *Survey*
6. *Polls*




8.2 Online Courses

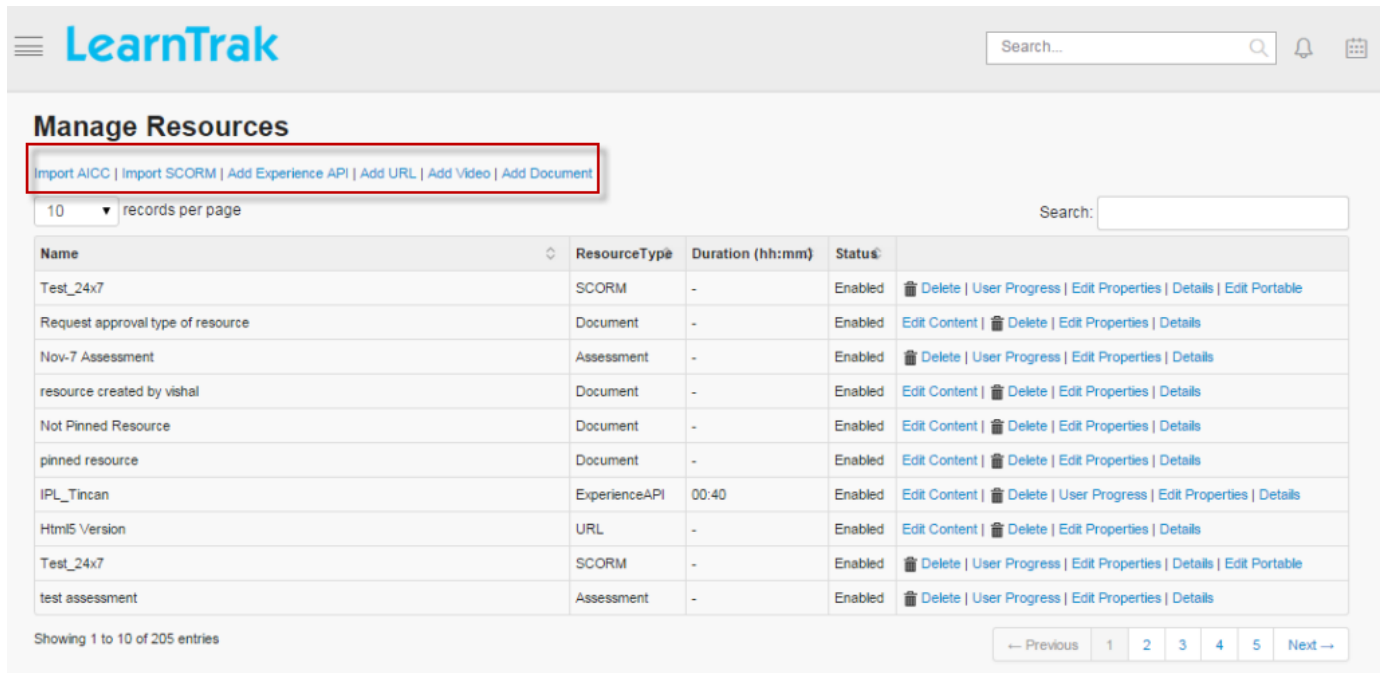
Online courses can be taken by the students at any place at any time. It does not require students and instructors to be at the same place and still interact with one another via the internet. Online courses help students to interact with the instructors on a daily basis via emails, chats and discussion forums.

The online courses are of 2 types:

- **General Online Courses**
- **Request Approval Online Courses**

To access online course:

Click  **Admin > E-Learning > Resources**. The following **Manage Resources** screen appears displaying lists of online resources.



Manage Resources

Import AICC | Import SCORM | Add Experience API | Add URL | Add Video | Add Document

10 records per page Search:

Name	ResourceType	Duration (hh:mm)	Status	
Test_24x7	SCORM	-	Enabled	Delete User Progress Edit Properties Details Edit Portable
Request approval type of resource	Document	-	Enabled	Edit Content Delete Edit Properties Details
Nov-7 Assessment	Assessment	-	Enabled	Delete User Progress Edit Properties Details
resource created by vishal	Document	-	Enabled	Edit Content Delete Edit Properties Details
Not Pinned Resource	Document	-	Enabled	Edit Content Delete Edit Properties Details
pinned resource	Document	-	Enabled	Edit Content Delete Edit Properties Details
IPL_Tincan	ExperienceAPI	00:40	Enabled	Edit Content Delete User Progress Edit Properties Details
Html5 Version	URL	-	Enabled	Edit Content Delete Edit Properties Details
Test_24x7	SCORM	-	Enabled	Delete User Progress Edit Properties Details Edit Portable
test assessment	Assessment	-	Enabled	Delete User Progress Edit Properties Details

Showing 1 to 10 of 205 entries

← Previous 1 2 3 4 5 Next →

The online courses can be any of the following types:

- . AICC Compliant
- . SCORM Compliant
- . Experience API (xAPI)
- . URL
- . Video
- . Document


1) AICC Compliant

- The *Aviation Industry CBT (Computer-Based Training) Committee (AICC)* is an international association of technology-based training professionals.
- The AICC develops guidelines for the development, delivery and evaluation of CBT and related training technologies. This is a standard to be followed while creating an e-learning course. This helps page-wise and score-wise tracking of the content, i.e. it can be bookmarked.
- With AICC, the application server acts like a URL for the courses present at the content server and scores are found with the AICC.
- The administrator can upload public or private AICC Compliant.

To import AICC:

Click **Import AICC**. The following **Import AICC** screen appears for AICC files to be uploaded in any of the following file type formats:

- .au files (Audio)
- .crs files
- .des files



Dashboard > Resource > Import AICC

Import AICC

☒ Url ☐ AICC Zip File ☐ Multiple AICC Courses

.crs

Choose File

No file chosen

.au

Choose File

No file chosen

.des

Choose File

No file chosen

Note: Please upload the file with size of the file less than or equal to 30720KB.

Upload

[Back to List](#)

Note:

- The file upload size must be less than or equal to 30720 KB.
 - A *Single AICC* or *Multiple AICC* courses can be uploaded via zip files.
 - The URL is of type formats *.au files*, *.crs files* and *.des files*.
-

2) SCORM Compliant

- *Sharable Content Object Reference Model (SCORM)* is also a collection of standards and specifications for the web based e-learning. This helps page-wise and score-wise tracking of the content, i.e. it can be bookmarked.
- With SCORM 1.2, both the courses and contents are present at the same application server and the scores are found with the SCORM 1.2.
- The administrator can upload the public or private SCORM 1.2 compliant.

To import SCORM:

Click **Import SCORM**. The following **Import SCORM** screen appears as shown below.

Dashboard > Resource > Import SCORM

Import SCORM

☐ Url ☒ SCORM Course Zip File ☐ Dropbox

Select file

No file chosen

Note: Please Upload a SCORM Course as ZIP file.

☐ Portable

[Back to List](#)

Note:

- The SCORM 1.2 course must be uploaded via ZIP file.
 - *Portable* must be checked to import the SCORM 1.2 file. If not checked, then it can be done via the **Edit Portable** link.
-

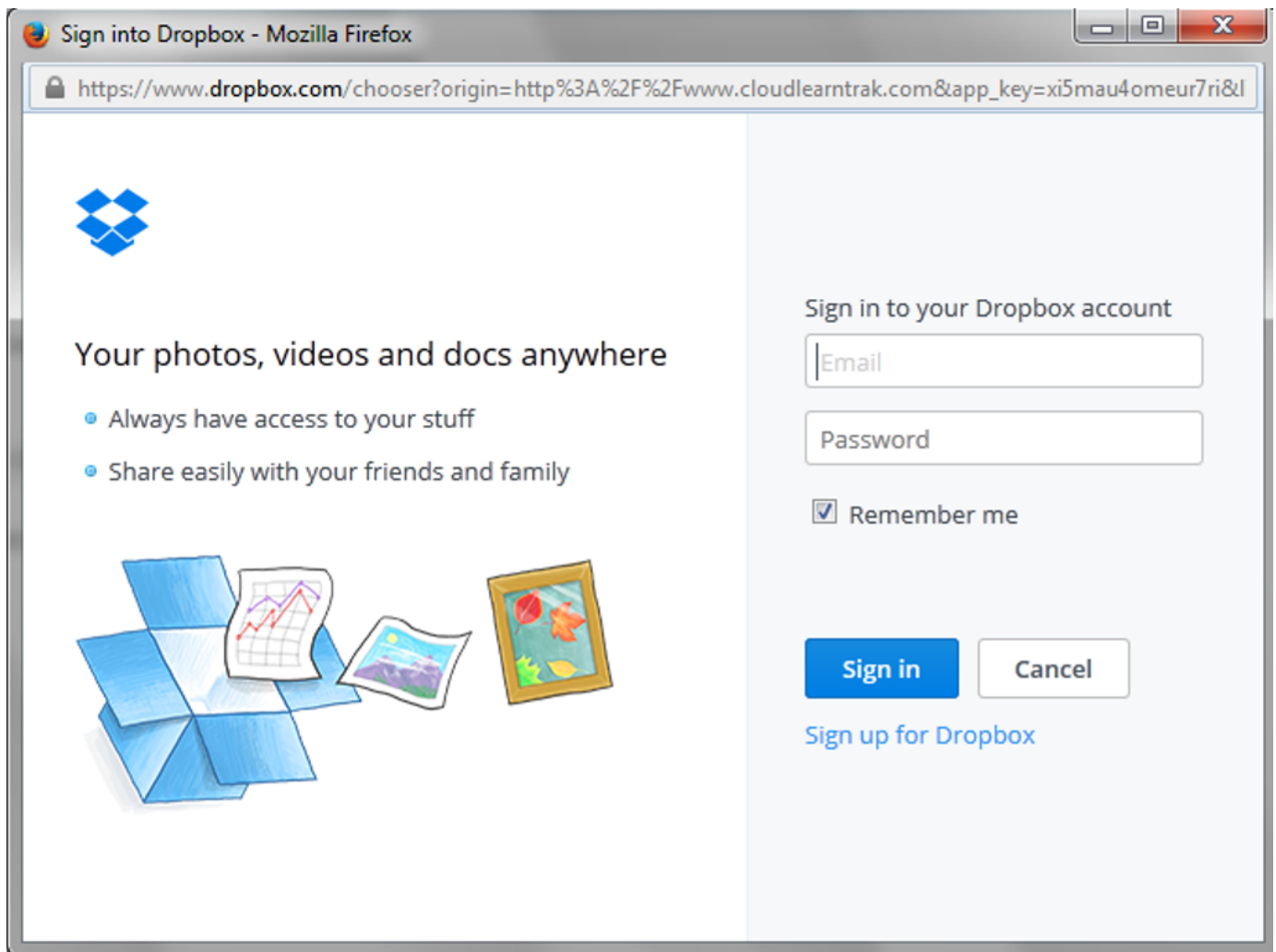
The SCORM courses can be imported in 2 ways:

- 1. SCORM course zip file:** Upload the SCORM 1.2 course content via ZIP file.
- 2. Dropbox:** Only users holding the Dropbox account can use it.

* **Step 1:** The SCORM 1.2 course content must be first uploaded to the Dropbox file folder from the user's local folder.

* **Step 2:** Then upload the course to the LMS.

* **Step 3:** Finally launch the SCORM 1.2 course.



3) Experience API Compliant

- The *Experience API (xAPI)* is an open source API.
- It is also a type of resource where the users can play the course offline.
- The Experience API is the advanced version of SCORM and it can be played on the mobile platforms.
- The important feature of xAPI is that, it provides security and more contents.
- The administrator can upload the public or private xAPI compliant.

To add Experience API:

Click **Add Experience API**. The following **Add Experience API** screen appears with the data fields to be filled.

Dashboard > Resource > Add Experience API

Add Experience API

Name *

LaunchURL * eg : //www.google.com

Duration Minutes

ActivityId *

Description

Portable Url Course ZIP file location link

Portable ☒

Note:

- **Launch URL:** It is the course content path used to launch the XAPI course. *Example:* <https://learntrak.s3.amazonaws.com/courses/golfxapi/index.html>
- **Activity ID:** It is the unique Id for the particular Launch Url. *Example:* http://tincanapi.com/GolfExample_TCAPI
- *Portable* must be checked, and the **Portable URL** of the xAPI course ZIP file location must be given. If not checked, then it can be done using the **Edit Portable** link.

4) Custom Content Type Compliant

- Custom Content Type courses are of types, *PPT/PDF/Word/Excel documents or URL* of an internet webpage.
- With custom content type, the page-wise and score-wise tracking of the content cannot be done, i.e. it cannot be bookmarked.
- The administrator can upload the public or private custom content type compliant.
- *There are 3 types of Custom Content Type (CCT) courses:*
 - * **CCT URL**
 - * **CCT Document**
 - * **CCT Video**

To import Custom Content Type (CCT):

The Custom Content Type course can be imported in following 3 ways:

1. To add Custom Content URL:

Click **Add URL**. The following **Add URL** screen appears with the data fields to be filled.

LearnTrak

Dashboard > Resource > Add URL

Add URL

Name *

LaunchURL * eg : //www.google.com

Description

Note:

- The *Launch URL*, for example: <http://www.google.com>.
 - The description field is optional (if any).
-

2. To add Custom Content Video:

Click **Add Video**. The following **Add Video** screen appears with the data fields to be filled.

The screenshot shows the 'Add Video' form in the LearnTrak application. The breadcrumb trail at the top reads 'Dashboard > Resource > Add Video'. The form contains the following fields and controls:


- Name ***: A text input field containing 'Oracle Training Video'.
- Duration**: A text input field containing '20', followed by the label 'Minutes'.
- LaunchURL ***: A text input field containing 'http://learntrakedu.blob.core.windows.net/lea'.
- Poster ***: A text input field containing 'http://learntrakedu.blob.core.windows.net/lea'.
- Upload Poster**: A checkbox that is currently unchecked.
- Description**: A large text area for entering a description.
- Create**: A blue button at the bottom of the form.

Note:

- **Launch URL:** It is the course content path utilized to launch the video. *Example:* <http://www.youtube.com>
- **Poster:** The video image URL path of type *PNG/JPEG/GIF, etc.* (or)
- **Upload Poster:** when checked, user can upload any image of type *PNG, JPEG, GIF* etc from their local system.
- Similar to other MP4 video's, *WebM files* can be uploaded and published as a resource.
 - * A *WebM file* is an open media file format designed for the web.
 - * On the user account, it will be listed as a video and played in the user's local system.

3. To add Custom Content Document:

Click **Add Document**. The following **Add Document** screen appears with the data fields to be filled



Dashboard > Resource > Add Document

Add Document

Name *

Software Document

* Choose File

Sommerv...43.ppt

Description

☐ Is Pinned

Create

Note:

- Similar to other document files like PPT/PDF/Word/Excel, the **.arf** file can also be uploaded and published as a resource.
 - **.arf** files is a *WebEx advanced recording file*. It consists of data from the recorded online meeting in the form of video data, table of contents and list of participants.
 - On the user account, it will be listed as a document and downloaded to the local system.
-

8.2.1 Edit Properties

1. For AICC, SCORM and Experience API courses:

The administrator has the privilege to make any resources as a private resource; i.e. the user must send request to the *administrator* or *reporting manager* to access the resources.

To edit resources:

Click **Edit Properties**. The following **Edit Resource** screen appears with the relevant fields to be edited.

Edit Resource

Name	<input type="text" value="Tin Can Tetris Example"/>
Description	<input type="text"/>
Categories	<input type="text" value="Select"/>
	<input type="checkbox"/> Request Approval
Version	<input type="text"/>
Launch Type	<input type="text" value="Page"/>
Default AU/SCO	<input type="text" value="Last Launched AU/SCO"/>
Completion Criteria	<input type="text" value="Score"/>
Height	<input type="text" value="640"/>
Width	<input type="text" value="480"/>
Mastery Score	<input type="text" value="500"/>
Duration (In Minutes)	<input type="text"/>
	<input checked="" type="checkbox"/> Enabled
Expiry Date	<input type="text"/>
Select Image	<input type="button" value="Choose File"/> No file chosen

← Mastery score cannot be set for xAPI courses

Note:

- **Default Fields:** Name, Descriptions, Categories, Version (type of versions supported by the courses), Height, Weight are the default fields.
 - **Categories:** Multiple categories can be selected from the dropdown list.
 - **Durations** and **Expiry Date** can be set and changed at any time.
 - **The Launch Type is of 4 types namely:**
 1. **Page:** The course launches in existing pages with the menu bar.
 2. **Pop-up:** The course launches as a pop-up menu.
 3. **Full Screen:** The course launches in new window without menu bar or a toolbar.
 4. **Quick Launch:** The course launches in a new tab.
- a) *Resource Completion Criteria*
- The users can select any one of the resources completion criteria from the drop down list:
 - * **By Visiting Content:** means visiting by the e-learning content
 - * **Score:** means when score is selected, the **Mastery Score** tab appears providing administrators with the option to enter the desired mastery score.
 - Mastery score is not set for the xAPI courses.
- b) **The Resource Item Launch Type is classified into 3 types:**
- **Last Launched AU/SCO:** The running course can be paused at any time. The course, when re-launched it resumes from the page it was previously paused.
 - **First AU/SCO:** Is similar to Last Launched AU/SCO, except that when the course is re-launched, it resumes from the beginning.
 - **None**

2. For Custom Content Type (CCT) Compliant:

The assessment test, feedbacks forms and the custom content type compliant such as URL, Documents and Videos can be made as a **private resource**.

To edit Assessments, Feedbacks and CCT resources (URL, Documents & Videos):

Click **Edit Properties**. The **Edit Resource** screen appears with the relevant fields to be edited.



Dashboard > Resources > Edit

Edit Resource

Name

Description

Categories

☒ Request Approval

Version

Duration (In Minutes)

☒ Enabled

Expiry Date

Select Image No file chosen

144x144

Save

Note:

- Categories are mapped to the *categories*.
 - Request Approval when checked, the resources are private and request is sent to the administrator for the approval.
 - Enabled check is optional.
-


8.2.2 Delete and Display Details of Online Courses

To delete online courses:

Click  **Delete**. It deletes the selected compliant.

Note: Resources cannot be deleted if it is assigned with dependency. *For example*, if resources are published to the users and have already taken the resources, then it cannot be deleted.

To display online course details:

Click  **Details**. The **Details** screen appears displaying details regarding the online courses.


8.2.3 User Progress

To access:

Click **User Progress**. The following **User Progress** screen appears displaying progress report of the users who has taken the resources of type *AICC*, *SCORM 1.2*, *Experienced API courses*, *Assessments* and the duration of time taken.

Based on the mastery score the user status is determined as either:

- **Completed:**
 - o When the user completes the resources and achieves the mastery score. (or)
 - o When the user visits all the pages.
- **Not Completed:**
 - o When the user does not complete the resources and do not achieve the mastery score. (or)
 - o When the user do not visits all the pages.



User Progress

Dashboard > Resources > User Progress

Resource Name : Nov-7 Assessment

Completion Criteria : Score

Mastery Score : 60

10 records per page

Search:

Users	Score	Duration(mm:ss)	Status	Taken On
demo_admin	40%	00:23	NotCompleted	11/11/2014 4:06:12 PM
demo_admin	0%	00:00	NotCompleted	11/7/2014 10:02:37 AM
demo_admin	46.67%	00:26	NotCompleted	11/14/2014 12:57:51 PM
demo_admin	0%	00:00	NotCompleted	11/7/2014 10:23:10 AM
demo_admin	0%	00:00	NotCompleted	11/11/2014 4:07:22 PM

Showing 1 to 5 of 5 entries

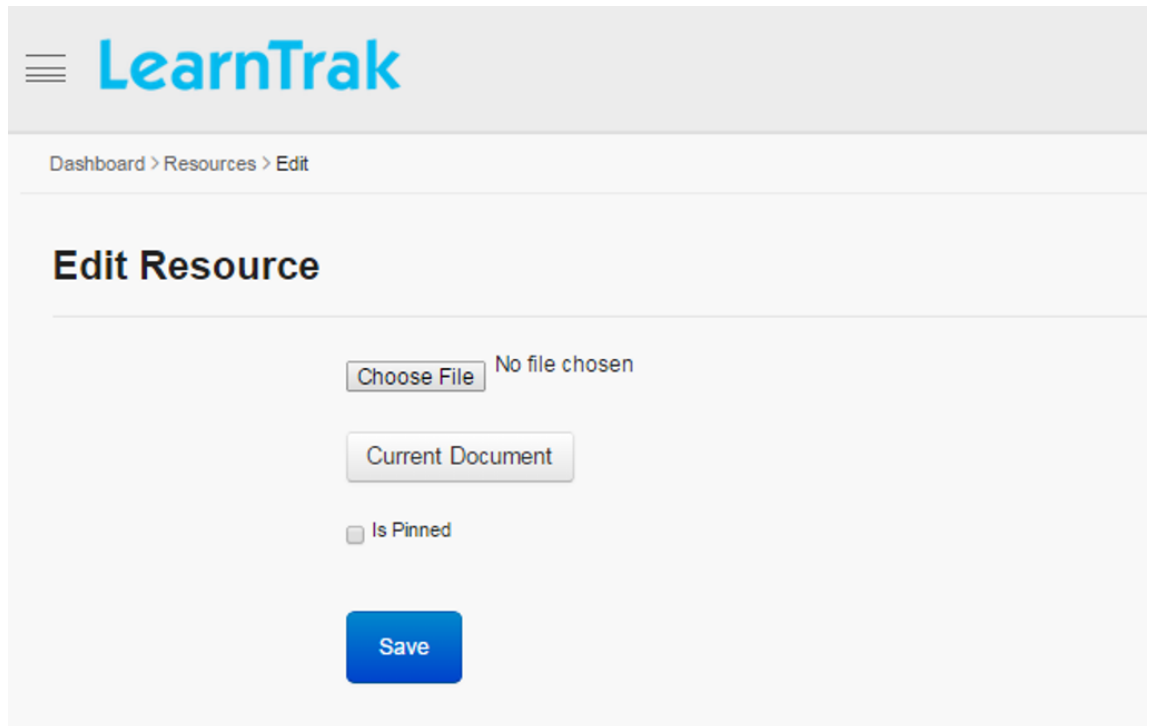
8.2.4 Edit Content

The *Edit Content* allows the administrator to edit the resource content for the Documents, Experience API (xAPI) courses, Video and URL.

The edit content:

Click **Edit Content**. The **Edit Resources** screen appears with the **Custom Content Type** resources such as *Document*, *Experience API*, *Video* and *URL* to be edited by uploading a new CCT.

- **For Document CCT type:** The *Current Document* tab displays the latest document uploaded by the users.



LearnTrak

Dashboard > Resources > Edit

Edit Resource

No file chosen

☐ Is Pinned

- For Experience API CCT type:

Dashboard > Resources > Edit

Edit Resource

LaunchURL *

Duration Minutes

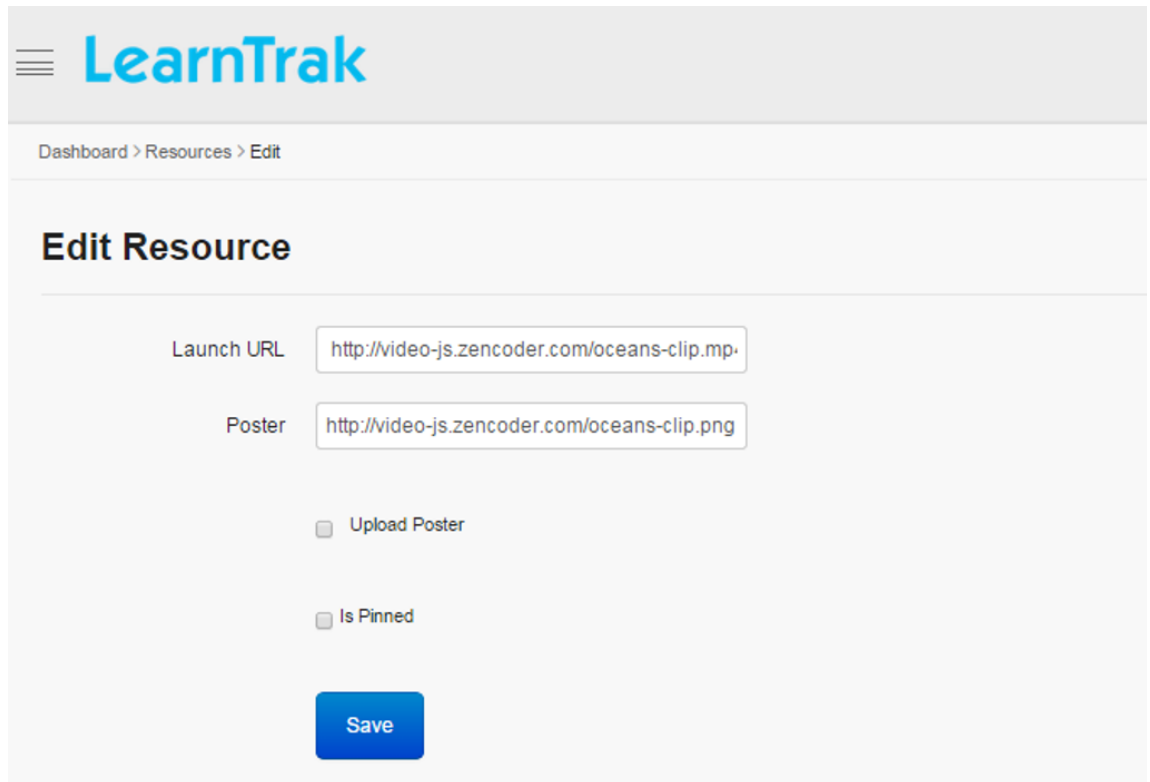
ActivityId *

Portable Url

Portable ☒

☐ Is Pinned

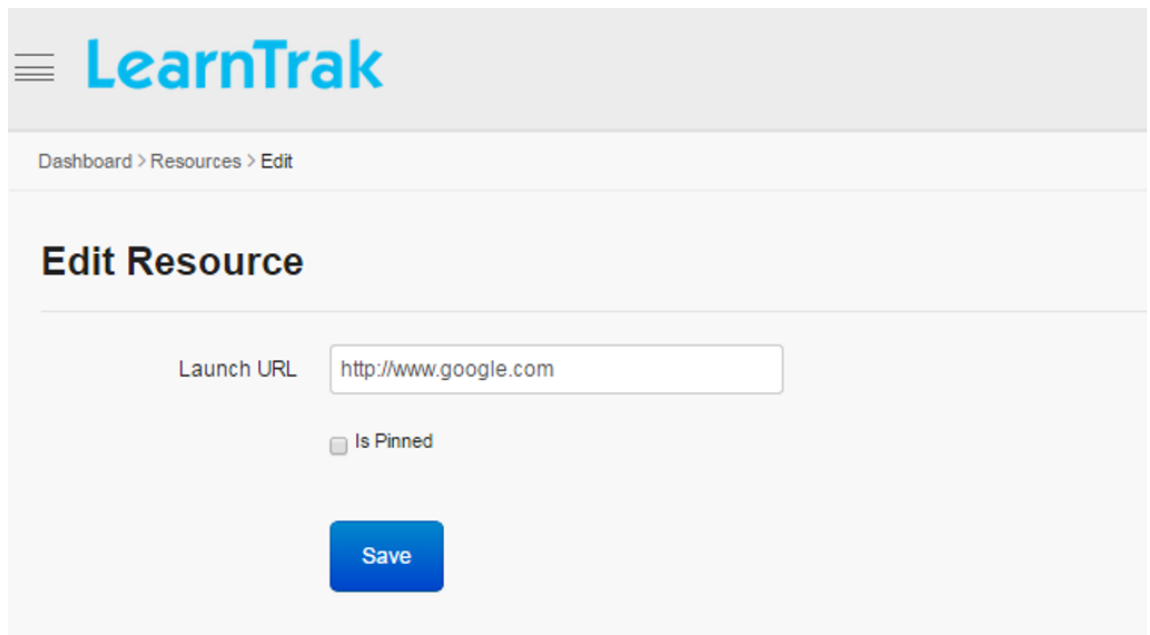
- For Video CCT type:



The screenshot shows the 'Edit Resource' page in the LearnTrak interface. At the top, there is a header with the LearnTrak logo and a navigation breadcrumb: 'Dashboard > Resources > Edit'. Below the breadcrumb, the title 'Edit Resource' is displayed. The main content area contains two input fields: 'Launch URL' with the value 'http://video-js.zencoder.com/oceans-clip.mp' and 'Poster' with the value 'http://video-js.zencoder.com/oceans-clip.png'. Below these fields are two checkboxes: 'Upload Poster' and 'Is Pinned', both of which are currently unchecked. At the bottom of the form is a blue 'Save' button.

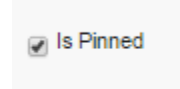
Note: The administrator can edit the poste by manually uploading it or by providing a new poster URL.

- For URL CCT type:



This screenshot shows the 'Edit Resource' page for a URL CCT type. The header and breadcrumb are identical to the previous screenshot. The 'Launch URL' field now contains 'http://www.google.com'. The 'Poster' field is no longer visible. The 'Is Pinned' checkbox remains unchecked. The blue 'Save' button is still present at the bottom.

Is Pinned



When checked, on user account the resources will be listed at the top i.e. it will be displayed as the latest resources under **Available Resources** tab.

8.2.5 Edit Portable

For *SCORM* and *Experience API (xAPI)* courses:

- The SCORM 1.2 and Experience API (xAPI) courses are disabled while uploading, it can then be enabled by clicking *portable* link, under **Edit Portable** for SCORM 1.2 courses and **Edit Content** for the Experience API (xAPI) courses.
- The following **Edit Probable** screen for SCORM 1.2 courses and **Edit Properties** screen for Experience API (xAPI) courses appears, for the administrator to upload the courses.
- The URL path for the online courses is displayed in the **Portable URL** field.

 The screenshot shows the 'Edit Portable' interface in the LearnTrak system. At the top, there is a header with the LearnTrak logo. Below the header, the title 'Edit Portable' is displayed. The main form area contains a 'Portable Url' input field, which is highlighted with a red arrow and the text 'Input portable URL here'. Below the input field is a checkbox labeled 'Portable'. Underneath the checkbox is a 'Select file' section with a 'Choose File' button and the text 'No file chosen'. A note below this section states: 'Note: Please Upload a SCORM Course as ZIP file.' At the bottom of the form is a blue 'Save' button and a 'Back to List' link.

Note:

- If portable is not checked, the administrator can edit it by providing a relevant *Portable URL*.
- The *SCORM 1.2* courses are uploaded as a ZIP file.
- The *Experience API (xAPI)* courses is uploaded by giving the ZIP file location URL.

Important:

- The newly added online resources must be published to the individual user/group users. Refer *publish resources or add programs to user groups* under **Group Users**.
 - The online resources published by the administrator will appear at user account under **Available Courses** tab.
 - Once the resources are added, it appears under *My E-Learning Resources* list from where the users can add and access the resources.
 - Each online course has resource *completion criteria*, based on which the course completion status is calculated.
-

8.3 Resource Completion Criteria

- The online resource reaches the completed state based on the set completion criteria.
- The course completion criteria are of 2 types:
 - **By visiting all pages**
 - Not started
 - In progress
 - Completed
 - **By scores**
 - Based on a maximum score
 - Based on mastery score

Example: If 100 is a maximum score, then 70 will be the mastery score.

8.3.1 Formula for Status Completion:

$$\frac{\text{Actual score}}{\text{Completion Score}} \times 100 = \text{Status Percentage}$$

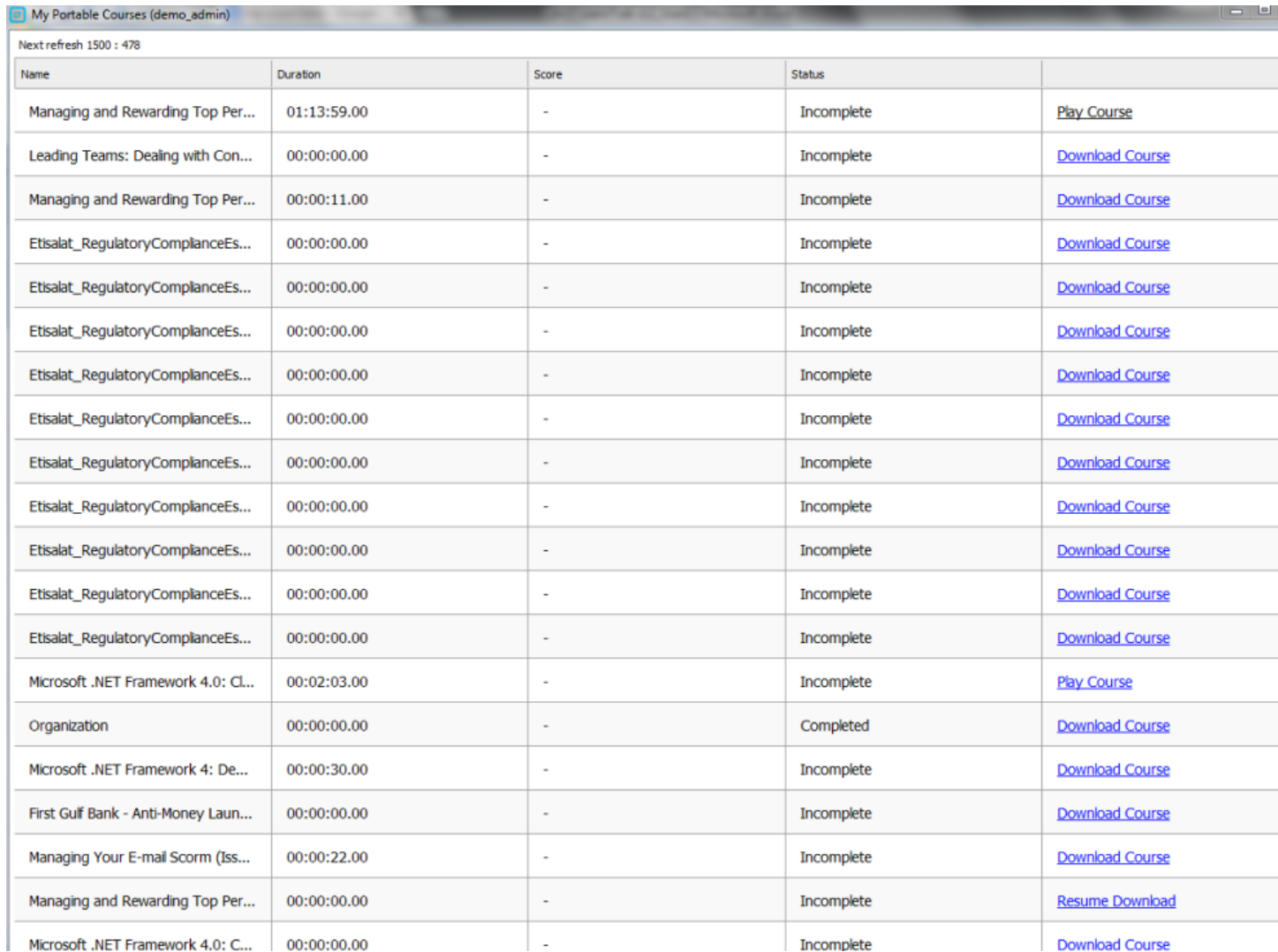
Important:

1. The *Score* is achieved within the course.
 2. The *Status* reflects the current status with respect to the course.
 3. The general and private courses are mapped to both single user and group users.
-

8.4 Portable

Portable

- Portable is a *Windows application* that runs as a *normal desktop application*.
- The functionality of the portable in LMS, is to play the *SCORM 1.2 and Experience API (xAPI)* courses in **offline mode (local system)**.
- Once the course is uploaded, it is played by downloading it locally.
- The course file plays from the local application and scores are updated by synchronizing it with the client URL.
- If the course is suspended in the middle of the process, it can be resumed from the point it was paused earlier.
- In LMS, the **portable** option must be checked to upload the SCORM 1.2 & Experience API courses. If the portable option is un-checked, it can be enabled by checking the **portable** option under **edit portable** and upload the course folder.
- After the course is uploaded, it is published to the user groups and is accessed by installing the portable application to the local system and finally playing the course locally.
- The courses are played much faster in portable application as compared to the online application.
- The score tracking is done offline (locally) and score synchronization is done online.
- With *Experience API* courses there is no time tracking limitations.
- The forget password concept is not available with portable.
- Internet not available or if it is too slow, the courses will not download and the score will not get synchronize.
- The LMS allows the portable to be enabled or disabled at the **Tenant** level. Depending on the enabled or disabled portable, the set **Plan ID** is assigned to respective tenants.



Name	Duration	Score	Status	
Managing and Rewarding Top Per...	01:13:59.00	-	Incomplete	Play Course
Leading Teams: Dealing with Con...	00:00:00.00	-	Incomplete	Download Course
Managing and Rewarding Top Per...	00:00:11.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Etisalat_RegulatoryComplianceEs...	00:00:00.00	-	Incomplete	Download Course
Microsoft .NET Framework 4.0: CL...	00:02:03.00	-	Incomplete	Play Course
Organization	00:00:00.00	-	Completed	Download Course
Microsoft .NET Framework 4: De...	00:00:30.00	-	Incomplete	Download Course
First Gulf Bank - Anti-Money Laun...	00:00:00.00	-	Incomplete	Download Course
Managing Your E-mail Scorm (Iss...	00:00:22.00	-	Incomplete	Download Course
Managing and Rewarding Top Per...	00:00:00.00	-	Incomplete	Resume Download
Microsoft .NET Framework 4.0: C...	00:00:00.00	-	Incomplete	Download Course

8.4.1 Encryption and Decryption of Course Data

- The courses are accessed by installing the portable application to the local system and playing the course locally.
- The user must use only **Internet Explorer (IE)**, to install the application.
- Once installed, the user can access the course via portable application from the local system.
- The portable application is launched automatically when the system starts up every time and the application is synched based on the availability of internet.
- The portable application is installed in a unique system and for unique users only. If other users are trying to access the portable application from their system, a request must be sent to the administrator.
- The application has a password based encryption and decryption method for the course data.
- On clicking the *download link*, the courses are saved to the local system in a ZIP file.
- Post course download, the portable application encrypts the course data by giving the password. This encryption process is automatically performed by the portable application post course download.

- The course file and all its related support files remain in encrypted format, which in-turn avoids decryption of the course to be played onto the other systems.
- Refresh time is set for any actions performed on the portable, which will be reflected after the set time.
- The course download process, can be paused in the middle and then be resumed later. Once resumed, the course starts downloading from the point (MB) it was suspended earlier.

8.4.2 LMS API Token System

- The API token security is created to avoid anonymous users from accessing the LearnTrak application.
- When a user logs onto the portable for the first time, the server creates a token for each user as a part of the user authentication process.
- The token has the expiry time of 14 days.
- When the token expires, the user must login to the portable again and renew it for next 14 days, where it asks for the user password and the username remains the same.


8.5 Online Programs


- The online program module, is a collection of resources (*AICC, SCORM 1.2, xAPI, URL, Documents, Videos, Assessments and Feedbacks*) that are bundled together and is assigned to either *single user* or *group users*.
- The administrator can perform actions like creating the program, editing program, adding/removing the programs and viewing program details.

Procedure to create online programs:

- **Step 1:** Create new online program
- **Step 2:** Add or remove resources to the programs
- **Step 3:** Map the online programs to single user or group users

To access online programs:

Click  **Admin > E-Learning > Programs**. The following **Manage Programs** screen appears displaying lists of programs.



Manage Programs

[Create New](#)

10 records per page

Search:

Name	Start Date and Time	End Date and Time	
AgCreate	8/18/2014 10:00:00 PM	8/20/2014 9:00:00 AM	Edit Add/Remove Resources Delete Details
ArumC	8/28/2014 6:30:00 PM	9/2/2014 9:00:00 AM	Edit Add/Remove Resources Delete Details
daimler_program	6/19/2014 7:30:00 PM	7/6/2014 9:00:00 AM	Edit Add/Remove Resources Delete Details
Dealing with resistance to change	6/9/2014 2:00:00 PM	7/9/2014 12:00:00 AM	Edit Add/Remove Resources Delete Details
Demo	6/11/2014 6:00:00 PM	6/12/2014 9:00:00 AM	Edit Add/Remove Resources Delete Details
Demo Training Program	8/6/2014 11:00:00 AM	8/8/2014 12:00:00 AM	Edit Add/Remove Resources Delete Details
Demo_PRG	7/29/2014 6:30:00 PM	7/30/2014 6:00:00 PM	Edit Add/Remove Resources Delete Details
Demo_Program	5/29/2014 12:30:00 PM	6/7/2014 9:00:00 AM	Edit Add/Remove Resources Delete Details
Demo_Program_1	7/7/2014 11:00:00 AM	8/6/2014 11:30:00 PM	Edit Add/Remove Resources Delete Details
Demonstration	10/16/2014 5:00:00 PM	10/20/2014 9:00:00 AM	Edit Add/Remove Resources Delete Details

Showing 1 to 10 of 27 entries

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8.5.1 Create New Program

- The online programs are always created with *Start and End* date.
- The users must complete the program within the set start and end date & time.

Note: Other online programs can also be added as the resources in the form of *external pre-requisite*.

To create new program:

Click **Create New**. The following **Create Program** screen appears with the respective fields to be filled.



Dashboard > Program > Create Program

Create Program

Name * Induction Program

Description

StartDate * 11/14/2014

09:00 AM ▼

EndDate * 11/21/2014

09:00 AM ▼

Force Resource Ordering ☐ Yes ☒ No

☒ Pre-requisite

External pre-requisite

Sample_Course_Demo ▼

Create

Force Resource ☐ Yes ☒ No
Ordering

Important:

- When the **Force Resources Ordering** is set to 'Yes', the administrator must select and add the resources for the particular program manually.


- After adding the resources, it is published to single user or group users.
- Selected resources, can then be rearranged manually in the desired order.
- At user account, the program resources must be played in set order or else application displays a warning message.

Pre-requisite

- When the **Pre-requisite** is checked, it displays the list of pre-requisite programs to be selected from dropdown list.
 - Resources are selected and added manually for that particular external-pre-requisite program.
 - After adding the resources they are published to single user or group users.
 - Selected resources can then be re-arranged manually in the desired order.
 - At user account, the selected pre-requisite program must be completed first, in order to move to the next pre-requisite program.
 - If the user does not complete the prerequisite program, a warning message is displayed
-

8.5.2 Edit, Delete and Details of Programs

To edit program:

Click  **Edit**. The **Edit Program** screen appears with the chosen fields to be edited.

To delete program:

Click  **Delete**. It automatically deletes the program resources.

Note: The online programs cannot be deleted, if it is assigned with the dependency. *For example*, if the programs are mapped to the single/group users, then those resources cannot be deleted.

To view program details:

Click  **Details**. The **Program Details** screen appears displaying online program details

8.5.3 Add/Remove Resources or Programs

- *To add programs:*

Click **Add/Remove Resources**. The following **Add/Remove Resource for Program** screen appears where the administrator must select the programs to be added from the **Not Added Resources** list at the right to the **Added Resources** list at the left in the screen.

- *To remove the resources:*

Click **Remove** button under **Added Resources** list.

Dashboard > Programs > Add/Remove Resources for Program

Add/Remove Resource for Program

Added Resources

Managing Change: Dealing with Resistance to Change

Not Added Resources

10 records per page
Search:

Resource Name
<input checked="" type="checkbox"/> Stress Management
<input checked="" type="checkbox"/> (old)Managing and Rewarding Top Performers
<input type="checkbox"/> 24x7 LearnTrak LMS V-12
<input type="checkbox"/> 24x7-LearnTrak LMS Brochure
<input type="checkbox"/> Account Modification_English
<input type="checkbox"/> Account Modifications_Arabic
<input type="checkbox"/> Account_Modification_English_course
<input checked="" type="checkbox"/> Account_Modifications_Arabic_Course
<input type="checkbox"/> Account_Modifications_Course_Arabic
<input type="checkbox"/> Account_Modifications_Course_English

Showing 1 to 10 of 192 entries

Previous
1
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3
4
5
Next

Add
Select programs and click add



- After adding the resources and programs, it must be published to the single user/group users.
- *To publish resources or programs to user groups:*

Click **Admin > User Groups > Manage User Groups > Add Resources |Programs**. The **Add Resources | Programs for the Group** screen appears where the resources or programs must be selected and added to the user groups.

Important: The programs published to the user groups appear under **My E-Learning Resources > Upcoming** tab. The program moves from **Upcoming** tab to **Current** tab, when the program set time equals the system time.

8.6 Accessing E-Learning Courses

The **E-Learning** module displays the online resources of type *Experience API*, *Documents*, *AICC*, *SCORM*, *Feedback*, *URL*, *Assessments*, *Videos* and *Online Programs* for the users.

- This module can be accessed, by clicking  **E-Learning** tab under the menu.
- *The e-learning tab is divided into following two sub-tabs:*
 1. **My E-Learning Courses**
 2. **Available E-Learning Courses**
- E-Learning resources is accessed directly under **Users Dashboard > Learning Feed >  E-Learning**. It is

then redirected to **My E-Learning Resources** screen which displays lists of e-learning resources.

- **Online Programs:**

- Online programs are collections of online resources such as *Experience API, Documents, AICC, SCORM, Feedbacks, URL, Assessments and Videos* that are bundled together to form a single program and are accessed within set *Start and End* date & time.
- The programs assigned appear under **My E-Learning Resources** screen > **Upcoming** tab, which is later listed under **Current** tab when the program set time equals to the server time.

8.6.1 Available Courses

The resources published to the users such as the *Feedback, Document, URL, Assessments, Videos, Experience API, AICC and SCORM* courses are listed under **Available Courses** tab.

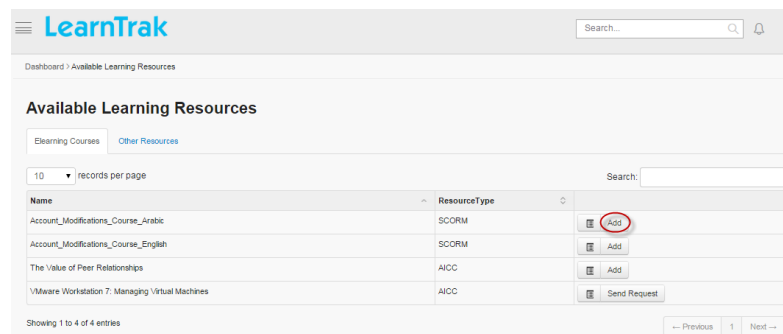
- *This tab is classified into 2 sub-tabs:*

1. **E-learning Courses:** The e-learning standards AICC, SCORM and Experience API (xAPI) courses are listed under this tab.
 2. **Other Resources:** Resources like Documents, URL, Videos, Feedbacks and Assessments are listed under this tab.
- Based on the categories the respective resources are displayed representing tree structure.
 - Each parent category can have multiple child categories.
 - The parent category displays total count of resources.

Note: If the parent category does not have any resources, then it will not be displayed.


- *To access available courses:*

- Click  **E-Learning > Available E-Learning Courses** tab. The following Available **E-Learning Resources** screen appears as shown below.



- Select the resources to be added > click **Add**.
- Request approval type resources requires users to send the request to the administrator or the *reporting manager*.
- To send resources request > click **Send Request**.
- Once resources request is approved by reporting manager the users can access it.
- After resources are added from **Available Courses** tab, it will be listed under **My E-Learning Courses** tab, where the users can access the assigned courses.

8.6.2 My E-Learning Activity


- The **My E-Learning courses** lists both e-learning resources and online programs under **Current** tab.
- Click **Launch** to play the course.
- The online programs published are listed directly under **My E-Learning Resources > Upcoming** tab.
- When the programs start time equals to system time, the program moves to **Current** tab where the user must launch it and complete it within the set date & time of the program completion.
- *To access my e-learning courses:*
 - Click  **E-learning > My E-learning Resources** tab. The **E-learning Resources** screen appears.


My E-Learning activity is divided into 4 tabs:

1. Current:

- This tab displays resources and programs that is added recently.
- It displays programs with start date & time equal to server date & time.
- Click **Launch** to play the course.
- The **Progress** checks the progress report on the current course.
- The **Details** display resources and programs information that is assigned to the user.

LearnTrak

Search... 



Click launch to run the e-learning course.

Dashboard > My E-Learning Resources

My E-Learning Resources

Current

Upcoming

Completed

Expired

10 records per page

Search:

Resource Name	Resource Type	Start Date	End Date	
Account_Modifications_Course_English	SCORM			<div>Launch</div> <div>Progress</div>
The Value of Peer Relationships	AICC			<div>Launch</div> <div>Progress</div>
Account_Modifications_Course_Arabic	SCORM			<div>Launch</div> <div>Progress</div>
Max Life	Program	10/14/2014 3:00:00 PM	12/14/2014 9:00:00 AM	<div>View Resources</div>
Google.com	URL			<div>Launch</div> <div>Progress</div>
New Assessment	Assessment			<div>Take Assessment</div> <div>Progress</div>
Account_Modification_English_course	SCORM			<div>Launch</div> <div>Progress</div>
test for testing	Assessment			<div>Take Assessment</div> <div>Progress</div>
Stress Management	SCORM			<div>Launch</div> <div>Progress</div>
Nov-7 Assessment	Assessment			<div>Take Assessment</div> <div>Progress</div>

Showing 1 to 10 of 35 entries

← Previous

1

2

3

4

Next →

Important:

- The users can take the test as the *Assessments*.
- Click **Take Assessment**.
- When the test is completed the users have the option to review the test answers.
- Click **Review Answer**. The following **Test Name: Name_of_the_assessment_test** screen appears as below.



Test Name : test for testing

Test Name	test for testing
Score	0 %
Status	Not Completed
Time Taken	00:19 mins
Review Answer	

[Back to List](#)

2. Upcoming:

- This tab displays future programs that have start date & time greater than the current date & time.
- The programs list under **Current** tab when start date-time equals to the current date & time.
- The programs published will be listed under this tab at the user account.

Click launch to run the e-learning course.

Dashboard > My E-Learning Resources

My E-Learning Resources

Current **Upcoming** Completed Expired

10 records per page

Search: max

Resource Name	Resource Type	Start Date	End Date
Max Life Insurance Program	Program	11/21/2014 1:30:00 PM	11/23/2014 9:00:00 AM

Showing 1 to 1 of 1 entries

View Resources

Previous 1 Next

3. Completed:

- The resources or programs that is completed are listed under the this tab.
- A program consisting of completed resources is also listed.
- Incomplete resources of completed program is listed, but it cannot be restored until all the resources of the program reach completed state.

- To restore programs or resources > click **Launch**.
- **View Resources** tab displays all the added resources of a particular program.
- Users can *Download Certificate* after completing the course.
- Users can view the **Progress** report of the completed course.
- Users can view **Details** of the competed course.

Click launch to run the e-learning course.

Dashboard > My E-Learning Resources

My E-Learning Resources

Current Upcoming **Completed** Expired

10 records per page Search:

Resource Name	Resource Type	Start Date	End Date	
Assessment For Demo	Assessment			Progress
Assessment_Demo	Assessment			Progress
Black Jack	ExperienceAPI			Launch Progress Download Certificate
Client Test Assessment	Assessment			Progress
Decision-Making	SCORM			Launch Progress Download Certificate
Demo_Assessment	Assessment			Progress
E-Learning Feedback	Feedback			
Email Assessment	Assessment			Progress
Feedback_Demo	Feedback			
IPL Demo	ExperienceAPI			Launch Progress Download Certificate

Showing 1 to 10 of 20 entries

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Important: Retaking the Assessments:

- Users can retake assessments that has exceeded the maximum number of allowed attempts by sending request to retake the assessments to the administrator.
- Under **Current** tab > click **Take Assessments**.
- The following **Start Test** screen appears, click **Request for Re-attempt**.
- The **Request for One More Attempt** pop-up screen appears to send the request to the administrator.



Start Test

Name	test for testing
Description	
CompleteScore	60
Maximum Attempts	100
Questions Mandatory	No

Start Test

[Back to List](#)

4. Elapsed:

- This tab displays all the finished programs, where the start date & time and end date & time is less than the current system date & time.
- If the user needs to retake the expired program, it can be renewed by clicking **Renew Program**.
- Request approval or rejection must be sent to administrator for renewal of expired programs.

LearnTrak

Search...

Click launch to run the e-learning course.

Dashboard > My E-Learning Resources

My E-Learning Resources

Current Upcoming Completed **Expired**

10 records per page Search:

Resource Name	Resource Type	Start Date	End Date	
Demo Training Program	Program	8/6/2014 11:00:00 AM	8/8/2014 12:00:00 AM	View Resources Renew Program
Demo_PRG	Program	7/29/2014 6:30:00 PM	7/30/2014 6:00:00 PM	View Resources Renew Program

Showing 1 to 2 of 2 entries

← Previous 1 Next

8.7 Direct URL access to E-learning Resources

- The *e-learning courses* can be accessed directly via URL.
- For accessing the courses directly, the administrator must provide unique **Course Code** to the newly created e-learning courses.
- *To input course code:*
 - Click **Edit Properties** > enter the **Course Code**.

Edit Resource

Name	<input type="text" value="First Gulf Bank - Anti-Money Laundering"/>
Description	<input type="text"/>
Course Code	<input type="text" value="TW_01"/>
Categories	<input type="text" value="Select"/>
	<input type="checkbox"/> Request Approval
Version	<input type="text"/>
Resource Launch Type	<input type="text" value="Page"/>
ResourceItem Launch Type	<input type="text" value="Last Launched AU/SCO"/>
Resource Completion Criteria	<input type="text" value="By Visiting Content"/>
Height	<input type="text" value="640"/>
Width	<input type="text" value="480"/>
Certificate	<input type="text" value="Default defined by admin"/>
Duration (Minutes)	<input type="text"/>
	<input checked="" type="checkbox"/> Enabled
Expired Date	<input type="text"/>
Select Image	<input type="button" value="Choose File"/> No file chosen
	<div>144x144</div>


Note: The *Course Code* is a unique alpha-numeric code.

- The newly created e-learning course is then published to the *user groups*.
- An email is sent to the respective users with *text link*, to access the courses directly.

Example: http://learntrak.com/elearning/tw_01


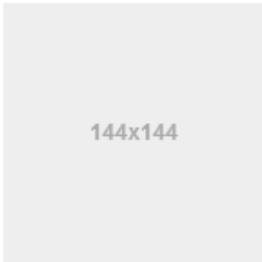
- **On user account:**

- * The user receives the mail with a URL to launch the course directly.

- * On clicking the link the user will be directed to **E-learning Resource Details** screen, from where the user must  the courses.

Resources Search

[Dashboard](#) > [Search](#)

Name	First Gulf Bank - Anti-Money Laundering
ResourceType	SCORM
Course Code	TW_01
Resource Completion Criteria	LearningObject
Expired Date	
Duration	
Created By	tw_user1 (TW_User1)
Created On	03-11-2015 09:11:54 PM
Last Modified On	03-11-2015 09:13:27 PM
Status	Training is mapped 
Image	

* This screen displays the course details such as *name*, *resource type*, *course code*, *resource type*, *resource completion criteria*, *expired date*, *duration*, *last modified on*, *created on* & *by* and the *status*.


* The users for whom the course is not published, only the *Course Details* will be available.

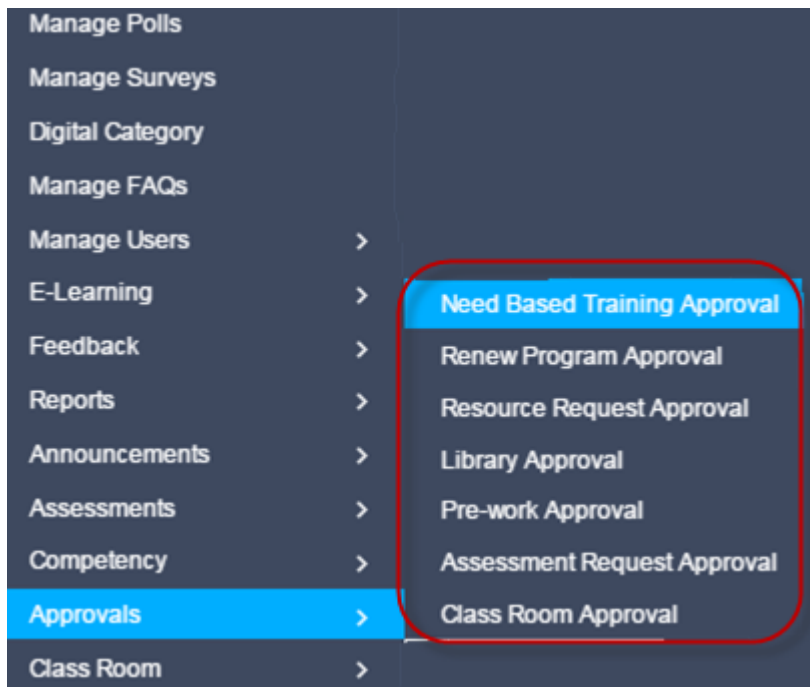
Approvals

9.1 Types of Approvals

- The **approvals** tab displays different types of request approvals sent by the reportees to the *administrator or supervisor / reporting manager*.
- The approval level depends on the *tenant settings*.
- LMS supports two-levels of approvals i.e, *L1 & L2 levels* under each business unit.
 - **For example:**
 - * If the approval level is *L1*, the request is sent to the *supervisor / reporting manager*.
 - * If the approval level is *L2*, the request is sent to the *supervisor / reporting manager and administrator*.
 - * If the approval level is *L1 and 2nd Level Manager Approval (L2)* is checked simultaneously, the request is sent to the *supervisor / reporting manager* and on approval, the request is again sent to *supervisor's-supervisor* for the final approval.
 - * If the approval level is *L2 and 2nd Level Manager Approval (L2)* is checked simultaneously, the request is first sent to the *supervisor / reporting manager*, on approval it is sent to *supervisor's-supervisor* and again on approval, the request is finally sent to the *administrator*.
- Email notifications is sent to users on approval/ rejection of *online resources, classroom trainings, assessments, needbased trainings, pre-work resources/programs or renew programs/resources* from the administrator and also mark an **copy (cc)** of the email to the reporting manager/ supervisor.

To access approvals:

Click  **Admin > Approvals**.



- There are 7 types of approvals:



1. *NeedBased Training Approval*
2. *Renew Program Approval*
3. *Resource Request Approval*
4. *Library Approval*
5. *Pre-work Approval*
6. *Assessment Request Approval*
7. *Classroom Approval*

Note: All the above mentioned approvals except the *Library Approval*, *Pre-work Approval* and *Assessment Request Approval*, are assigned to *L1* or *L2* approval levels that are specific to the business units which is set at the tenant level.

9.2 Assessments Request Approval

- If the user needs to retake, the assessments that have exceeded the maximum number of allowed attempts, a request for reattempt must be sent to the reporting manager or administrator.
- If the request is approved by the reporting manager or administrator, the user can retake the assessments.

To access assessment requests:

- Click  **Admin** > **Approvals** > **Assessments Request Approval** (or)
- Click  **Team** > **Assessments Request Approval**. The following **Manage Request** screen appears displaying a list of assessment requests.

Manage request

Show Archives → Shows history of requests

10 records per page

Search:

User	Test	Remarks	Type	Requested on	Approver Level	
Santosh	Email Assessment		AssessmentTestAttemptRequest	27-06-2014 10:02:17 AM	L1	Approve Reject
testuser1	DevLearn - Comprehension Test	need one more attempt	AssessmentTestAttemptRequest	06-01-2015 10:43:58 AM	L1	Approve Reject
testuser2	Online Sales Test		AssessmentTestAttemptRequest	06-01-2015 10:47:45 AM	L1	Approve Reject
testuser3	Simple Test		AssessmentTestAttemptRequest	06-01-2015 10:49:30 AM	L1	Approve Reject

Showing 1 to 4 of 4 entries

← Previous 1 Next →

Note: **Show Archives** displays history of all the requests that are either approved, rejected or pending for the reporters, reporting to a particular reporting manager or the administrator.

9.3 Classroom Approval

- This approval lists all the classroom training request approvals, sent by the reportees under particular business unit.
- The reporting manager or administrator must **approve** | **reject** the requests.

To access training approvals:

Click **Admin > Approvals > Classroom Approval**. The following **My Approvals** screen appears displaying a list of classroom training requests.

My Approvals

10 records per page

Search:

Training Name	Requested By	Requested On	Status	Approver Level	
Annual Meeting	Rajdeep.M	05-08-2014 11:45:23 AM	Pending Approval	L1	Approve Reject
Annual Meeting	rakesh	07-08-2014 02:44:25 PM	Pending Approval	L1	Approve Reject
Annual Meeting	demo_admin	06-08-2014 11:20:18 AM	Cancel Pending Approval	L1	Approve Reject
Electrical Training	testuser1	11-12-2014 11:12:28 AM	Pending Approval	L2	Approve Reject
Product Test	Tadmin	24-08-2014 09:00:46 PM	Pending Approval	L1	Approve Reject



Showing 1 to 5 of 5 entries

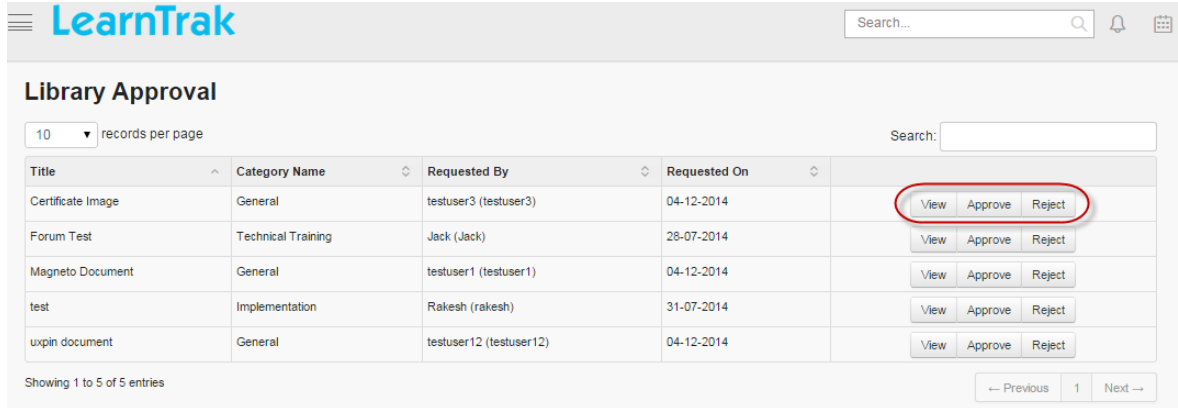
← Previous 1 Next →

9.4 Library Approval

- The entire list of library resource items posted by the users is listed under *Library Approval* tab.

- The resources are either public or private items, that must be **approved** | **rejected** by the reporting manager or administrator.
- The resource items can be downloaded, by clicking *View*.
- *To access library approval:*

- Click  **Admin > Approvals > Library Approval** (or)
- Click  **Team > Library Approval**. The following **Library Approval** screen appears with the request details.





Title	Category Name	Requested By	Requested On	
Certificate Image	General	testuser3 (testuser3)	04-12-2014	View Approve Reject
Forum Test	Technical Training	Jack (Jack)	28-07-2014	View Approve Reject
Magneto Document	General	testuser1 (testuser1)	04-12-2014	View Approve Reject
test	Implementation	Rakesh (rakesh)	31-07-2014	View Approve Reject
uxpin document	General	testuser12 (testuser12)	04-12-2014	View Approve Reject

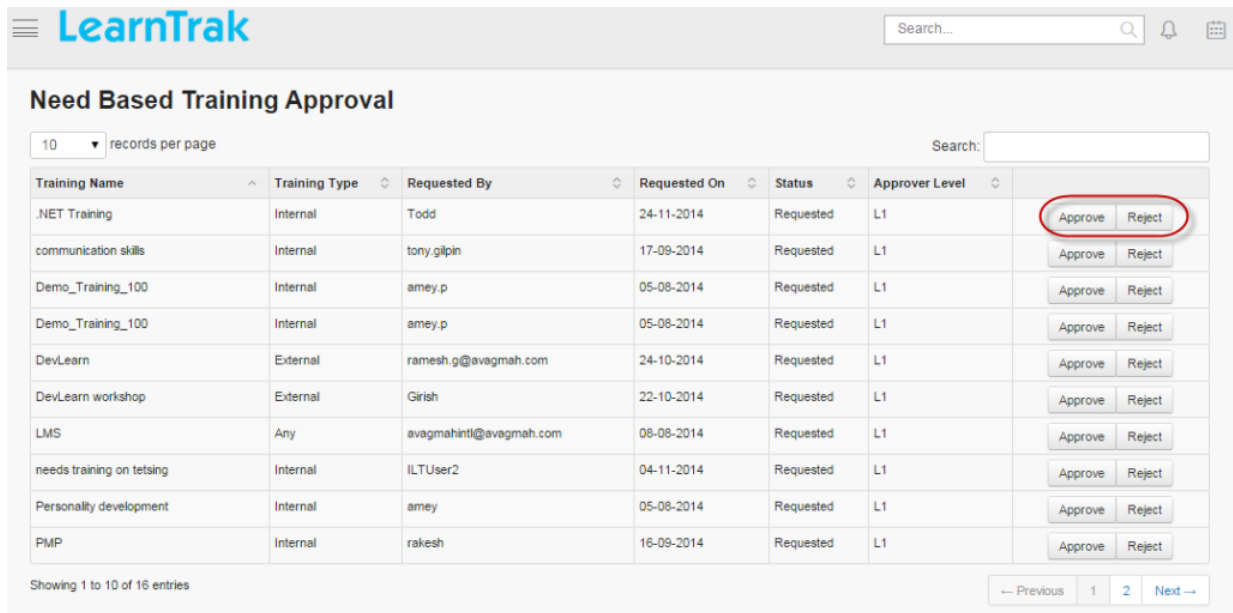
- *The approvals are based on the following scenario:*
 - When the user posts library resource items, an upload approval request is sent to the reporting manager or administrator.
 - The reporting manager gets the mail notification and if the request is approved the user can access the library resources.

9.5 Need Based Training Approvals

- The *needbased training* requests sent by the users, are either approved or rejected by the *administrator or reporting manager*.
- A training approval screen appears with the request details.

To access needbased training:

- Click  **Admin > Approvals > Need Based Training Approval** (or)
- Click  **Team > Need Based Training Approval**. The following **Need Based Training** screen appears.



LearnTrak

Search...

Need Based Training Approval

10 records per page

Search:

Training Name	Training Type	Requested By	Requested On	Status	Approver Level	
.NET Training	Internal	Todd	24-11-2014	Requested	L1	Approve Reject
communication skills	Internal	tony.gilpin	17-09-2014	Requested	L1	Approve Reject
Demo_Training_100	Internal	amey.p	05-08-2014	Requested	L1	Approve Reject
Demo_Training_100	Internal	amey.p	05-08-2014	Requested	L1	Approve Reject
DevLearn	External	ramesh.g@avagmah.com	24-10-2014	Requested	L1	Approve Reject
DevLearn workshop	External	Grish	22-10-2014	Requested	L1	Approve Reject
LMS	Any	avagmahinti@avagmah.com	08-08-2014	Requested	L1	Approve Reject
needs training on tetsing	Internal	ILTUser2	04-11-2014	Requested	L1	Approve Reject
Personality development	Internal	amey	05-08-2014	Requested	L1	Approve Reject
PMP	Internal	rakesh	16-09-2014	Requested	L1	Approve Reject

Showing 1 to 10 of 16 entries

← Previous 1 2 Next →

- The approvals are based on the following 2 scenarios:

- Scenario 1:

- * When the user requests needbased training, it appears to both the *reporting manager & administrator* and also receives mail notification.
 - * Once the request is approved either by the reporting manager or administrator the request record is removed from both the accounts.



- Scenario 2:

- * If the user is not grouped under any reporting manager, the request is sent directly to the *administrator* for the approval.
 - * No mail notification will be sent and the user must contact the administrator orally.

9.6 Pre-work Approval

- The users can upload any resources of type *Documents, URL's, Video, Audio etc.*
- To upload the resources, a request must be sent for approval or rejections to the reporting manager.
- The manager can **approve** | **reject** the requests, if approved the users can access the resources.

To access pre-work resources:

- Click  **Admin > Approvals > Pre-work Approval** (or)
- Click  **Team > Pre-work Approval**. The following **Pre-Work Approvals** screen appears displaying list of pre-work requests.

PreWork Approvals

10 records per page Search:



File Name	Course Name	Uploaded By	Uploaded On	Approver Level	
2ImportUserFormat.csv	November training	ILTUser1	04-11-2014	L1	View Approve Reject
testfile.doc	November training	demo_admin	04-11-2014	L1	View Approve Reject

Showing 1 to 2 of 2 entries

← Previous 1 Next →

Note: The request approval or rejection appears at reporting manager account and also gets mail notification.

9.7 Renew Program Approval

- When the user needs to retake the expired programs, a request must be sent to the *administrator* for approval or rejection.
- All these requests appear under *Renew Program Approval* tab for the *reporting manager or administrator*.
- To access *renew program approval*:
 - Click  **Admin > Approval > Renew Program Approval** (or)
 - Click  **Team > Renew Program Approval**. The following **Request** screen appears with the request details.
 - Click **Program**. It will re-direct to the **Approve or Reject Renew Program Request** screen, that allows the reporting manager or administrator to **approve** | **reject** the request.

Request

10 records per page Search:

Training Name	Requested By	Requested On	Status	Start Date	End Date	Approver Level	
Administer a Datawarehouse	testuser2	14-01-2015 17:44:58	Pending	15-12-2014 04:00:00 PM	23-12-2014 06:00:00 PM	L1	Program
Max Life	testuser3	14-01-2015 17:46:01	Pending	14-10-2014 03:00:00 PM	14-12-2014 09:00:00 AM	L1	Program
USDemo	testuser3	14-01-2015 17:46:34	Pending	25-08-2014 08:30:00 PM	31-12-2014 09:00:00 AM	L1	Program



Showing 1 to 3 of 3 entries

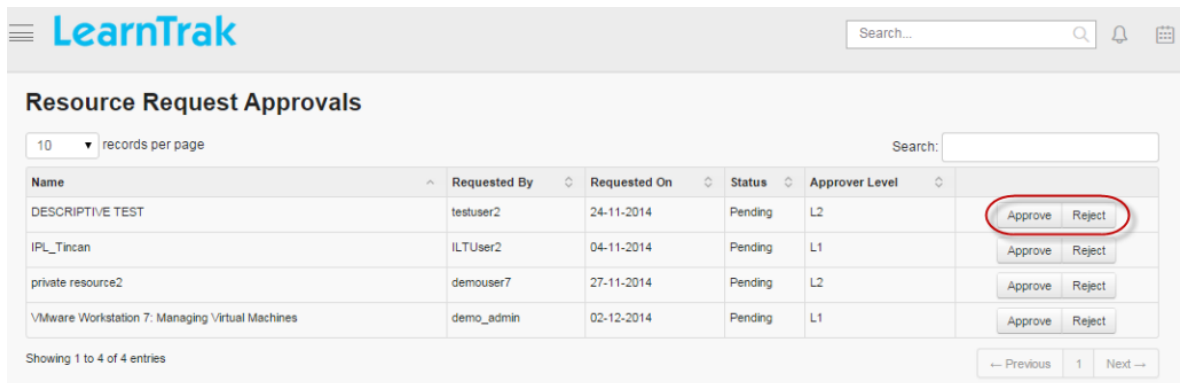
← Previous 1 Next →

9.8 Resource Request Approval

- The resource request approvals are sent either to the *administrator or reporting manager* to *approve* | *reject*.
- All the resource requests will be listed under *Resource Request Approval* tab.

- If a reporting manager or administrator approves the requests, the users can add and play the resources (*Feedbacks, Document, URL, Assessments, Videos, Experience API, AICC and SCORM 1.2*) from his/her account.
- To access resource request approval:

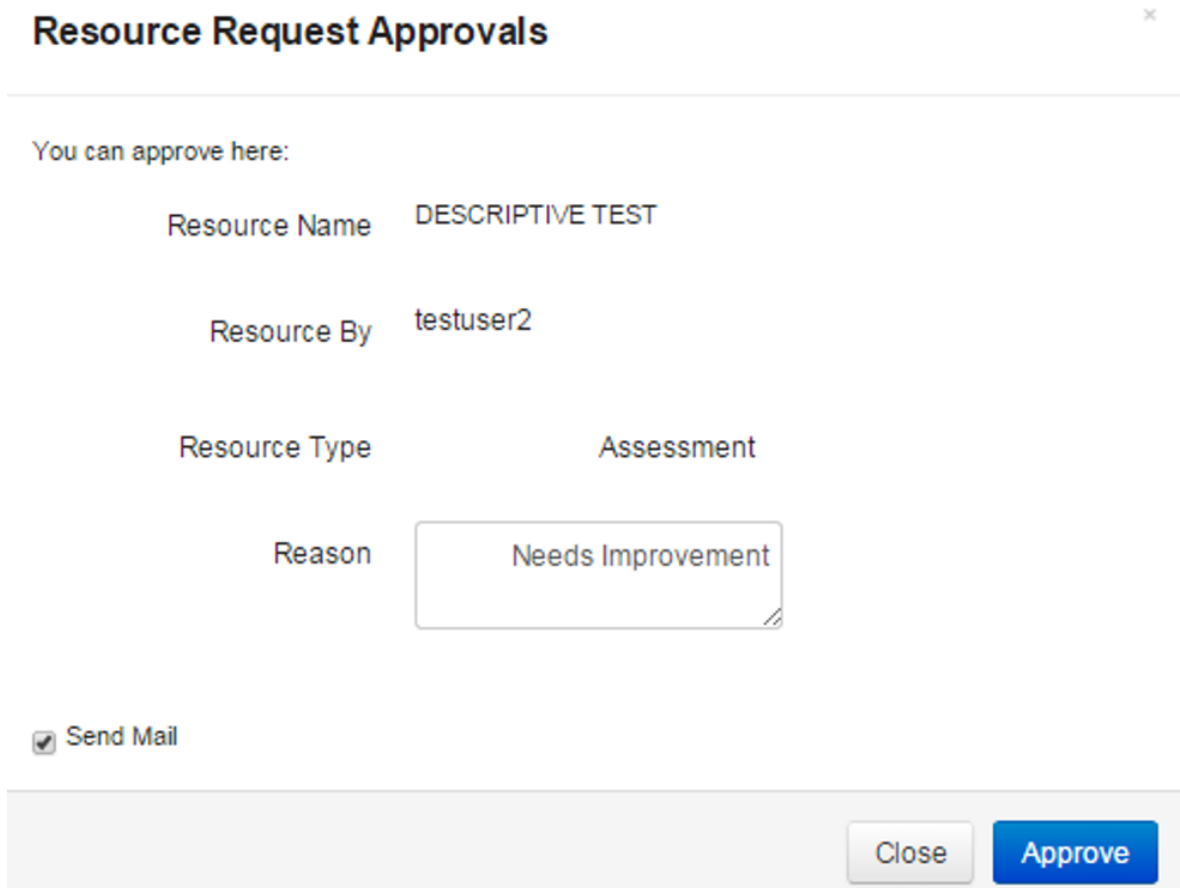
- Click  **Admin > Approvals > Resource Request Approval** (or)
- Click  **Team > Resource Request Approval**. The following **Request** screen appears with the request details.



Name	Requested By	Requested On	Status	Approver Level	
DESCRIPTIVE TEST	testuser2	24-11-2014	Pending	L2	Approve Reject
IPL_Tincan	ILTUser2	04-11-2014	Pending	L1	Approve Reject
private resource2	demouser7	27-11-2014	Pending	L2	Approve Reject
VMware Workstation 7: Managing Virtual Machines	demo_admin	02-12-2014	Pending	L1	Approve Reject

Showing 1 to 4 of 4 entries

- Click **Approve** | **Reject**. The following approve or reject **Resources Request Approvals** screen appears



Resource Request Approvals

You can approve here:

Resource Name: DESCRIPTIVE TEST

Resource By: testuser2

Resource Type: Assessment

Reason: Needs Improvement

☒ Send Mail

Close Approve

- *The approvals are based on the following scenario:*


- When the user sends resource request for approval or rejection, it appears at both *reporting manager and administrator* account.
- The reporting manager gets the mail notification and if the request is approved, either by the reporting manager or administrator the request record is removed from both the accounts.

9.9 External Qualification Measures Approval

- The *external qualification measures (EQM)* request raised by the users' is sent to the reporting manager/ supervisor is displayed under **External Qualification Measures Approval** tab.
- The reporting manager/ supervisor receives mail notification regarding the EQM requests.
- The EQM requests follows two-level approval hierarchy, where the EQM approved by the reporting manager/ supervisor is again sent to *head of training (HoD)* for the final approval.

Note: The user will receive mail notifications regarding the approve (or) reject EQM from the reporting manager/ supervisor.





To access EQM approval:

- * Click  **Team > External Qualification Measures Approval**. The following **External Qualification Measures Approvals** screen appears displaying list of external training requests.

External Qualification Measures Approval

10 records per page

Search



Training Name	Requested By	Requested On	Action
DITA_External_Training_02	tw_user4 (TW_User4)	09-11-2015	 Approve  Re
Robohelp_External_Training	tw_user6 (tw_user6)	09-11-2015	 Approve  Re

Listing 1 - 2 of 2

← Previous

- * Click **Approve | Reject**.

To view EQM details:


- * Click  (or)  to view all the approved | rejected EQM request details by the reporting manager/ supervisor.


 [Dashboard](#) > [External Qualification Measures Approve](#) /

External Qualification Measures Approval

Training Name	Requested By	Function	Requested Date
xyz	tw_user6 (tw_user6)		13-10-2015
DBA	FN6 LN6 (user6)	Dep1	10-10-2015
DITA_External_Training	tw_user5 (TW_User 5)	IT	09-10-2015
Adobe_Captive_Training	tw_user6 (tw_user6)		09-10-2015

* Click **Details > View** to download the training materials (if any).

 [Dashboard](#) > [External Qualification Measures Details](#)

External Qualification Measures Details			
Training Proposed	TNI_External_Training	Part Of Training Need Identified	Y
Description	Training Needs Analysis: The process of identifying training needs in an organization for the purpose of improv		
Training Institute/ Knowledge Partner	SAT Institute		
To Duration From	17-11-2015	Duration To	3
Training Duration From	02-12-2015	Training Duration To	2
Training Category	Technical	Location	B
Objective Training	Today's work environment requires employees to be skilled in performing complex tasks in an efficient, cost-effective manner. Training is needed when employees are not performing up to a certain standard or at an expected level of performance. The identification of training needs is the first step in the process of training.		
Justification For The Training	Today's work environment requires employees to be skilled in performing complex tasks in an efficient, cost-effective manner. Training is needed when employees are not performing up to a certain standard or at an expected level of performance. The identification of training needs is the first step in the process of training.		
Day Wise Agenda	Today's work environment requires employees to be skilled in performing complex tasks in an efficient, cost-effective manner. Training is needed when employees are not performing up to a certain standard or at an expected level of performance. The identification of training needs is the first step in the process of training.		
Attachment file	Yes		
Trainer/Training Cost	1000	Accommodation Cost	5
Travel/Transport Cost	2000	Miscellaneous Cost	5
Total cost	4000		

Immidiate Supervisor Approval Status		Head of Department Approval Status	
Name	tw_user2 (TW_User2)	Name	F
Action On	09-11-2015	Action On	0
Status	Approved	Status	A
Remarks	Approved	Remarks	A

10.1 Training Need Identification

- The *Training Need Identification (TNI)* is the process of providing special trainings to the users', in-order to upgrade their skills or competencies to perform complex roles in an efficient manner.
- TNI is important to determine the types of training needed for the users' to complete the tasks effectively and to increase the productivity of the users' and the organization.
- In LMS, the training need identification (TNI) is created by mapping the **TNI Source** and **TNI Period** to the selected users'.
- The mapped **TNI Name** is displayed in the user dashboard.
- The user can then self-enroll by adding the TNI name to either *classroom trainings* or *e-learning resources*.

Steps for creating TNI:

- **Step 1:** Create new **TNI Source**.
- **Step 2:** Create new **TNI Period**.
- **Step 3:** Goto **Import** tab, and map the TNI source and period to the respective user.
- **Step 4:** The user must self-enroll by adding the **TNI Name** to either the classroom training/ external trainings/ e-learning resources.

10.1.1 TNI Source

To access TNI Source:

Click  **Admin > TNI > TNI Source**. The following **Manage TNI Sources** screen appears.













Manage TNI Sources

[Dashboard](#) > TNI Sources

[Create New](#)

10 records per page

Search

Name	Description	Created By	Created On	Action
TW_TNI		TW_User1	02-11-2015 02:45:49 PM	  
Test TNI Source-1		test_admin	30-10-2015 03:17:02 PM	  
Lead IDP		test_admin	12-10-2015 06:00:26 PM	  
Test 1		test_admin	12-10-2015 03:15:38 PM	  

Listing 1 - 4 of 4

[← Previous](#) [1](#) [Next →](#)

Create new TNI Source

To create TNI Source:

Click **Create New**. The following **Create TNI Source** screen appears.

Create TNI Source

Name*

Lead IDP


Description

Create


[Back to List](#)

Edit, Delete and View Details of TNI Source


To edit TNI source:

Click  **Edit**. The **Edit TNI Source** screen appears with the chosen field to be edited.

To delete TNI source:

Click  **Delete**. It deletes the selected TNI period.

To view TNI details:

Click  **Details**. The **Details** screen appears displaying details of the created TNI source. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit TNI Source* screen.

10.1.2 TNI Period

To access TNI Period:










Click  **Admin > TNI > Period**. The following **Manage TNI Period** screen appears.

Manage Periods

[Create New](#)

10  records per page

Search

Name	Description	Created By	Created On	Action
TW_TNI_Period		TW_User1	02-11-2015 02:50:38 PM	  
Test TNI Period-1		test_admin	30-10-2015 03:17:34 PM	  
Test 1		test_admin	12-10-2015 03:16:09 PM	  

Listing 1 - 3 of 3

← Previous 1 Next →

Create new TNI Period

To create TNI Period:

Click **Create New**. The following **Create TNI Period** screen appears.

Create Period

Name*	<input type="text" value="TNI_Lead_IDP"/>
Start Month*	<input type="text" value="Nov-2015"/>
End Month*	<input type="text" value="Dec-2015"/>
Is Current	<input checked="" type="checkbox"/>
Description	<input type="text"/>


[Create](#)

[Back to List](#)


Note: The **Is Current** option must be checked after selecting the *start and end month*.

Edit, Delete and View Details of TNI Period


To edit TNI Period:

Click  **Edit**. The **Edit TNI Period** screen appears with the chosen field to be edited.

To delete TNI source:

Click  **Delete**. It deletes the selected TNI period.

To view TNI details:

Click  **Details**. The **Details** screen appears displaying details of the created TNI period. The administrator can also edit details, by clicking *Edit* which is redirected to the *Edit TNI Period* screen.

10.1.3 Mapping TNI to the Users

- The training need identification (TNI) can be accessed by mapping the TNI source and period to the selected users’.
- The mapped TNI appears at user dashboard.
- The user must then click the TNI name, to add it to either classroom trainings/ external trainings/ e-learning resources.

The TNI mapping is done as follows:

- Click  **Admin > TNI > Import**. The following **Import TNI Source** screen appears to upload the TNI source via .csv file.

Import TNISource

Download Import Format

Select File

No file chosen

Note: Please upload the csv file and the size of the file should be less than or equal to 4MB.

[Back to List](#)

- Click **Import** to upload the .csv file.

Note: The .csv file size should be less than or equal to 4MB. Refer Bulk Uploading Process under **Import Bulk Users**.


- **On user account:**

* Click the **TNI Name**. The following **TNI Map** screen appears to map either e-learning resources/ classroom trainings/ external trainings.

Tni Name: Tech_Write

Tni Source: Tech_TNI_Source

Mapped:


Type	Name	Status	Completed On	
ELearning	TNI_Resource_03	Not Completed	-	
ELearning	TNI_Resource_01	Not Completed	-	

[Click here to complete mapping](#)

Map:

Type ☒ ELearning ☐ Classroom ☐ ExternalTraining

[Map](#)

 Select the resources from the dropdown list

* Select the e-learning resources/ classroom trainings/ external trainings from the dropdown list.

* Click **Map**.

* The mapped e-learning resources/ classroom trainings/ external trainings will be listed as shown below.

Tni Name: Tech_Write

Tni Source: Tech_TNI_Source

Mapped:


Type	Name	Status	Completed On	
ELearning	TNI_Resource_03	Not Completed	-	
ELearning	TNI_Resource_01	Not Completed	-	

[Click here to complete mapping](#)

Map:

Type ☒ ELearning ☐ Classroom ☐ ExternalTraining

[Map](#)

 The mapped resources will be displayed here.

* Click **Complete Mapping**.

* The user can re-map classroom trainings/ external trainings/ e-learning resources by clicking [Click here to map again](#).

10.1.4 TNI Report

- The TNI report generates detailed report on the *training need identification* published either to a **individual user** or **group users**.
- The TNI report is filtered based on **TNI Period, Department** and **User**.

- The report is **exported** to the *Excel* in .csv file format.

To access report:

The TNI report is accessed in 2 ways:

1. Individual user report from user dashboard:

Click **TNI** at user dashboard.

Click TNI name > The My TNI screen appears as shown

Period: Tech_TNI_Period

TNI Name	TNI Source	Status	Completed On
Tech_TNI	Tech_TNI_Source	NotCompleted	-
Tech_Write	Tech_TNI_Source	NotCompleted	-

Close

2. Multiple users' report from admin account:

Click **Admin > TNI > Report**. The following **TNI Report** screen appears.

TNI Report

[Export](#)

Period

Tech_TNI_Period

Department

IT






User

users

Go

10 records per page

Search

User Name	Name	TNI Source	TNI Name	Status	Completed On	Details
TW_User5	tw_user5,	Tech_TNI_Source	Tech_TNI	NotCompleted	-	
TW_User5	tw_user5,	Tech_TNI_Source	Tech_Write	NotCompleted	-	
TW_User2	tw_user2,	Tech_TNI_Source	Tech_TNI	NotCompleted	-	
TW_User4	tw_user4,	Tech_TNI_Source	Tech_TNI	NotCompleted	-	
TW_User4	tw_user4,	Tech_TNI_Source	Tech_Write	NotCompleted	-	

Listing 1 - 5 of 5

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External Qualification Measures

11.1 External Qualification Measures

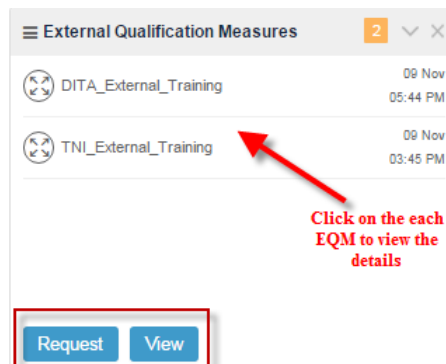
- The *external qualification measures (EQM)* is a type of external training provided to the users (or) employees in the organization.

Example: Advanced Trainings, Seminars or Workshops.

- EQM helps users to develop their skills in the areas outside their current field and also broaden horizons which inturn boosts thier career prospectives.
- In LMS, the EQM is managed by **Head of Training (HoT)**.
- The HoT is a normal user with administrator privileges, but does not belong to any business unit.
- The head of training (HoT) is set at the **tenant level** and follows **two-level approval** hierarchy i.e., only one user is assigned as head of training for one tenant.
- The HoT receives EQM requests from the users irrespective of the business units.
- The head of training cannot be removed, but needs to transfer the HoT privileges to another user.

Procedure to access the EQM:

- Step 1:** The user must send the EQM request from the dashboard.



* Click **View** to see the details of the EQM.

* Click **Request** button. The following **Create External Qualification Measures** screen appears as shown below.


Create External Qualification Measures

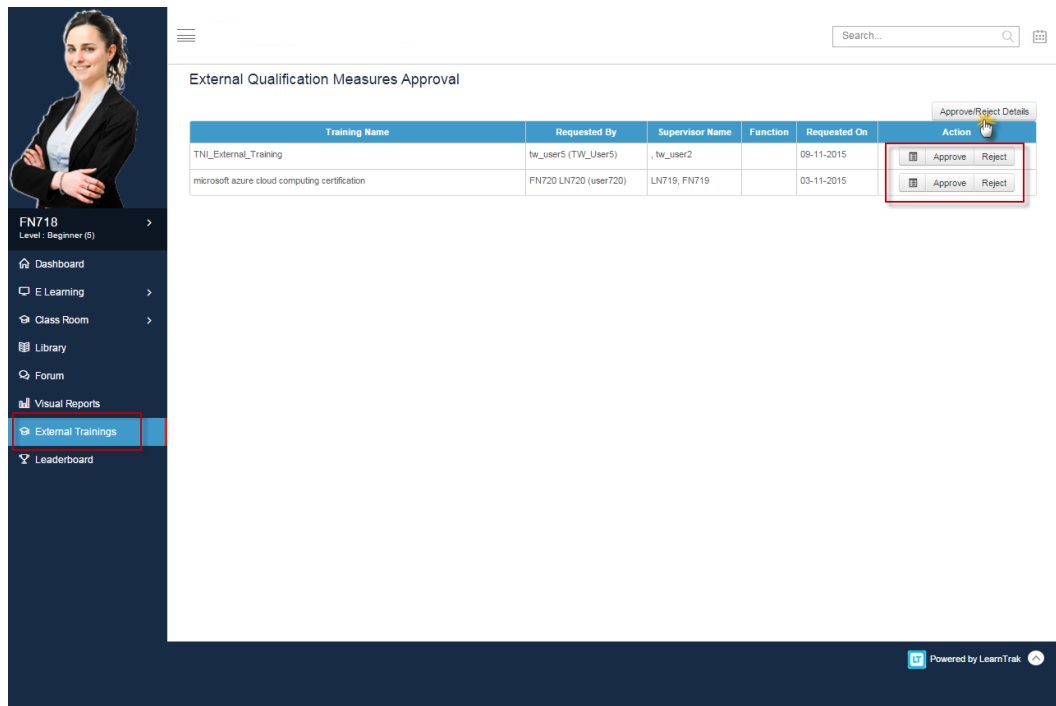
Training Proposed	<input type="text" value="TNI_External_Training"/>	Part Of Training
Description	<input type="text" value="Training Needs Analysis: The process of identifying training needs in an organization to improve job performance."/>	
Training Institute/ Knowledge Partner	<input type="text" value="SAT Institute"/>	
To Duration From	<input type="text" value="17-11-2015"/>	Duration To <input type="text"/>
Training Duration From	<input type="text" value="02-12-2015"/>	Training Duration To <input type="text"/>
Training Category	<input type="text" value="Technical"/>	Location <input type="text"/>
Objective Training	<input type="text" value="Today's work environment requires employees to be skilled in performing complex tasks in a safe manner. Training (a performance improvement tool) is needed when employees lack the necessary skills."/>	
Justification For The Training	<input type="text" value="The current expected level of job performance indicates a need for training. The identification of a uniform method of instructional design."/>	
Day Wise Agenda	<input type="text" value="Today's work environment requires employees to be skilled in performing complex tasks in a safe manner. Training (a performance improvement tool) is needed when employees lack the necessary skills."/>	
Upload file	<input type="button" value="Choose File"/> Competency_work_flow.pdf	Note :Allowed formats are pdf, doc, docx
Trainer/Training Cost	<input type="text" value="1000"/>	Accommodation Cost <input type="text"/>
Travel/Transport Cost	<input type="text" value="2000"/>	Miscellaneous Cost <input type="text"/>
Total cost	<input type="text" value="4000.00"/>	Rs
<input type="button" value="Submit"/>		

- * Fill-in the relevant details, upload the training materials (if any) and submit the EQM form.
- * An EQM request is first sent to *reporting manager/ supervisor* for the approval.
- * When the reporting manager/ supervisor approves the EQM request, it is sent again to the head of training (HoT) for the final approval.
- * The head of training (HoT) receives the EQM request.

Note: A mail notification is sent to HoT regarding the EQM request raised by the user for the approval.

• **Step 2:** At HoT account:

- * Click  **External Training**. The following **External Qualification Measures Approval** screen appears displaying list of external training requests.





Training Name	Requested By	Supervisor Name	Function	Requested On	Action
TNI_External_Training	tw_user5 (TW_User5)	.tw_user2		09-11-2015	Approve Reject
microsoft azure cloud computing certification	FN720 LN720 (user720)	LN719, FN719		03-11-2015	Approve Reject

- * Click **Approve | Reject**.
- * The approved EQM will be displayed on the user dashboard.
- * The rejected EQM will not be displayed on the user dashboard and the status will be *Rejected by HoT* in the EQM details page.

Note: The user will receive mail notifications regarding the approve (or) reject EQM from the head of training (HoT).

• **Step 3:** To view EQM report:

- * Click  **Approve/Reject Details** (or)  to view all the approved | rejected EQM request details by the HoT.

[Dashboard](#) > [External Qualification Measures Approve / Reject Detail](#)


External Qualification Measures Approve

Training Name	Requested By	Function	Requested On	Supervisor
xyz	tw_user6 (tw_user6)		13-11-2015	tw_user6 (TW_User6)
DBA	FN6 LN6 (user6)	Dep1	10-11-2015	FN6 LN6 (user6)
DITA_External_Training	tw_user5 (TW_User5)	IT	09-11-2015	tw_user5 (TW_User5)
Adobe_Captive_Training	tw_user6 (tw_user6)		09-11-2015	tw_user6 (TW_User6)
Adobe_External_Training	tw_user3 (TW_User3)	IT	09-11-2015	tw_user3 (TW_User3)
Robohelp_External_Training	tw_user6 (tw_user6)		09-11-2015	tw_user6 (TW_User6)

* The approved EQM details can be viewed by the *users*, *reporting manager/ supervisor* and the *administrator* at their respective accounts.

* Click **Details > View** to download the training materials (if any).

[Dashboard](#) > [External Qualification Measures Details](#)

External Qualification Measures Details			
Training Proposed	TNI_External_Training	Part Of Training Need Identified	
Description	Training Needs Analysis: The process of identifying training needs in an organization for the purpose of improvement.		
Training Institute/ Knowledge Partner	SAT Institute		
To Duration From	17-11-2015	Duration To	
Training Duration From	02-12-2015	Training Duration To	
Training Category	Technical	Location	
Objective Training	Today's work environment requires employees to be skilled in performing complex tasks in an efficient, cost-effective manner. Training is needed when employees are not performing up to a certain standard or at an expected level of performance. The identification of training needs is the first step in the process of improving the expected level of job performance indicates a need for training. The identification of training needs is the first step in the process of improving the expected level of job performance.		
Justification For The Training	Today's work environment requires employees to be skilled in performing complex tasks in an efficient, cost-effective manner. Training is needed when employees are not performing up to a certain standard or at an expected level of performance. The identification of training needs is the first step in the process of improving the expected level of job performance indicates a need for training. The identification of training needs is the first step in the process of improving the expected level of job performance.		
Day Wise Agenda	Today's work environment requires employees to be skilled in performing complex tasks in an efficient, cost-effective manner. Training is needed when employees are not performing up to a certain standard or at an expected level of performance. The identification of training needs is the first step in the process of improving the expected level of job performance indicates a need for training. The identification of training needs is the first step in the process of improving the expected level of job performance.		
Attachment file	Yes		
Trainer/Training Cost	1000	Accommodation Cost	
Travel/Transport Cost	2000	Miscellaneous Cost	
Total cost	4000		


Immediate Supervisor Approval Status		Head of Department Approval Status	
Name	tw_user2 (TW_User2)	Name	
Action On	09-11-2015	Action On	
Status	Approved	Status	
Remarks	Approved	Remarks	

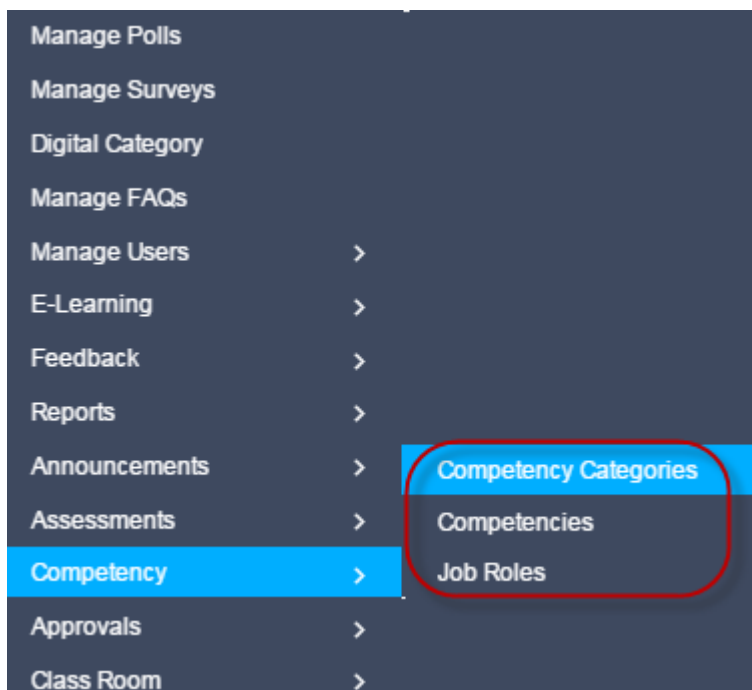
Competency

12.1 Competency

Competency is a measure of possessing skills, knowledge, qualifications required by an individual or group of employees to achieve proficiency level in order to meet the company's expectations. It helps to create a repository of the skills or competencies applicable for all the profiles across an organization. In LMS, the competencies are created under competency categories and are mapped to the respective classroom trainings and e-learning resources.

To access competency:

Click  **Admin > Competency.**




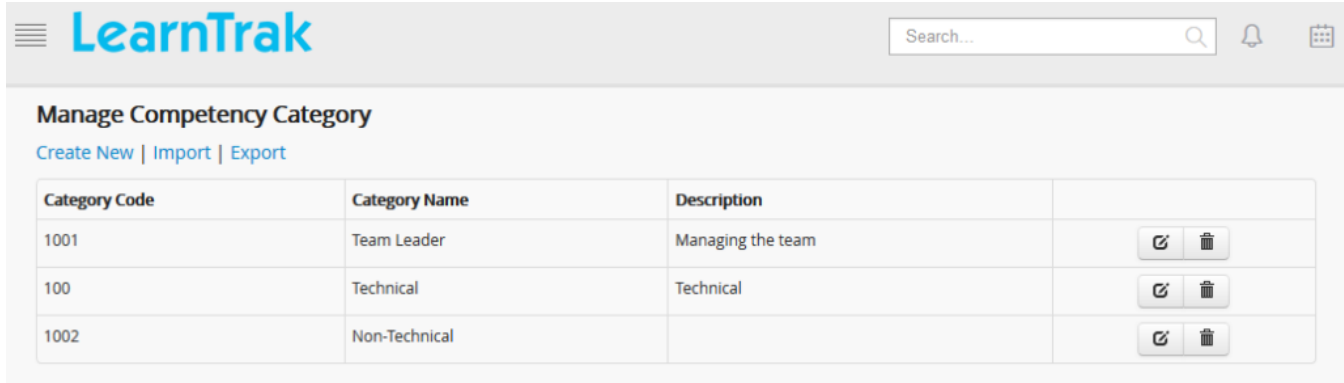
Procedure to create competency:







- **Step 1:** Create Competency Category
- **Step 2:** Create Competency
- **Step 3:** Create Job Roles

- **Step 4:** Map the new competency to the Classroom Trainings/E-Learning Resources/ Job Roles.
- **Step 5:** Map the new Job Role to the users.

To access competency categories:

Click  **Admin > Competency > Competency Categories**. The following **Manage Competency Category** screen appears as shown below.

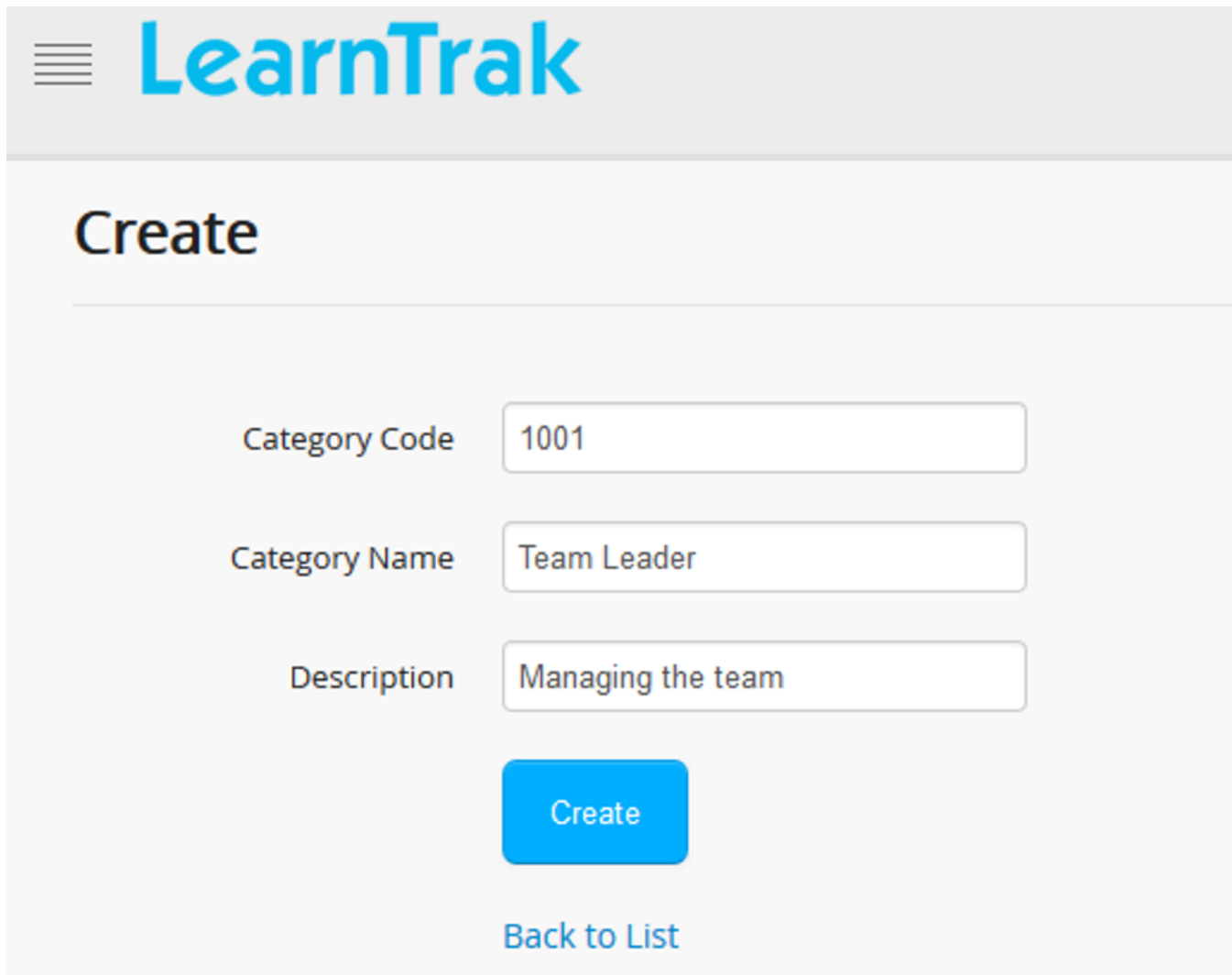


Category Code	Category Name	Description	
1001	Team Leader	Managing the team	 
100	Technical	Technical	 
1002	Non-Technical		 

12.1.1 Create Competency Categories

To create categories:


Click **Create New**. The following **Create** screen appears with the respective fields to be filled.




The screenshot shows the 'Create' form in the LearnTrak application. At the top left is a hamburger menu icon. The header 'LearnTrak' is in large blue font. Below the header, the word 'Create' is displayed in a large, bold, black font. The form contains three input fields: 'Category Code' with the value '1001', 'Category Name' with the value 'Team Leader', and 'Description' with the value 'Managing the team'. Below these fields is a blue 'Create' button. At the bottom of the form is a blue link labeled 'Back to List'.

Edit and Delete Competency Categories

To edit categories:

Click **Edit** . The **Edit** screen appears with the chosen fields to be edited.

To delete categories:

Click **Delete** . It deletes the competency categories.

Import and Export Competency Categories

To import categories:


- Click **Import**, to upload bulk competency categories. The **Import Competency Category** screen appears to upload bulk categories by importing .csv file.
- The .csv file size should be less than or equal to 4MB. Refer **Bulk Uploading Process** under *Import Bulk Users*.

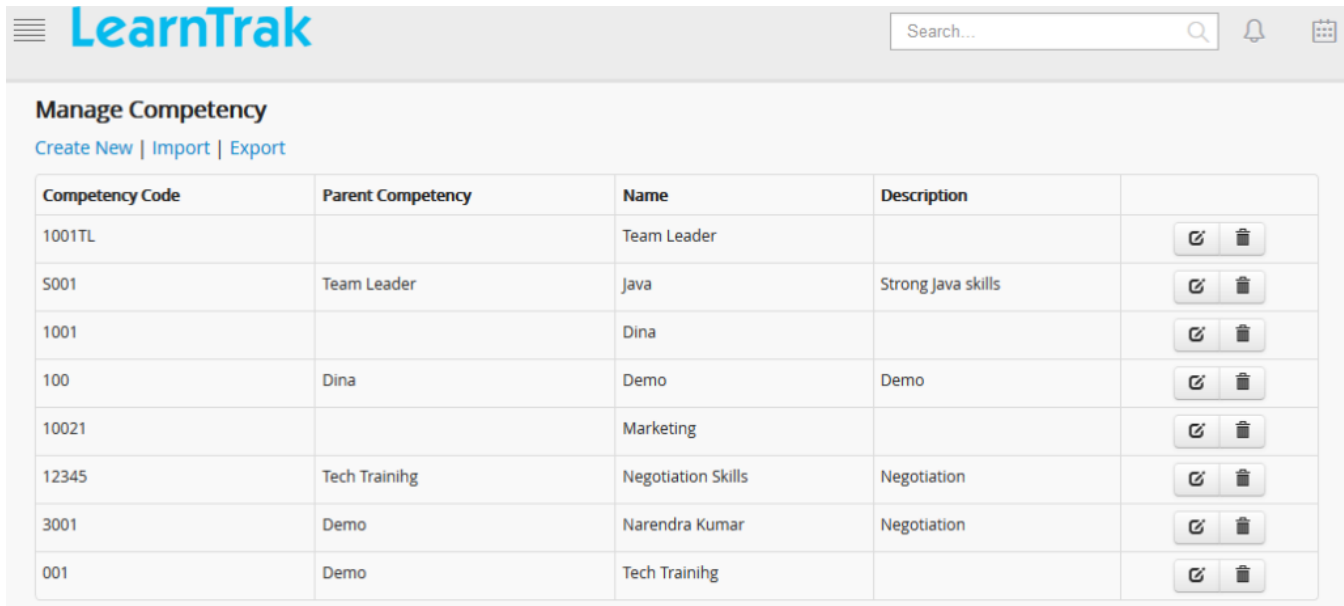
To export categories:

















Click **Export**, to export competency categories details to .csv file. Refer **Export Users** process under *Export Users*.

12.1.2 Create Competency

To access competency

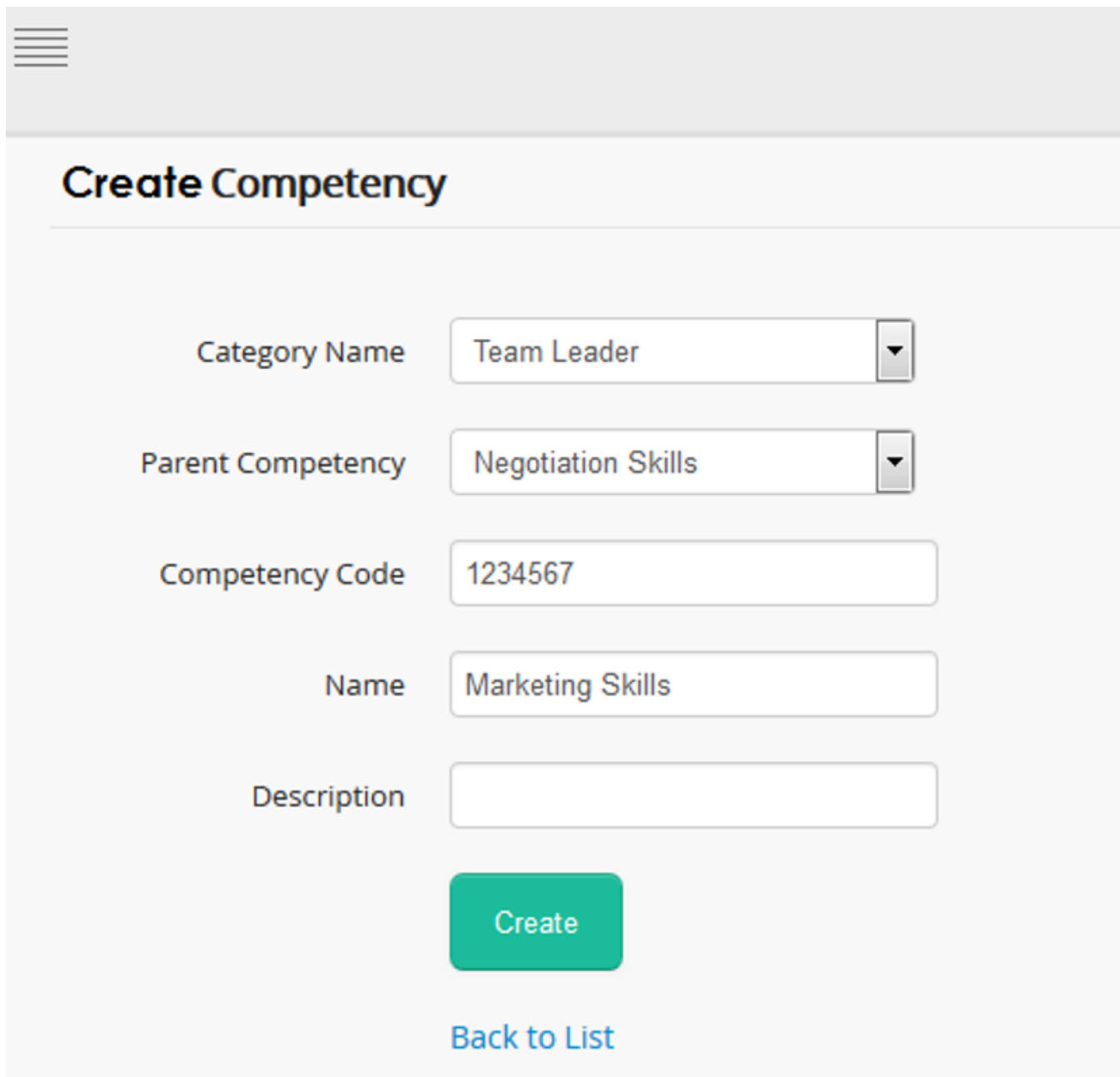
Click  **Admin > Competency > Competencies**. The following **Manage Competency** screen appears as shown below.



Competency Code	Parent Competency	Name	Description	
1001TL		Team Leader		 
S001	Team Leader	Java	Strong Java skills	 
1001		Dina		 
100	Dina	Demo	Demo	 
10021		Marketing		 
12345	Tech Trainihg	Negotiation Skills	Negotiation	 
3001	Demo	Narendra Kumar	Negotiation	 
001	Demo	Tech Trainihg		 

To create competency:

Click **Create New**. The following **Manage Competency** appears with the respective fields to be filled.



The image shows a web form titled "Create Competency". It has a header bar with a hamburger menu icon. The form contains five input fields: "Category Name" (dropdown menu with "Team Leader" selected), "Parent Competency" (dropdown menu with "Negotiation Skills" selected), "Competency Code" (text input with "1234567"), "Name" (text input with "Marketing Skills"), and "Description" (empty text input). Below the fields is a green "Create" button and a blue "Back to List" link.

Create Competency

Category Name

Parent Competency

Competency Code

Name

Description

[Create](#)

[Back to List](#)

Note:

- The new competency created, must be mapped to the competency categories.
- It is not mandatory to map the new competency to the parent competency. If it is mapped, then the new competency becomes the child competency.

Edit and Delete Competency

To edit competency:

Click **Edit** . The **Edit** screen appears with the chosen fields to be edited.

To delete competency:

Click **Delete** . It deletes the competency.

Import and Export Competency

To import competency:


- Click **Import**, to upload bulk competency. The **Import Competency** screen appears to upload bulk competency by importing .csv file.
- The .csv file size should be less than or equal to 4MB. Refer **Bulk Uploading Process** under *Import Bulk Users*.

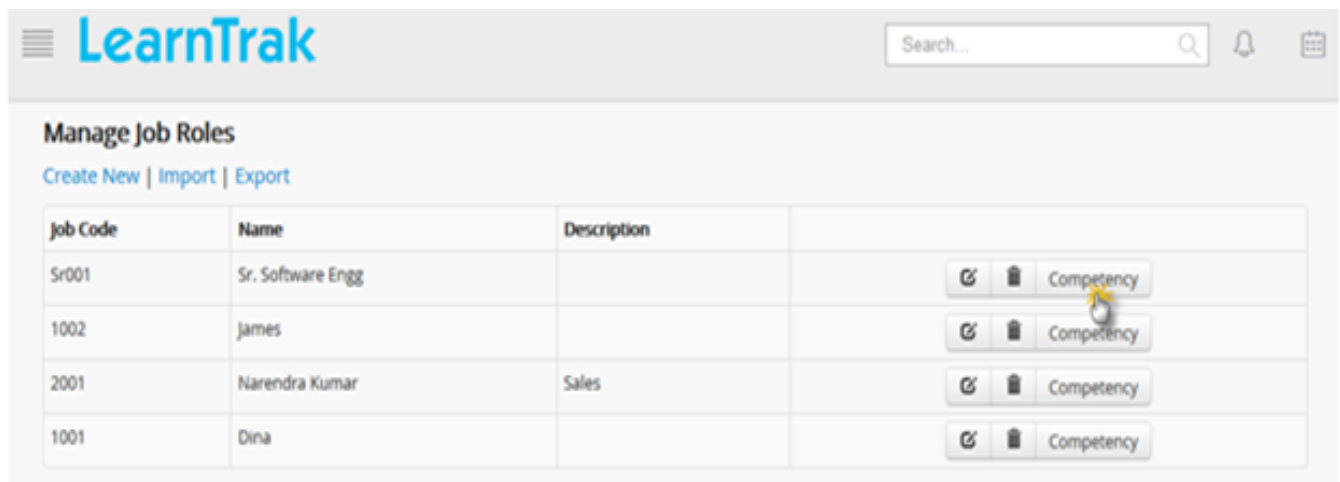
To export competency:

Click **Export**, to export competency details to .csv file. Refer **Export Users** process under *Export Users*.

12.1.3 Create Competency Job Role

To access job role:

Click  **Admin > Competency > Job Role**. The following **Manage Job Roles** screen appears as shown below.



To create job role:

Click **Create New**. The following **Create Job Roles** appears with the respective fields to be filled.

Create JobRoles

Job Code	<input type="text" value="10001"/>
Name	<input type="text" value="Sr. Software Engg"/>
Description	<input type="text"/>

Create


[Back to List](#)

Edit and Delete Competency Job Role

To edit job role:

Click **Edit** . The **Edit** screen appears with the chosen fields to be edited.

To delete job role:

Click **Delete** . It deletes the competency job role.

Add Competency to Job Roles

To add the competency:

Click **Competency**. The following **Manage Job Role Competencies** screen appears to map competencies to the respective job roles.

Manage Job Role Competencies

Competency	JobRole	Desire Score	
Negotiation Skills	10001	30	

Add Competency

Competency Name

Selling Skills 

Desire Score

40

Add

[Back to List](#)

Select and add the competency

Import and Export Competency Job Roles

To import job role:

- Click **Import**, to upload bulk competency job roles. The **Import Job Role** screen appears to upload bulk job roles by importing .csv file.
- The .csv file size should be less than or equal to 4MB. Refer **Bulk Uploading Process** under *Import Bulk Users*.

To export job role:

Click **Export**, to export competency job roles details to .csv file. Refer export users process under Export Users

Certificates

13.1 Certificates

- Certificates are awarded to the users on completion of *online courses / programs* (AICC/SCORM/xAPI courses) or the *classroom trainings*.
- The certificate is either **default** or **customized** certificate templates.

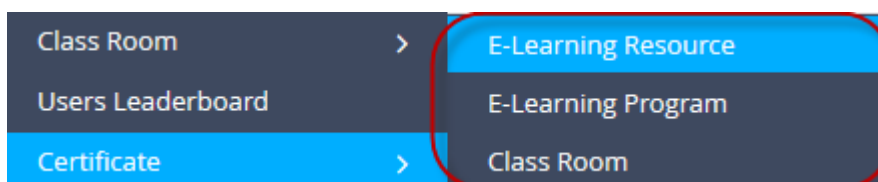
Note: Default certificates are set at the tenant level, that can be either downloaded or sent to the users.

- The administrator sends the certificates to either single / multiple users via e-mail.
- The aim of sending certificates through mails, helps the users to access the course (or) training completion certificate anywhere at anytime.
- The mail option is used only in case of users unable to download the certificates.

For example: When the classroom training is attached to a certificate, the users can download the attached certificate on completion of the training or else the default certificate will be downloaded.

To access:

Click  **Admin > Certificate.**



13.1.1 E-learning Resources/Programs Certificates

Procedure to generated e-learning resource certificates:

- **Step 1:** Select the online resources (AICC/SCORM/xAPI courses) from the dropdown list.
- **Step 2:** Select a single user or bulk users to send mail (or)
- **Step 3:** Download the certificate.

Note: The dropdown list displays a list of user's detail who have completed the course (AICC/SCORM/xAPI) successfully.

To access:

Click **Certificate > E-Learning Resource**. The following **E-learning Resource Certificate** screen appears as below.

24x7 LearnTrak™

Dashboard > Elearning Resource Certificate

Elearning Resource Certificate

APR6_Establishing Team G...

10 Submit Send Mail

Send mail to bulk users

Send mail to particular user or download certificate

<input checked="" type="checkbox"/>	User Name	First Name	Last Name	Email	Department	Designation	Download Certificate	Send Mail
<input checked="" type="checkbox"/>	root	root	System	ramanathan.dhakashanamoorthy@24x7learning.com			Download Certificate	Send Mail
<input checked="" type="checkbox"/>	TW_User1	TW_User1		tw_user1@mailinator.com			Download Certificate	Send Mail
<input checked="" type="checkbox"/>	user502	Test502	u502	user502@mailinator.com	Dep3		Download Certificate	Send Mail
<input checked="" type="checkbox"/>	user71	Test71	u71	user71@mailinator.com	Dep1		Download Certificate	Send Mail

Page 1 of 1

1

Note: Procedure to generate e-learning program certificate is similar to the e-learning resource certificate generation.

13.1.2 Classroom Training Certificates

Procedure to generate classroom training certificate:

- **Step 1:** Select classroom training from the dropdown list.
- **Step 2:** Select its respective training instance.
- **Step 3:** Select a single user or bulk users to send mail (or)
- **Step 4:** Download the certificate.

Note: The dropdown list displays a list of user's detail who have completed the classroom training successfully.

To access:


Click **Certificate > Classroom**. The following **Classroom Training Certificate** screen appears as below.

24x7 LearnTrak™

Dashboard > Classroom Training Certificate

Classroom Training Certificate

TW_Trainings

06-07-2015, Sydney (Austr... 

10 Send mail to bulk users

Send mail to particular user or download certificate

<input type="checkbox"/>	User Name	First Name	Last Name	Email	Department	Designation	
<input checked="" type="checkbox"/>	TW_User1	TW_User1		tw_user1@mailinator.com			<input type="button" value="Download Certificate"/> <input type="button" value="Send Mail"/>
<input type="checkbox"/>	TW_User2	TW_User2		tw_user2@mailinator.com			<input type="button" value="Download Certificate"/> <input type="button" value="Send Mail"/>

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1

Reports

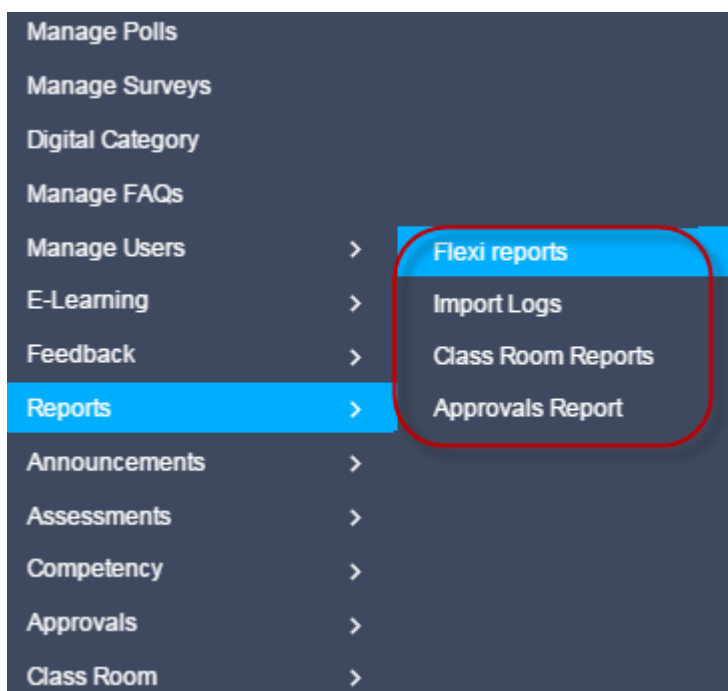
14.1 Types of Reports

- A report is a document containing information organized in a graphical or tabular form prepared at regular or periodic basis, which is presented in oral or written format.
- Reports are necessary in keeping track of the user's performance in the LMS, which in turn helps in making future decisions.

Example: Audit reports, workplace reports, progress reports, appraisal reports etc.

To access reports:

Click  **Admin > Reports.**



LMS reports are classified into following types:

1. *Flexi Reports*
2. *Import Logs*

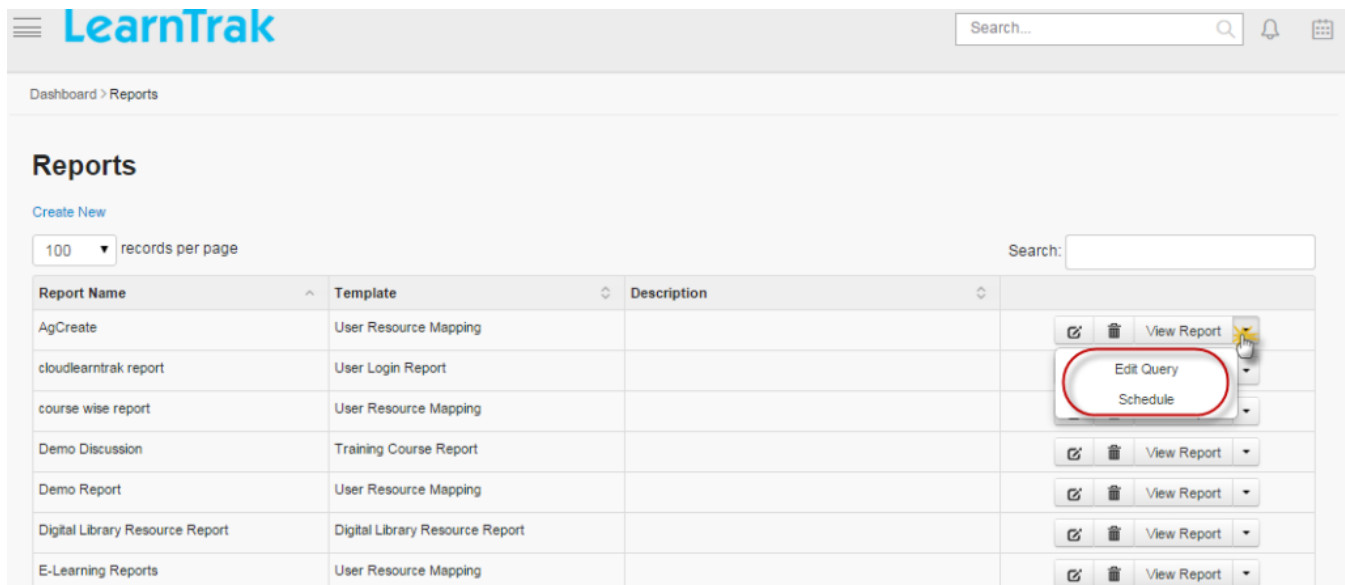
3. *Classroom Reports*
4. *Approvals Report*
5. *Consolidated Reports* (User-End Report)
6. *Mobile Report*
7. *External Qualification Measures Report*

14.2 Flexi Reports

- The administrator can interact with the database via a web interface to create the required reports on the fly.
- This new reporting functionality combines full access to the rich variety of stored data with an extensive variety of presentation styles.

To access *Flexi report*:

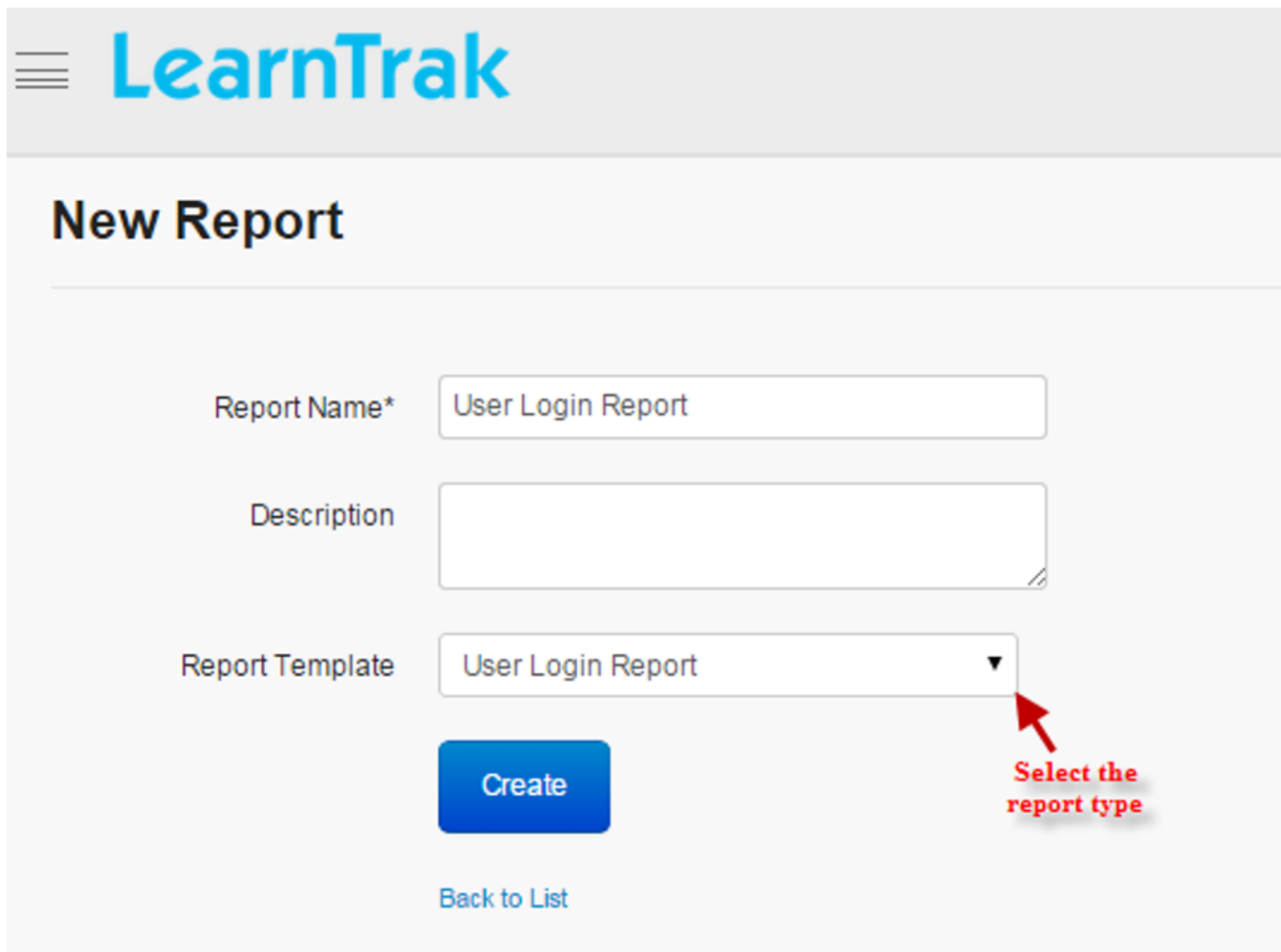
Click **Reports > Flexi Report**. The following **Reports** screen appears displaying Flexi report details.



14.2.1 Create New Flexi Report

To create report:

Click **Create New**. The following **New Report** screen appears with the respective details to be filled.



LearnTrak

New Report

Report Name*

Description

Report Template

[Create](#)

[Back to List](#)

Select the report type

Note:

- *Report Template* are lists of default templates, based on which the administrator prepares the reports.
- *Default Report Templates:*
 1. User feedback mapping
 2. Trainer feedback details report
 3. User survey report
 4. User details report
 5. Question bank details
 6. User login report
 7. Resource details report
 8. Survey details report
 9. Test user mapping
 10. Training course reports
 11. Program group
 12. Program user mapping

13. Feedback details report
 14. User feedback details report
 15. Digital library resources report
 16. Test details report
 17. Program details
-

14.2.2 Edit Query





- Edit query generates reports that are filtered based on the parameters passed as a query (*AND/OR*) using conditions like *=*, *!*, *=*, and *Contains* operator.
- The *Contains* operator matches against only the specific word in the given string.

Example: Username = amit (AND/OR) > click Add.

To edit query:


- Click **Edit Query**. The following **Edit Query** screen appears where a query is passed.
- Click **Add**, to add the required fields.
- Click **View Report**, to view the filtered reports based on the selected fields.

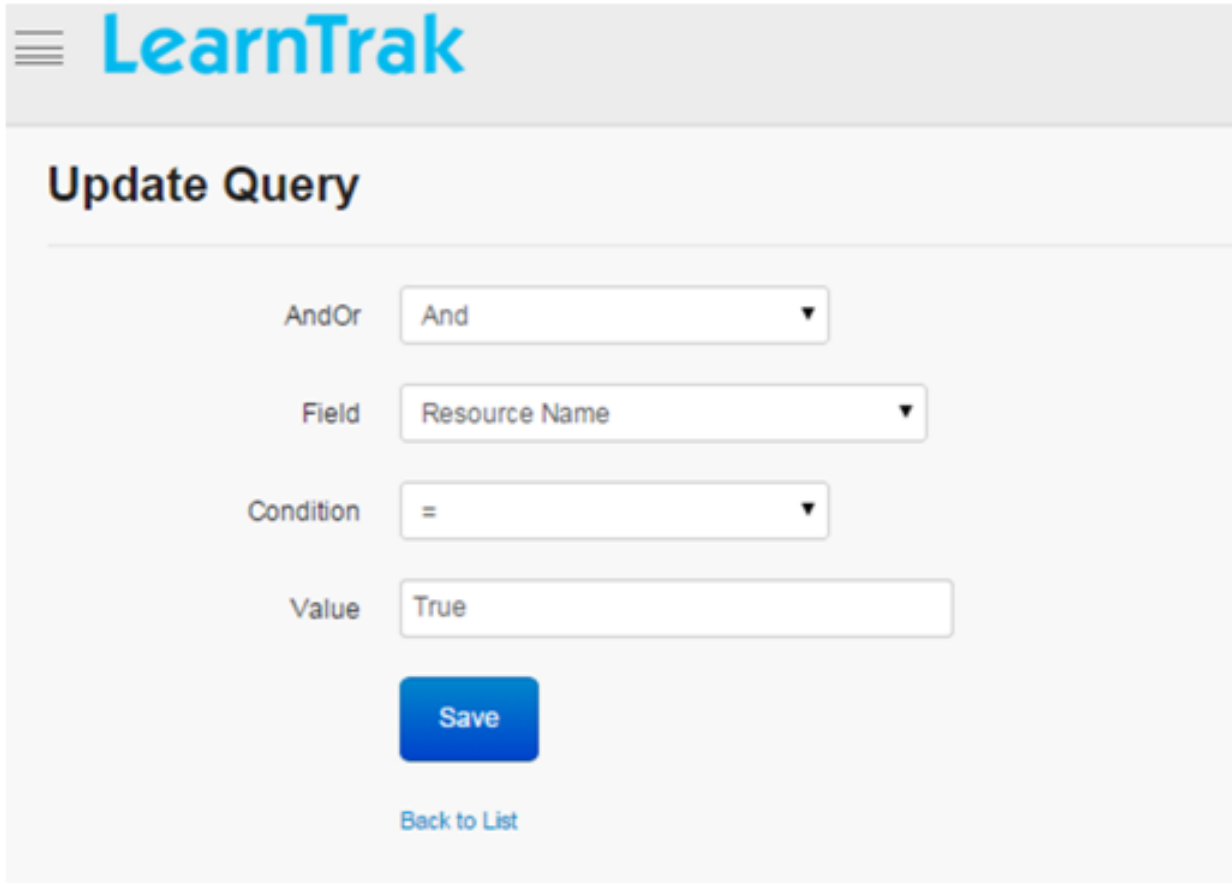
The screenshot shows the 'Edit Query' screen in the LearnTrak application. At the top, there's a header with the LearnTrak logo and a search bar. Below the header, the breadcrumb trail reads 'Dashboard > Reports > Edit Query'. The main section is titled 'Edit Query' and contains a table with the following data:

AndOr	Field	Condition	Value	
And	ResourceName	=	True	 
	StartDate	=	9/29/2014	 

Below the table is the 'Add Clause' section. It contains four dropdown menus: 'And', 'User Name', '=', and an empty one. To the right of these dropdowns is a blue 'Add' button, which is circled in red. A red arrow points from the text 'Report generated by passing query' to the 'Add' button. At the bottom left of the 'Add Clause' section is a blue 'View Report' button with a cursor icon over it.

To update query:

Click **Edit** . The following **Update Query** screen appears with the chosen fields to be updated.



LearnTrak

Update Query

AndOr

Field

Condition

Value

Save

[Back to List](#)

To remove query:

Click **Remove** . It deletes the selected query.

14.2.3 Schedule

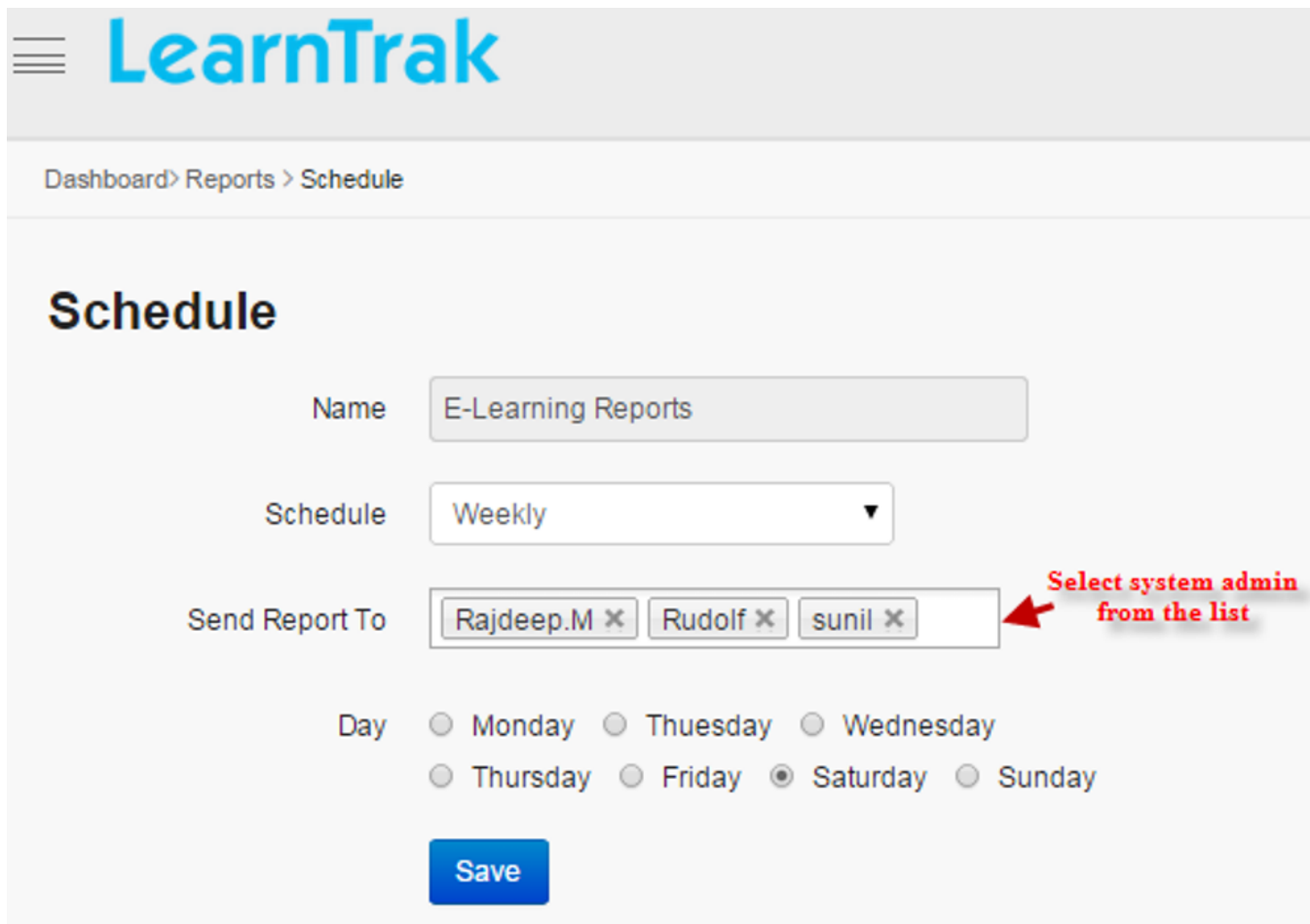
- The flexi report is sent to the selected administrator of different business units on the scheduled basis, i.e. either *daily/weekly/monthly* based on the requirements.
- The scheduled reports are mailed automatically to the respective administrator based on the set date and time.
- An .csv file report is attached to the mail and sent to the respective user's mail-ID.

Note:

- * The user or the administrator will receive the mail notifications on the schedule reports.
 - * The scheduled reports are not sent to the *System Admin* and is not listed under *Send Report To* dropdown list.
-

To schedule report:

Click **Schedule**. The following **Schedule** screen appears with the schedule details.



Dashboard > Reports > Schedule

Schedule

Name: E-Learning Reports

Schedule: Weekly

Send Report To: Rajdeep.M x Rudolf x sunil x


Day: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☒ Saturday ☐ Sunday

Save


Select system admin from the list

14.2.4 Edit and Delete Reports

To edit report:

Click **Edit** . The **Edit Report** screen appears with the chosen fields to be edited.

To delete report:


Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the report Name of the Report?” click Ok or Cancel.

14.2.5 View Report

To view report details:

Click **View Report**. The <User Login> **Report** screen appears displaying report details.

User Resource Mapping

 Click "Show Options" and select fields to generate report.

Resource Name ✕

User Name ✕

Resource Type ✕

Status ✕

No of Attempts ✕

% Completed ✕

[View Report](#)

[Export To Excel](#)

10

Resource Name	User Name	Resource Type	Status	No of Attempts	% Completed
Being an Effective Team Member_Private	newuser13	AICC	NotAttempted	-	-
Advancing Your Administrative Career	newuser4	AICC	NotAttempted	-	-
Controlling, Managing and Closing a PRINCE2-aligned Project_QL_SCORE_FD_1	root	AICC	NotAttempted	-	-
Controlling, Managing and Closing a PRINCE2-aligned Project_QL_SCORE_FD_1	test_prasad1	AICC	NotAttempted	-	-
Controlling, Managing and Closing a PRINCE2-aligned Project_Page_Content_FD_1	test_prasad1	AICC	NotAttempted	-	-
Advancing Your Administrative Career	U1	AICC	NotAttempted	-	-

Page 1 of 1

Important:

- **Show Option:**
 - o Displays report that is filtered based on the selected fields.
 - o The fields selected can also be a custom field.
 - o The show option when used in **Edit Query**, it displays report based on the query passed.
- [Export To Excel](#): The Flexi report can be exported to the Excel in .csv file format.

14.3 Classroom Reports

- The classroom report displays different reports based on the classroom training activities.
- The report generated are filtered based on the trainings and its respective instances and export to the **Excel** in .csv file format.

To access classroom report:

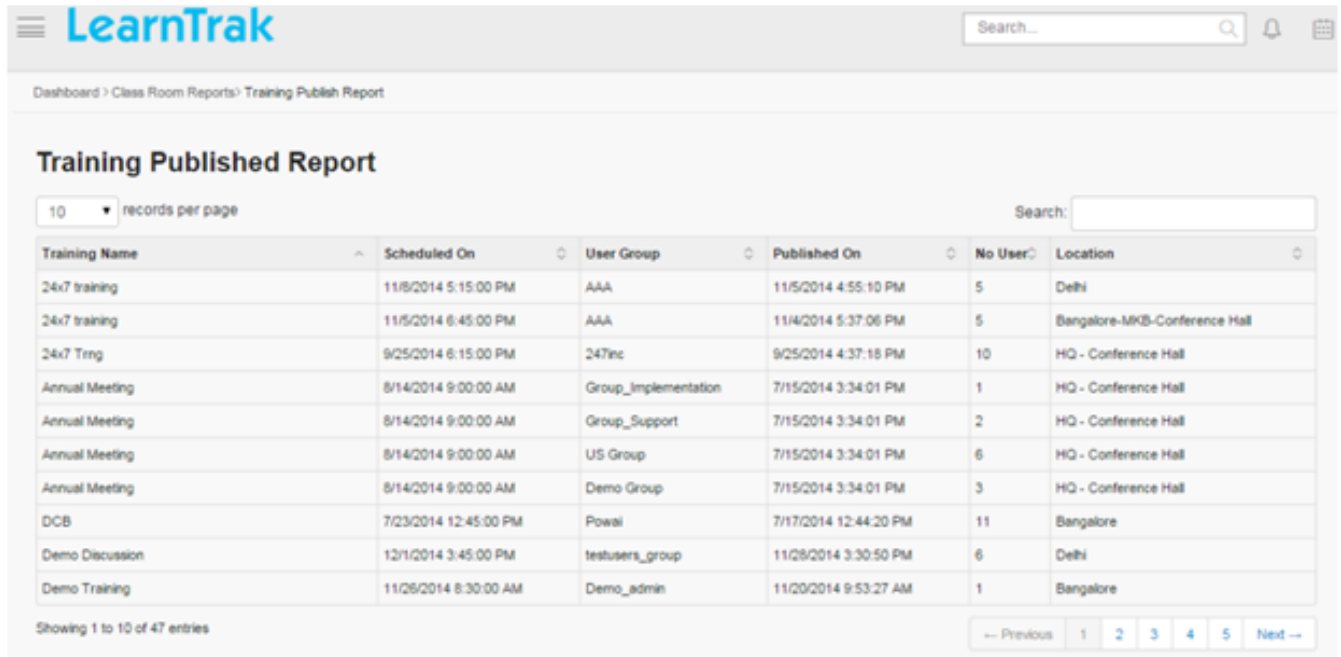
Click **Reports > Class Room Reports**. The **Class Room Reports** screen appears displaying classroom training details.

The following are the different types of classroom reports:

Report Name	Description
Assessment Scores Report	This report displays the pre and post assessment scores and the gain (in percent). The filter would be the ILT iterations (only those with assessments) and Date range. On selecting an ILT, the list of trainees along with the assessment scores would be visible. The report is generated by selecting the appropriate training and its respective instance and can be exported to excel.
Attendance	Depending on whether the attendance for a particular Class Room Instances. The report is generated by selecting the appropriate training and its respective instance and can be exported to excel.
Awaiting Supervisor Approval Report	This report would display the list of trainees who are awaiting supervisory approval for an ILT. The filters would be the list of trainings. Once training has been selected, it would list out the training iterations. On further drill down it would show the list of trainees pending approval. The report is generated by selecting the appropriate training and its respective instance and can be exported to excel.
Confirmation Vs Participation Report	Displays the details with regard to the number of confirmations as against the actual participation for a particular ILT. The filters would be the trainings and the training iterations. The report is generated by selecting the appropriate training and its respective instance and can be exported to excel.
Final List Report	Displays the details with regard to the number of participants who have confirmed their presence for an ILT. The filters would be the training list and the training iterations. The report is generated by selecting the appropriate training and its respective instance and can be exported to excel.
Learning Summary Report	This report displays the summary of all trainings held in a time span. This reports are generated by selecting start date & time - end date & time and can be exported to excel.
Monthly Schedules Report	This report displays the summary of all trainings held in a month. This reports are generated by selecting the desired month of a particular year and it can be exported to excel.
Trainer Report	This report displays details of the trainings which are assigned to the trainer. The report is generated by selecting the trainer and exporting the report to excel.
Training Details Report	This report displays the Training details. The reports are generated by selecting the appropriate location and its respective training and can be exported to excel.
Training Published Report	This report displays details of the trainings published to specific user groups.

To view report details:

Click **View**. The following classroom **Reports** screen appears displaying report details on the classroom training and related training instances.



Dashboard > Class Room Reports > Training Publish Report

Training Published Report

10 records per page Search:

Training Name	Scheduled On	User Group	Published On	No User	Location
24x7 training	11/8/2014 5:15:00 PM	AAA	11/5/2014 4:55:10 PM	5	Delhi
24x7 training	11/5/2014 6:45:00 PM	AAA	11/4/2014 5:37:06 PM	5	Bangalore-MKB-Conference Hall
24x7 Trng	9/25/2014 6:15:00 PM	247inc	9/25/2014 4:37:18 PM	10	HQ - Conference Hall
Annual Meeting	8/14/2014 9:00:00 AM	Group_Implementation	7/15/2014 3:34:01 PM	1	HQ - Conference Hall
Annual Meeting	8/14/2014 9:00:00 AM	Group_Support	7/15/2014 3:34:01 PM	2	HQ - Conference Hall
Annual Meeting	8/14/2014 9:00:00 AM	US Group	7/15/2014 3:34:01 PM	6	HQ - Conference Hall
Annual Meeting	8/14/2014 9:00:00 AM	Demo Group	7/15/2014 3:34:01 PM	3	HQ - Conference Hall
DCB	7/23/2014 12:45:00 PM	Powai	7/17/2014 12:44:20 PM	11	Bangalore
Demo Discussion	12/1/2014 3:45:00 PM	testusers_group	11/28/2014 3:30:50 PM	6	Delhi
Demo Training	11/26/2014 8:30:00 AM	Demo_admin	11/20/2014 9:53:27 AM	1	Bangalore

Showing 1 to 10 of 47 entries

Previous 1 2 3 4 5 Next

14.4 Approvals Report

- The approvals report generates reports on the *Need Based Training*, *Classroom Training*, *Pre-work Request*, *Resources Request*, *Assessment Request* or *Renew Program Request* report of users that are either rejected or approved by the L1-level administrator or reporting manager.
- Reports can be generated by selecting the appropriate report options from the drop down list.

To access approval report:

Click **Reports > Approvals Report**. The following **Approvals Report** screen appears displaying approval details.

Approvals Report Select the approval type report.

Need Based Training

10 records per page Search:

Requested By	Request Type	Name	Requested On	L1 Status	L1 Approval Manager	L1 Approved/Rejected By	L1 Approved/Rejected On	L2 Status	L2 Approval Manager	L2 Approved/Rejected By	L2 Approved/Rejected On
amey	Need Based Training	Personality development	8/5/2014 5:51:49 AM	Pending	demo_admin	-	-	Pending	-	-	-
amey.p	Need Based Training	Demo_Training_100	8/5/2014 5:18:24 AM	Pending	demo_admin	-	-	Pending	-	-	-
amey.p	Need Based Training	Demo_Training_100	8/5/2014 5:48:43 AM	Pending	demo_admin	-	-	Pending	-	-	-
amey.p	Need Based Training	Soft skills Training	8/5/2014 5:49:35 AM	Pending	demo_admin	-	-	Pending	-	-	-
avagmahind@avagmah.com	Need Based Training	LMS	8/8/2014 4:53:06 PM	Pending	demo_admin	-	-	Pending	-	-	-
demo_admin	Need Based Training	testing the adhoc training	11/5/2014 11:54:52 AM	Pending	-	-	-	Pending	-	-	-
demo_admin	Need Based Training	Required the training on Java	11/11/2014 5:49:44 AM	Pending	-	-	-	Pending	-	-	-
Grish	Need Based Training	DevLearn workshop	10/22/2014 5:35:34 PM	Pending	mandar	-	-	Pending	demo_admin	-	-
Grish	Need Based Training	Training on 3D animation	10/22/2014 5:38:43 PM	Pending	mandar	-	-	Pending	demo_admin	-	-
ILTUser2	Need Based Training	needs training on testing	11/4/2014 11:11:39 AM	Pending	ILTUser1	-	-	Pending	-	-	-

Showing 1 to 10 of 25 entries

Previous 1 2 3 Next

14.5 Import Logs

Import logs keep track of the import log file details such as *import type*, *import filename*, *import status* and the *host details* from where it was imported.

To access import logs:

Click **Reports > Import Logs**. The following **Import Logs** screen appears displaying import details.

Import Logs

10 ▼ Submit Search

Import Type	File Name	Duration	Status	Imported On	Imported By	Records Affected
TrainingFeedbackLog	TrainingFeedback.csv	48 milliseconds	Failure	7 days ago	demo_admin	0
TrainingFeedbackLog	TrainingFeedback.csv	266 milliseconds	Failure	7 days ago	demo_admin	0
ImportAssesemntQuestion	TrueFalse.csv	123 milliseconds	Success	7 days ago	demo_admin	1
ImportAssesemntQuestion	TrueFalse.csv	78 milliseconds	Failure	7 days ago	demo_admin	0
ImportPoll	YesNo.csv	331 milliseconds	Success	8 days ago	demo_admin	1
ImportUsers	ImportSingleUserGroup.csv	609 milliseconds	SuccessWithErrors	12 days ago	demo_admin	9
ImportUsers	users.csv	7 seconds	SuccessWithErrors	12 days ago	demo_admin	11
ImportPoll	YesNo.csv	164 milliseconds	Success	13 days ago	demo_admin	1
ImportPoll	YesNo.csv	31 milliseconds	Failure	13 days ago	demo_admin	0
ImportPoll	YesNo.csv	no time	Failure	13 days ago	demo_admin	0

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1 2 3 4 5 6 7 8 9 10 ... > >>

14.6 Mobile Report

- The mobile report generates details based on the number of users accessed the LMS application via mobile.
- The report on the *User Name and Last Usage Date & Time* details can be exported to the Excel in .csv file format.

To access mobile report:

- o Click **Reports > Mobile Reports**. The following **Mobile Usage** screen appears displaying details.

Mobile Usage

10 ▼ records per page Search:

Device Type	No Of Users
Mobile	5

Listing 1 - 1 of 1

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- o Click **Export** to open or save the file in .csv format.

14.7 External Qualification Measures Report

- The **administrator** can view the detailed report on the external qualification measures (EQM) requested by the users' across the business units.
- The details such as the *training name*, *supervisor/HoD name*, *supervisor/HoD approval status* is displayed.
- The EQM approval status is either approve or reject by the *head of training (HoD) / reporting manager*.
- This report can also be **exported** to the Excel in .csv format.

To access EQM report:

* Click **Report > External Qualification Measures Report**. The following **External Qualification Measures** screen appears.

External Qualification Measures Details

Export

10 records per page

Search

Training Name	Requested By	Function	Requested On	Supervisor Name	Supervisor Approval Status	HOD Name	HOD Approval Status	Training Status	Dura
Adobe_Captive_Training	tw_user6 (tw_user6)		09-11-2015	tw_user2 (TW_User2)	Approved	--		Requested	7
Adobe_External_Training	tw_user3 (TW_User3)	IT	09-11-2015	tw_user2 (TW_User2)	Rejected	--		Rejected	4
DITA_External_Training	tw_user5 (TW_User5)	IT	09-11-2015	tw_user2 (TW_User2)	Approved	--		Requested	6
DITA_External_Training_02	tw_user4 (TW_User4)	IT	09-11-2015	tw_user2 (TW_User2)	Rejected	--		Rejected	7

Listing 1 - 4 of 4

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* Click **Details** to view the particular user's EQM report.

* Click **Export** to export the reports to the .csv file.


15.1 System Settings

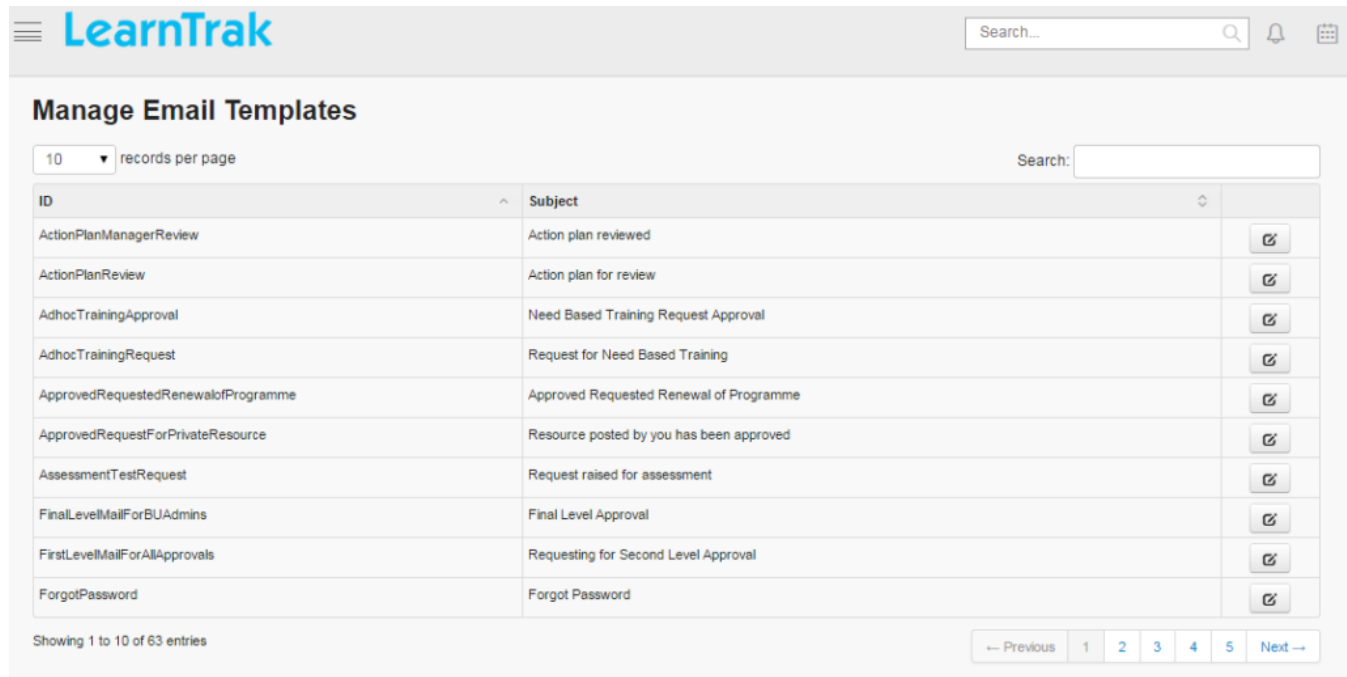
- The system settings module is managed and accessed by the **System Admin**.
- This module maintains and manages the complete performance and operations of all the related modules of the LMS.
- The *System Admin* is responsible for setting-up and maintaining the module's system settings like:
 1. *Email Templates*
 2. *WebEx Accounts*
 3. Custom Fields
 4. *Certificate Templates*
 5. *Audit Logs*
 6. *Reminder Settings*
 7. *SMS Gateway Settings*

15.2 Email Templates

- An email template is a basic HTML document, which defines how the mail must be rendered to the recipient.
- The email template saves same template format, which is used every time the mail is sent to the recipient.
- The purpose of the template is to make the users get used to receiving mail on a *daily, weekly or monthly* basis.

To access email templates:











Click  **System > Email Templates**. The following **Manage Email Templates** appears displaying various email formats.



Manage Email Templates

10 records per page

Search:

ID	Subject	
ActionPlanManagerReview	Action plan reviewed	
ActionPlanReview	Action plan for review	
AdhocTrainingApproval	Need Based Training Request Approval	
AdhocTrainingRequest	Request for Need Based Training	
ApprovedRequestedRenewalofProgramme	Approved Requested Renewal of Programme	
ApprovedRequestForPrivateResource	Resource posted by you has been approved	
AssessmentTestRequest	Request raised for assessment	
FinalLevelMailForBUAdmins	Final Level Approval	
FirstLevelMailForAllApprovals	Requesting for Second Level Approval	
ForgotPassword	Forgot Password	

Showing 1 to 10 of 63 entries

← Previous 1 2 3 4 5 Next →

Different types of email templates are as follows:

ID	Actions
User Registration	New user account creation mail sent to the user.
Forgot Password	Mail sent by user to reset forgotten password.
Reset Password	Password reset mail sent to user by admin.
Training Cancelled	Mail sent to users regarding cancellation of the training program due to a specific
Training Published	Mail sent to user regarding new training plan added to the user's training program
Training Request Approved	Mail sent to users regarding training program approved by his/her reporting mana
Training Request Rejected	Mail sent to users regarding the training program rejected by his/her reporting ma
Training Cancel Request Approved	Mail sent to user regarding approval of training cancellation.
Training Cancel Request Rejected	Mail sent to user regarding rejection of training cancellation.
Need Based Training Approval	Mail sent to user for Need Based Training approval.
Need Based Training Request	Mail sent to admin or reporting manager for the Need Based Training request.
Assessment Test Request	Mail sent to admin regarding test re-attempts.
Approved Request For Private Resource	Mail sent to users regarding approval of request for the resources.
Rejected Request For Private Resource	Mail sent to users regarding rejection of request for the resources.
Approved Requested Renewal of Program	Mail sent to users regarding approval of program renewal.
Rejected Requested Renewal of Program	Mail sent to users regarding rejection of program renewal.
Pre-work Resource Approval	Mail sent to users regarding approval of pre-work resources.
Pre-work Resource Request	Mail sent to reporting manager for pre-work resource request.
Request Approved	Mail sent to users regarding approval of the test re-attempt.
Request Rejected	Mail sent to users regarding the rejection of the test re-attempt.
ILT Training Cancel Request	Mail sent to users regarding request approval for training cancellation.
ILT Training Canceled	Mail sent to users regarding cancellation of training cancellation request.
ILT Cancel Request To Manager	Mail sent to reporting manager regarding request for training cancellation.
ILT Request To Manager	Mail sent to reporting manager regarding request for attending the training.

Continue


Table 15.1 – continued from previous page

ID	Actions
ILT Training Request	Mail sent to reporting manager requesting classroom training.
ILT Training Confirmed	Mail sent to users regarding confirmation of the nomination for the training program.
Action Plan Manager Review	Mail sent to reporting manager regarding the action plan reviewed by the user.
Action Plan Review	Mail sent to reporting manager regarding new action plan filled by user.
Library Approval	Mail sent to users regarding approval for uploading library resources.
ILT Waiting List	Mail sent to users regarding training nomination is in waiting list.
ILT Waiting List Confirmed	Mail sent to users regarding training nomination waiting list confirmation.
Notification	Mail regarding new announcements
Renew Program Request	Mail sent to reporting manager regarding request approval for renewal of the training program.
Report Mail	Mail regarding weekly report.
Request For Library Approval	Mail sent to reporting manager regarding request approval for uploading library resources.
Request For Private Resource	Mail sent to reporting manager regarding request approval for enrolling the course.
Resource Certificate Email	Mail regarding the certificate
Live Session Invite	Mail sent to users regarding live session schedule
Live Session Update	Mail sent to users regarding change of live session schedule.
ILT Pre Work Reminder	Reminder mail to upload pre-work resource for training program.
ILT AP Setting to Review Cycle Reminder	Reminder mail to review the progress made by the user on the action plan of the training program.
ILT AP Setting To Update Reminder	Reminder mail to fill the action plan details of the training program.
ILT Confirmation Date Reminder	Reminder mail to reporting manager to confirm training dates from his/her team.
ILT fill Feedback Reminder	Reminder mail to the user to fill the feedback form details.
ILT Supervisor Request Not Approved Reminder	Reminder mail to user regarding reporting manager not reviewed the training program.
ILT Non Updated Users Reminder	Reminder mail to users who have not updated their action plan.
ILT Post Fill Feedback Reminder	Final reminder mail to users to fill the feedback form details.
ILT Max Seats Reminder	Reminder mail regarding maximum seats not filled for the instance.
ILT Program Invitation Reminder	Reminder mail to user for attending the training program.
ILT WL Nomination Reminder	Reminder mail regarding a training program is scheduled in queue.
ILT Trainer Removed	Mail to the trainer regarding removal as a trainer for the training program at a given time.
ILT Designated As Trainer	Mail to trainer regarding designation as trainer for given training program.
ILT Rescheduled For User	Mail to user regarding classroom training rescheduled.
ILT Rescheduled For Trainer	Mail to trainer regarding classroom training session rescheduled.
Poll Publish	Mail is sent to users of selected user groups.
Resource Publish	Mail is sent to selected user groups to whom resources are published.
Survey Notification	Mail is sent to users of selected user groups.

15.2.1 SMS Template

- An SMS event notification can also be sent to the users by checking the **Send SMS** option.
- The default SMS message templates are integrated with the **SMS gateway settings** and based on the settings the messages are sent & received by the users.

To access SMS template:

Click **Edit** . The **Edit Email Template** screen appears with the selected fields to be edited.

☒ Send SMS

Short SMS

Welcome to LearnTrak! Your account with the email [Username] and password [Password] has been created successfully at [Url]. See you at the site.

Save

Back to List

15.2.2 Edit Template


15.3 WebEx Accounts

- WebEx is a web conferencing or a desktop sharing application that supports sharing of the PowerPoint presentation, demos or training and support services.
- WebEx requires users to be connected online via internet or mobile connections to view everything that the presenter sees and manipulates on their computer.
- The LMS uses **Cisco WebEx** service account providers to host and attend the *trainings sessions* for its users.
- *Once registered, Cisco WebEx service providers provide details on the below mentioned details:*

1. **WebEx ID**
2. **Password**
3. **Site Name**
4. **Partner ID**
5. **Site ID**

To access WebEx account:

Click  **System > WebEx Accounts**. The following **Manage WebEx Accounts** screen appears displaying WebEx account details.




The screenshot shows the 'Manage WebEx Accounts' page in the LearnTrak application. At the top, there is a header with the LearnTrak logo and a search bar. Below the header, the title 'Manage WebEx Accounts' is displayed. A link labeled 'Create New' is positioned above a table. The table has columns for Name, Email, Webex ID, Password, Site Name, Partner ID, Site ID, and No. of Simultaneous Sessions. A single row is visible with the following data: Name: Dev, Email: jyothi.sindhu@24x7learning.com, Webex ID: It, Password: welcome, Site Name: apidemoeu, Partner ID: g0webxl, Site ID: 690319, and No. of Simultaneous Sessions: 1. To the right of the table, there are two icons: a pencil (edit) and a trash can (delete).

Name	Email	Webex ID	Password	Site Name	Partner ID	Site ID	No. of Simultaneous Sessions
Dev	jyothi.sindhu@24x7learning.com	It	welcome	apidemoeu	g0webxl	690319	1

15.3.1 Create New WebEx Account

To create WebEx account:

Click **Create New**. The following **Create** screen appears with the relevant details to be filled.

 **LearnTrak**

Dashboard > WebEx > Create New

Create

Name	<input type="text" value="Dev"/>
Email	<input type="text" value="jyothi.sindhu@24x7learning.com"/>
Webex ID	<input type="text" value="It"/>
Password	<input type="text" value="welcome"/>
Site Name	<input type="text" value="apidemoeu"/>
Partner ID	<input type="text" value="g0webx!"/>
Site ID	<input type="text" value="690319"/>
No. of Simultaneous Sessions	<input type="text" value="1"/>

Create

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Cisco WebEx details

Note: The WebEx account is currently created for managing the training sessions. *For example*, the WebEx training session is assigned only for 15 mins.

15.3.2 Host and Attend WebEx Session

To host session: by Admin

- A WebEx training session must be created and published to the users.
- After it is published to the users the administrator must host the WebEx session.
- The WebEx session can be hosted only before the set start time.
- Click **Session Details**. The following pop-up **Session Details** screen appears displaying session details.

Session Details					
Training Name	Java WebEx Training				
Start Date	15-05-2014 04:00:00 PM				
End Date	15-05-2014 04:15:00 PM				
Session	Date	Time	Trainer	Room	
WebEx_Java_SSN	15-05-2014	04:00 PM	-	WebEx-1	Host
					Close

- Click **Host** to host the WebEx session. It is redirected to the **Cisco WebEx Session** to participate.

Example: If training session duration is set to 15 min, then the WebEx can be hosted only 15 min before the WebEx session starts.

Note: The administrator cannot host the WebEx before the set session time.

To attend session: by Users

- After users add the WebEx training session to the training plan > click **Session Details**, a pop-up **Session Details** screen appears displaying session details.

Session Details

Training Name

Java WebEx Training

Start Date

15-05-2014 04:00:00 PM

End Date

15-05-2014 04:15:00 PM


Session	Date	Time	Trainer	Room	
WebEx_Java_SSN	15-05-2014	04:00 PM	-	WebEx-1	Attend

Close

- Click **Attend**. The user is directly connected to the **Cisco WebEx Session** to participate.

15.3.3 Edit and Delete WebEx Account

To edit WebEx account:

Click **Edit** . The **Edit WebEx Accounts** screen appears with the chosen fields to be edited.

To delete WebEx account:

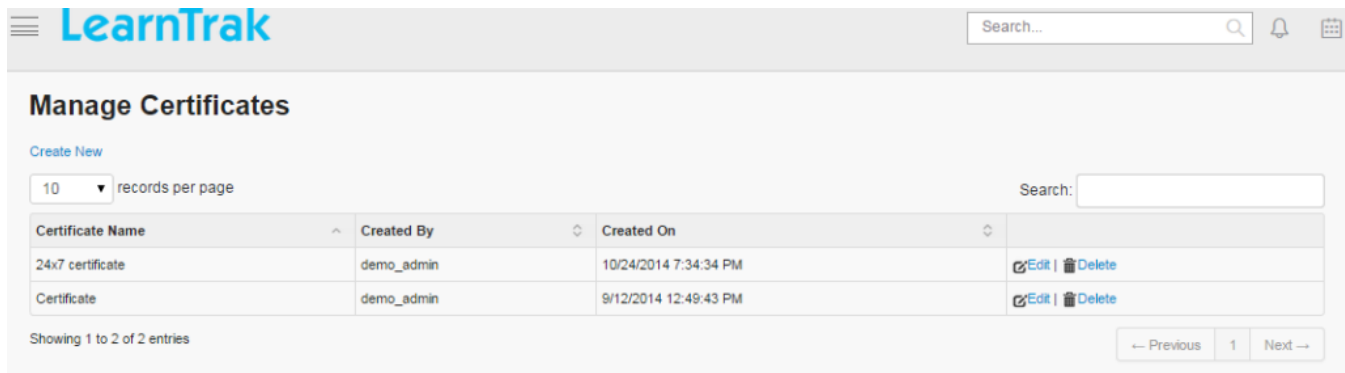
Click **Delete** . It deletes the WebEx account.

15.4 Certificate Templates

- Certificate templates help administrator to customize the templates by setting the desired height, width and positions of learner name, course name and date fields.
- The certificate can be downloaded, by the users after a course or a training is completed.

To access certificate template:

Click  **System > Certificate Templates**. The following **Manage Certificate** screen appears displaying certificate details.



15.4.1 Create Certificate Template

To create template:

Click **Create New**. The following **Create Certificate** screen appears with the relevant details to be filled.


Note:

- **Scenario 1:**
 - o The certificate is the default when enabled.
 - o The default certificate can be downloaded by the users, for both e-learning courses (SCORM 1.2, AICC, xAPI) and classroom trainings after completion.
- **Scenario 2:**
 - o The administrator can create different certificate templates for different classroom trainings.


- o The customized certificate templates can be attached during creation of the trainings, which can be downloaded by the users after completion of the training.
-

15.4.2 Edit and Delete Certificate Template

To edit template:

Click **Edit** . The **Edit Certificate** screen appears with the chosen fields to be edited.

To delete template:


Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Certificate Template Name?”, click Ok or Cancel.

15.5 Audit Logs

- The audit log is a collection of records showing details of the users who has logged in and logged out of the system, with the IP addresses and within the given time period.
- The audit log report can be generated based on the **Log Type**, as the applied filters.
- Some of the log type are as follows:
 1. **Login Success**
 2. **Logout**
 3. **Login Failure**
 4. **Program Create Success**
 5. **Program Edited Success**
 6. **Program Failure**
 7. **Program Delete Success**
 8. **Training Course Create Success**
 9. **Training Course Edit Success**
 10. **Training Course Delete Success**











To access audit logs:

Click  **System > Audit Logs**. The following **Audit Logs** screen appears displaying entire log details.



Audit Logs

Start Date
 End Date
 Log Type ← Select the log type and click GO

Logged On	User	Type	IP Address	
11/26/2014 12:47:25 PM	Demo admin (demo_admin)	Login success	122.166.17.17	
11/26/2014 12:43:44 PM	Demo admin (demo_admin)	Program create success	122.166.17.17	
11/26/2014 12:36:19 PM	Demo admin (demo_admin)	Login success	122.166.17.17	
11/26/2014 12:28:19 PM	Girish Vishwanath (Girish)	Login failure	122.166.17.17	
11/26/2014 12:28:09 PM	Girish Vishwanath (Girish)	Login failure	122.166.17.17	
11/26/2014 12:27:26 PM	Girish Vishwanath (Girish)	Login failure	122.166.17.17	
11/26/2014 12:26:56 PM	Girish Vishwanath (Girish)	Login failure	122.166.17.17	
11/26/2014 12:26:46 PM	Girish Vishwanath (Girish)	Login failure	122.166.17.17	
11/26/2014 12:26:27 PM	Girish Vishwanath (Girish)	Login failure	122.166.17.17	
11/26/2014 12:26:20 PM	Demo admin (demo_admin)	Logout	122.166.17.17	

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To display details:

Click **Details**. A pop-up screen appears displaying details for each user logs details such as *User Name*, *Type*, *IP Address*, *User Agent*, *Remarks* and *Logged On*.

Details

User

amit kumar (amit)

Type

Logout

IP Address

122.166.17.17

User Agent

Mozilla/5.0 (Windows NT 6.1) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/34.0.1847.131 Safari/537.36

Remarks

-

Logged On

12-05-2014 06:51:26 PM

Close

15.6 Reminder Settings

- Reminder settings allows the administrator to set reminders for the users to complete the pending activity like pre-works, requests not approved, give the feedbacks, update the action plans, invitations and nominations for the training programs.
- The reminder settings are normally set at a, **global level** or **local level**.
- If the administrator sets the remainder at global level; it is applicable to all the available trainings.
- When the reminder is set at local level, it is applicable only to the particular training instances.

To access reminder settings:

Click  **System > Reminder Settings**. The following **Reminder Settings** screen appears displaying details on reminder *Situations and Actions*.

Reminder Settings				
10 records per page		Search: <input type="text"/>		
Situation	Type	Value(Minutes)	Active	Remarks
APSettingtoReview1Cycle1	Reminder	0	<input type="checkbox"/>	<p>If supervisor has not reviewed his/her team member's updated Action plan within X no of days in first cycle, then a first reminder mail will trigger to supervisor.</p> <p>X No of Days = Action Plan updated date+ Setting value</p>
APSettingtoReview2Cycle1	Reminder	4320	<input type="checkbox"/>	<p>If supervisor has not reviewed his/her team member's updated Action plan within X no of days in first cycle, then a first reminder mail will trigger to supervisor.</p> <p>X No of Days = Action Plan updated date+ Setting value</p>
APSettingToUpdate1	Reminder	1440	<input type="checkbox"/>	<p>First reminder mail that will trigger to users who have not updated their first cycle Action plan by X no of days.</p> <p>X no of days = Training End Date+Settingvalue</p>
APSettingToUpdate2	Reminder	4320	<input type="checkbox"/>	<p>Setting reminder mail that will trigger to users who have not updated their first cycle Action plan by X no of days.</p> <p>X no of days = Training End Date+Settingvalue</p>
APUpdateToSupervisor	Reminder	1440	<input type="checkbox"/>	<p>A consolidated mail will trigger to supervisor by X No of days if any of his/her team members have not updated their Action plan even after end date.</p> <p>no of days in NI cycle.</p> <p>X no of days = Setting value(This value remains same for both cycles of action plans).</p>
MaxSeatReminder	Reminder	7200	<input type="checkbox"/>	<p>A mail will trigger to admin if the nomination count does not meet maximum Users Count by X no of days before the training program starts.</p> <p>X no of days = Setting value.</p>
PostFillFeedback	Reminder	1440	<input type="checkbox"/>	<p>A mail will trigger by X no of days after the program ends to all attended users who have not filled their feedback.</p> <p>X no of days = Setting value</p>
Pework	Reminder	7220	<input type="checkbox"/>	<p>If any of the users have not uploaded their pre-work resources by X no of days before the training program starts, then a reminder mail will trigger to those users.</p> <p>X no of days = Setting value</p> <p>Note: In order to trigger this mail, admin should have 'checked' the pre-work option while creating the training.)</p>
ProgramInvitation1	Reminder	1440	<input type="checkbox"/>	<p>First program invitation mail will trigger by X no of days to all confirmed users before the Training program starts.</p> <p>X no of days = Setting value.</p>
ProgramInvitation2	Reminder	45	<input type="checkbox"/>	<p>Second program invitation mail will trigger by X no of days to all confirmed users before the Training program starts.</p> <p>X no of days = Setting value.</p>

Showing 1 to 10 of 12 entries


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Different types of reminder setting as follows:

Situations	Actions
APSettingtoReview1Cycle1	If the supervisor has not reviewed his/her team members updated action plan within X no of days in the first cycle, then a first reminder mail will trigger to supervisor.
APSettingtoReview2Cycle1	If a supervisor has not reviewed his/her team members updated action plan within X no of days in the first cycle, then a first reminder mail will trigger to supervisor.
APSetting-ToUpdate1	First reminder mail that will trigger to users who have not updated their first cycle action plan by X no of days.
APSetting-ToUpdate2	Setting reminder mail that will trigger to users who have not updated their first cycle action plan by X no of days.
APUpdateTo-Supervisor	A consolidated mail will trigger to supervisor by X No of days if any of his/her team members have not updated their action plan even after the end date.
MaxSeatReminder	A mail will trigger to admin if the nomination count does not meet maximum users count by X no of days before the training program starts.
PostFillFeedback	A mail will trigger by X no of days after the program ends to all attended users who have not filled their feedback.
Pework	If the users have not uploaded their pre-work resources by X no of days before the training program starts, then a reminder mail will trigger to those users.
ProgramInvitation1	First program invitation mail will trigger by X no of days to all confirmed users before the training program starts.
ProgramInvitation2	Second program invitation mail will trigger by X no of days to all confirmed users before the training program starts
SupervisorReqNotApproved	If the supervisor has not approved his/her team members request for a private training even after X No of days post users request, then requester will get a mail.
WaitingList-Nomination	A mail will trigger by X no of days before the training program starts with users who are in waiting list.

15.6.1 Edit Reminder Settings

To edit reminder: Click **Edit** . The following **Edit Reminder** screen appears with the respective fields to be edited.



Edit Reminder

Situation APSettingtoReview1Cycle1

Type Reminder

Value 0 Days 0 Hours 0 Minutes


Active ☒ **Reminder mail will be triggered**

Email Code sync_ilt_APSettingToReview1

Remarks If supervisor has not reviewed his/her team

Save

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Important:  when checked, only the respective reminder mails will be triggered for the users.

15.7 SMS Gateway Settings

- SMS Gateway is a mechanism for sending and receiving event notifications via SMS messages.

- SMS messages sent and received are handled by professional business SMS providers.
- *The external service providers used by LearnTrak LMS are:*
 1. **Exotel**
 2. **Twilio**
- *Once registered, service providers provide information on:*
 - **SID**
 - **Token**
 - **From number**
- Based on these parameters, the SMS is integrated with SMS gateway settings and the messages are either sent or received accordingly.



SMS Gateway Settings

SMS Gateway Provider

From Number

SID

Token

Details of service provider →

15.8 Synchronizing Application with HRMS

- Synchronization of **HRMS (Human Resource Management System)** with the LMS application is done by accessing **FTP (File Transfer Protocol)** and locating the .csv file from the local client directory and uploading the file to LMS application.
- The **Mapping of HRMS** is necessary to synchronize the columns of HRMS with the columns of LMS.
- Synchronization of HRMS with LMS system is normally done by end of the day.

Edit Tenant

General SAML Email **HRMS**

Hrms Sync Type: FTP

FTP URL: ftp://182.18.162.39

User Name: ftpadmin

Password: ftpadmin

FTP Directory: MyDirectory1

File Name: BusinessGroups.CSV

☒ Create BusinessUnit if not exists

☒ Create Location if not exists

☒ Only Create New Users

Hrms Sync Mapping:

```

UserName=User Name,
FirstName=First Name,
LastName=Last Name,
Email=Email Address,
DateOfJoining=Date of Joining,
BusinessUnit=BDU Name,
Location=Business Location,
ReportingManager=Approval Manager,
Password=Password,
Country=Country

```

Save

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Note:

- o **Only Create New Users** when checked, will create all new users automatically in HRMS.
- o **Create Business Unit if Not Exists** when checked, and if business units do not exist in the application, then while uploading .csv file new BU will be automatically created along with its users.
- o **Create Location if Not Exists** when checked, and if location name does not exist in the application, then while uploading .csv file new location is created automatically.
- o If .csv file has the **Country** field, then locations are created under this field (or) else the country's location is set to

‘India’ by default.

Gamification

16.1 Gamification

Gamification is the process used to increase the engagement of LMS, by rewarding the users with points & badges in accomplishing the desired task. The main aim of gamification is to offer its users with the game experience without creating the actual game. The benefits of designing the gamification is to help, users experience with LMS at different levels, i.e. the levels helps users to see how they are progressing with respect to other learners.

16.1.1 Advantages of Gamification

- Gamification tasks are collections of points and some kind of rewards.
- It motivates user's to take some actions, irrespective of winning or losing.
- Gamification is cheap and easy.
- In gamification, the game features are added without making too many changes to the actual content.

16.1.2 Gamification Reward Types

- The implementation of gamification in LMS, is to develop interest and effective interaction of users with the LMS and also to solve the problems.
- In LMS, the gamification feature can be enabled or disabled at the tenant level.
- By default, the Leaderboard lists the top 5 contenders at company level (or) it can also display the top 5 contenders at business unit level by enabling the business unit settings at tenant level.
- The gamification components such as **Points, Badges & Leaderboards** are used in LMS to achieve desired objectives.
- **The LMS gamification supports 2 types of rewards:**
 1. **Points**
 2. **Badges**
- The points and badges are awarded to the users for accessing the *Survey, Polls, Assessments* and the e-learning courses like *AICC & SCORM*.
- The points are rewarded to the users, based on the action points achieved for accessing the Survey, Polls, Assessments, AICC and SCORM.
 - o Points are used to track user progress and also to unlock new levels.

- The badges are awarded to the users who has achieved the set challenges.
 - o Users can gain multiple badges.
 - o Different badges are gained in achieving each action point.
- The LMS *gamification levels* are determined based on the user achieved action points.
- The LMS *Leaderboard* displays, list of the reward details of the top ranked contenders on the **Main Menu Leaderboard**.
 - o The users can access their respective Leaderboard activities under **My Leaderboard** and **My Points**.
 - o The administrator can handle the administrative Leaderboard activities under **User Leaderboard**.

- **The LMS supports 2 types of rewards:**

1. **Points:** Points are rewarded to the users, based on the achievements that are considered most valuable.

- o Points can be used to track user progress and also to unlock new levels.
- o The LMS awards points to the users based on the following 9 action points:
 - *Users are awarded points for logging into the LMS, for the first time.*

Note:

- Administrator maintains log details for each user login to the LMS.
-

- *Users are awarded points for logging into the LMS everyday, for at least 30 minutes.*
- *Users are awarded points for answering all the polls.*
- *Users are awarded points for answering all the polls, within 24 hours.*
- *Users are awarded points for answering all the surveys.*
- *Users are awarded points for answering all the surveys, within 24 hours.*
- *Users are awarded points for accessing the first assigned course.*

Note:

- Any of the courses like AICC/ SCORM (or) Assessments launched for the first time in the portal, the points are assigned.
 - Points are not defined for the type of course.
-

- *Users are awarded points on completion of each course, i.e., [AICC/ SCORM](#) (or) [Assessments](#).*
- *Users are awarded points on completion of the course, at the first attempt.*

2. **Badges:** Badges are awarded to the users who has achieved the desired behaviors.

- o In LMS, users can gain multiple badges.
- o Different badges are gained for each action points.
- o The LMS awards users with 4 types of badges:
 - a. **Newbie:** Badge is awarded to the user who has completed the courses 100%, in the first attempt.

- b. **Achiever:** Badge is awarded to the user who has completed any three courses consecutively.
 - c. **Explorer:** Badge is awarded to the user who has completed any three courses 100% consecutively.
 - d. **Superstar:** Badge is awarded to the user who has completed any three courses 100% consecutively, in the first attempt.
3. **Levels:** The LMS gamification levels are determined based on the user achieved action points.
- The levels are gained based on the scored points.
 - The points limit is set at the tenant level.
 - The LMS gamification supports 5 levels, such as:

L1: Beginner

L2: Intermediate

L3: Advanced

L4: Professional

L5: Guru

16.1.3 LMS Leaderboard


























- The Leaderboard provides visual display of the users state with respect to other learners. It helps users to evaluate self-performance, subjective to other users and in-turn fueling more competitiveness and deeper engagement to the LMS.
 - The users by default, can see a list of all the top 5 ranked contenders across the tenant level irrespective of business unit (BU).
 - If the business unit settings are enabled at tenant level, the users can see a list of top 5 contenders from the same business unit as well as from the child business units.
 - *The functionality of the Leaderboard in LMS gamification is classified as follows:*
1. **Leaderboard on Main Menu:** *The Leaderboard lists the reward details of the top 5 ranked contenders based on 2 conditions:*
 - o **Condition 1:** The top 5 contenders achieved points & badges are displayed, based on the tenant level. **(OR)**
 - o **Condition 2:** The top 5 contenders achieved points & badges are displayed, based on the business unit (BU) hierarchy structure.
 - o The users who have earned maximum badges with maximum points are displayed at the top of the chart.
 - o *To access Leaderboard:*

Click  **Leaderboard**. The following **Ranking the Top 5 Contenders** screen appears as shown below.

24x7 LearnTrak™

Ranking the top 5 contenders

Leaderboard

	UserName: learner9 FirstName: FLearner9 Email: learner9@mailinator.com	Points Scored is 38 (Expert) No of Badges recieved 4	 Super Star x 3  Explorer x 1  Adventurer x 1  New Bie x 1
	UserName: learner8 FirstName: FLearner8 Email: learner8@mailinator.com	Points Scored is 37 (Expert) No of Badges recieved 3	 Super Star x 1  Explorer x 1  Adventurer x 1  New Bie x 0
	UserName: learner6 FirstName: FLearner6 Email: learner6@mailinator.com	Points Scored is 32 (Expert) No of Badges recieved 1	 Super Star x 2  Explorer x 0  Adventurer x 0  New Bie x 0
	UserName: root FirstName: Root Email: ramanathan.dhakshanamoorthy@24x7learning.com	Points Scored is 32 (Expert) No of Badges recieved 2	 Super Star x 0  Explorer x 1  Adventurer x 1  New Bie x 0
	UserName: learner7 FirstName: FLearner7 Email: learner7@mailinator.com	Points Scored is 29 (Expert) No of Badges recieved 2	 Super Star x 1  Explorer x 1  Adventurer x 0  New Bie x 0

2. Admin > User Leaderboard:

- o The User Leaderboard lists, reward points scored and the badges gained by all the users at different levels at both tenant level and business unit level.
- o The administrator can view the top ranked users who have earned maximum badges with maximum points.
- o Reward details of each and every user can be filtered based on the selected action points listed in the drop down list.

3. Dashboard Widgets: Displays short preview of the Leaderboard.

4. My Leaderboard: Displays the reward points scored & badges gained by the particular user at different levels.

- o To access My Leaderboard:

Click **Username > My Leaderboard**. The following **My Leaderboard** screen appears as below.

My Leaderboard

Leaderboard

	UserName	learner9	Points Scored is 38 (Expert) No of Badges recieved 4				
	FirstName	FLearner9					
	Email	learner9@mailinator.com					

38 (Expert) Badges: 4

Super Star x 3 Explorer x 1 Adventurer x 1 New Bie x 1

5. My Points:

- o It displays the reward points scored by the particular user at different levels.
- o Points scored by the user can be filtered based on the selected action points, listed in the drop down list.
- o To access my points:

Click **Username > My Points**. The following **Reward Points** screen appears as shown below.

Reward Points : 38

Point Action

Select the desired action points

Date	Points	Scenario
27-02-2015 01:17 PM	5	You have scored points for accessing the first course Working with Difficult People: How to Work with Negative People
27-02-2015 01:19 PM	5	You have scored points for completing the resource(s) Blast Furnace
27-02-2015 01:22 PM	5	You have scored points for completing the resource(s) Gamification test2
27-02-2015 01:17 PM	5	You have scored points for completing the resource(s) Working with Difficult People: How to Work with Negative People
27-02-2015 01:20 PM	5	You have scored points for completing the resource(s) Quality Circle
27-02-2015 01:14 PM	5	You have scored points for successful login to LearnTrak portal on 27-02-2015 13:14:11
27-02-2015 01:19 PM	2	You have scored points for completing the course(s) Blast Furnace in first attempt
27-02-2015 01:20 PM	2	You have scored points for completing the course(s) Quality Circle in first attempt
27-02-2015 01:22 PM	2	You have scored points for completing the course(s) Gamification test2 in first attempt
27-02-2015 01:17 PM	2	You have scored points for completing the course(s) Working with Difficult People: How to Work with Negative People in first attempt

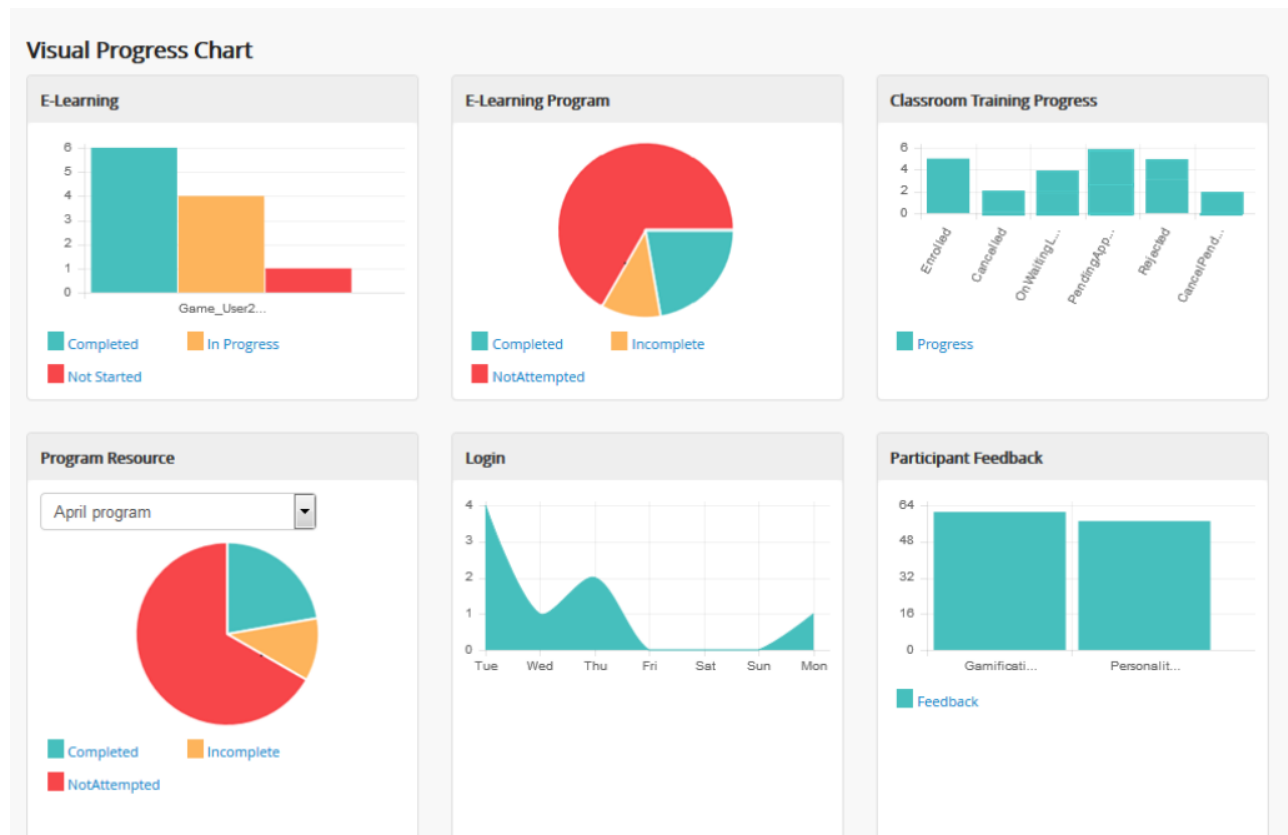
Visual Reports

17.1 Visual Report

- The visual report generates eye-catching *graphical user interface* reports for the users, that are informative off-data from the classroom trainings, e-Learning resources and programs.
- The benefit of graphical user interface reports is to provide the users with the flexibility to view the consolidated visual progress report and the user visual reports.
- *The LMS visual reports are classified into 2 types:*
 1. **Consolidated Visual Chart Link:** The consolidated progress chart link displays,
 - o The report of all the reportees reporting to the reporting managers.
 - o Report of the users reporting to the administrator/super admin under the same business unit.
 2. **User Visual Chart Link:** The visual chart link displays, the report of all listed reportees and the users.
- *The consolidated visual chart is divided as follows:*
 1. **E-learning Report**
 2. **Login Report**
 3. **Classroom Training Report**
 4. **Feedback Report**
- The e-Learning report displays the graphical user interface report for both e-learning programs and the resources.
- The *Participant Feedback* report is available to the users for the particular attended classroom trainings.

To access:

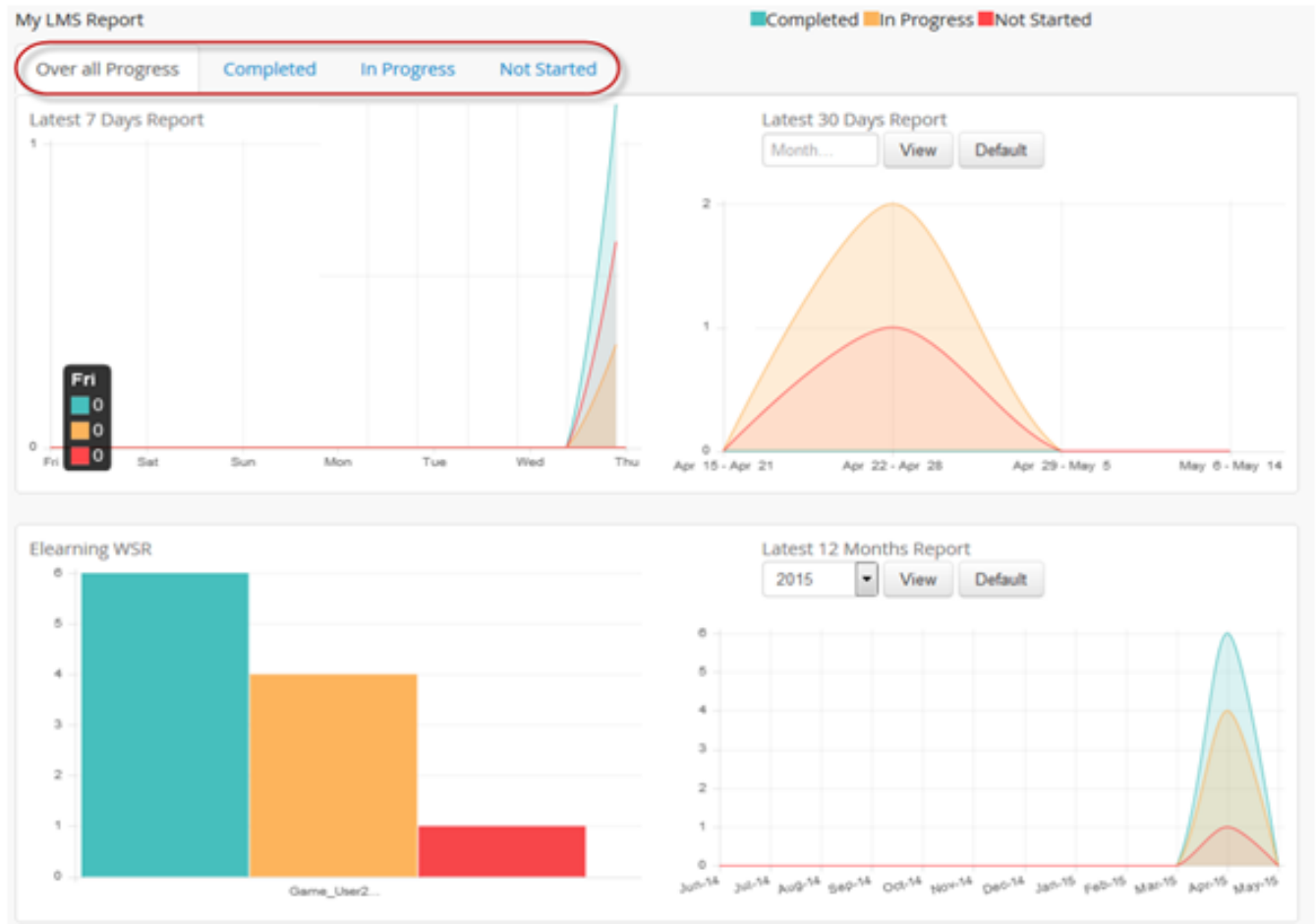
Click **Visual Report**. The following **Visual Progress Chart** screen appears as shown below.



17.1.1 E-learning Progress Visual Chart

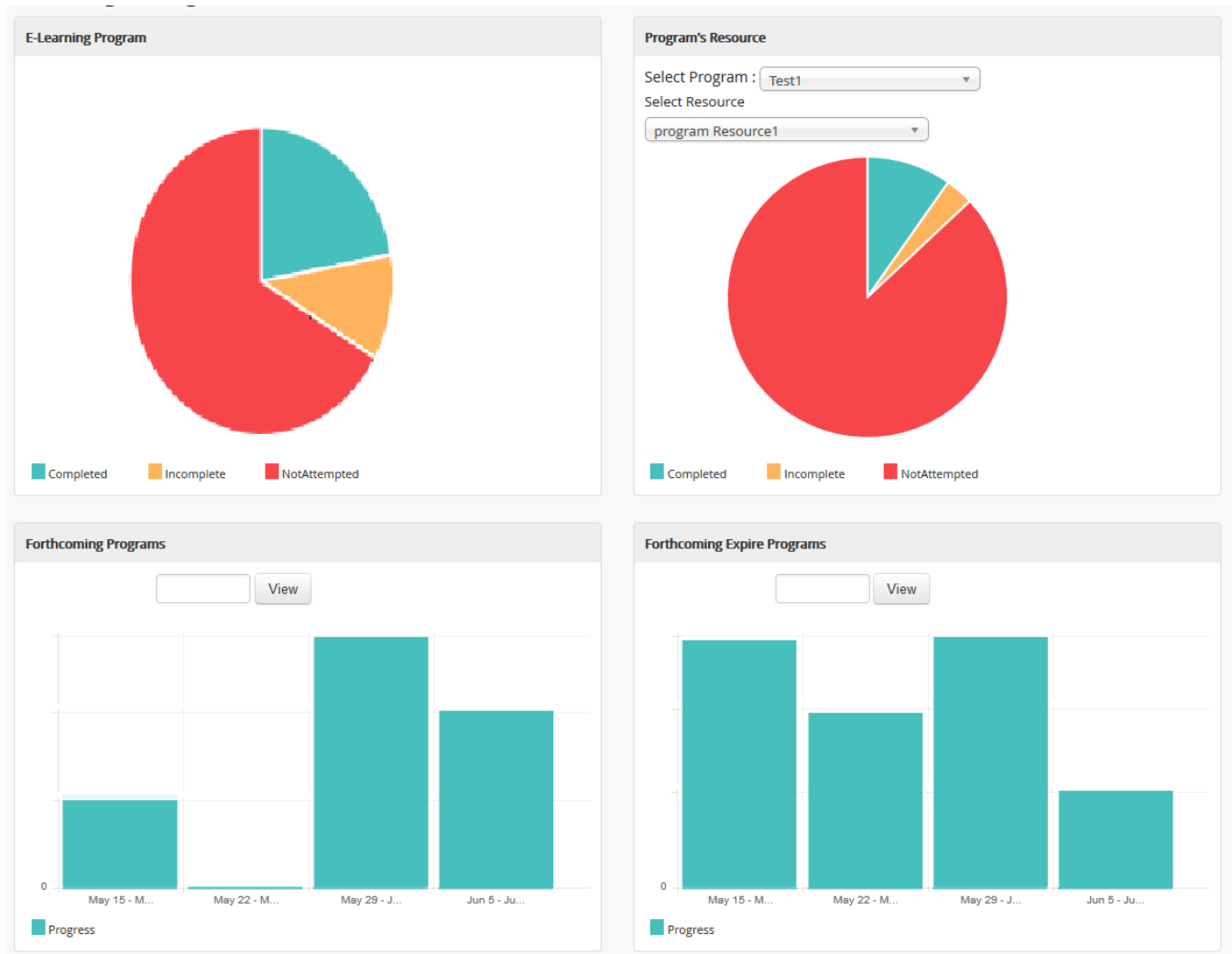
E-learning

- The E-learning chart provides quick view on the resources count based on the status of the resources for the particular *user/ administrator/ reporting manager*.
- The status of the any resources can be either **Completed, In-Progress or Not Started**.
- Users can click on respective status tabs to check for the assigned resource progression.
- *The chart displays the following e-Learning activities like:*
 - o **Latest 7 day chart:** Display graphical representation of e-learning resource activity starting from last 6 days to current day.
 - o **Latest 30 day chart:** Display graphical representation of e-learning resource activity starting from last 29 days to current day.
 - o **Latest 12 months chart:** Display graphical representation of e-learning resource activity starting from last 11 months to current month.
 - o The **e-Learning report** displays, consolidated courses progress chart (completed, in-progress and not started) of the particular user.



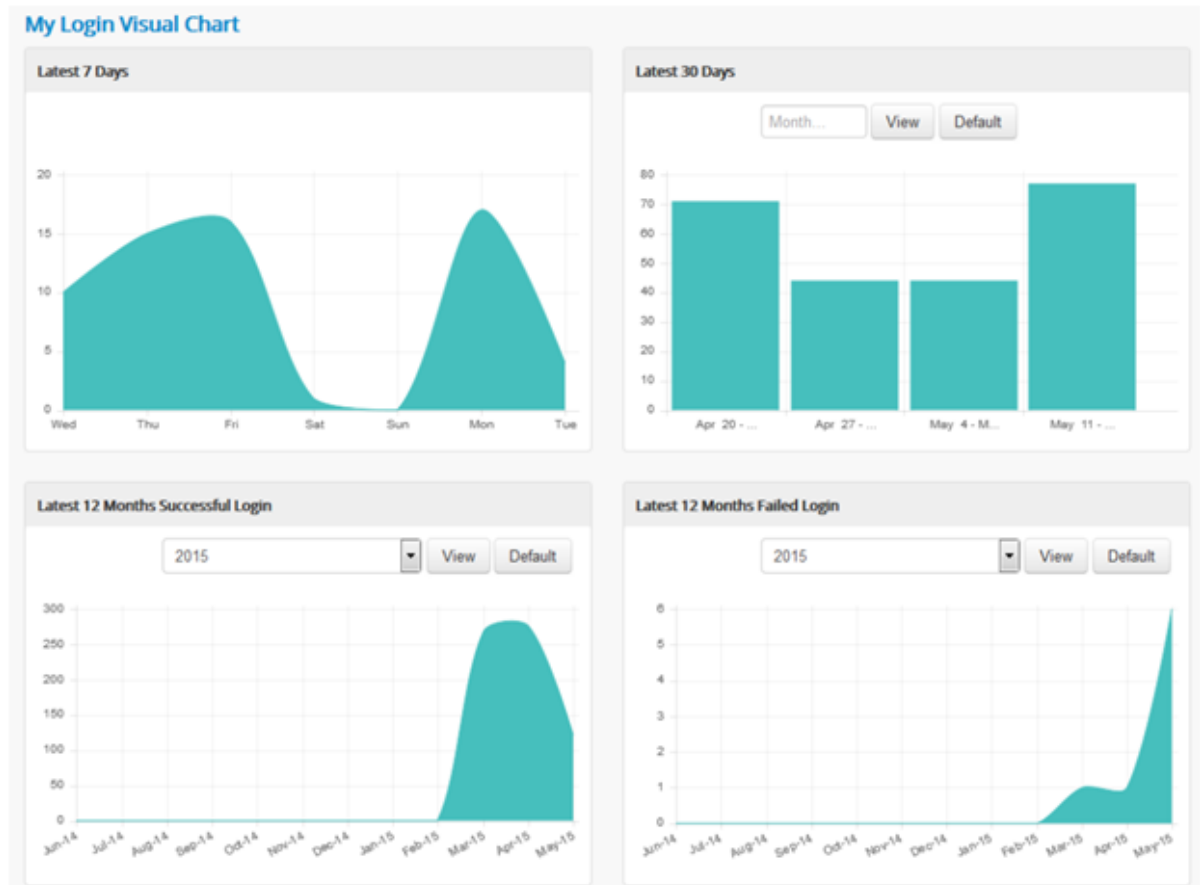
E-learning Program Chart

- E-learning program chart: Shows overall program progress status of the user.
- The program's progress chart displays the following e-Learning program activities in 2 levels like:
 - o **E-learning program:** Provides quick view of the programs count of the user based on the status, i.e (completed, in-progress or not started).
 - o **Program's resources:** Display a graphical representation of a particular program's resource status count on selecting the resource.
 - * User must select the program from the drop down list, to view the status of the resources.
 - o **Forthcoming programs:** By default, it displays a graphical representation of the programs that are added to the training plan for the next 30 days.
 - o **Forthcoming expire programs:** By default, it displays a graphical representation of the programs that will expire by next 30 days.



17.1.2 Login Report

- The login chart provides, graphical representation of user login to the LMS everyday.
- The *My Login Report* displays the following login activities of the user:
 - **Latest 7 day report:** Display graphical representation of user login to the LMS, starting from last 6 days to current day.
 - **Latest 30 day report:** Display graphical representation of user login to the LMS, starting from last 29 days to current day by default.
 - **Latest 12 months successful login report:** Display graphical representation of successful user login's to the LMS. Refer **Scenario 1&2**.
 - **Latest 12 months failed login report:** Display graphical representation of failed user login's to the LMS. Refer **Scenario 1&2**.

**Important:**

Scenario 1: The chart provides login report by default, starting from last 11 months to current month.

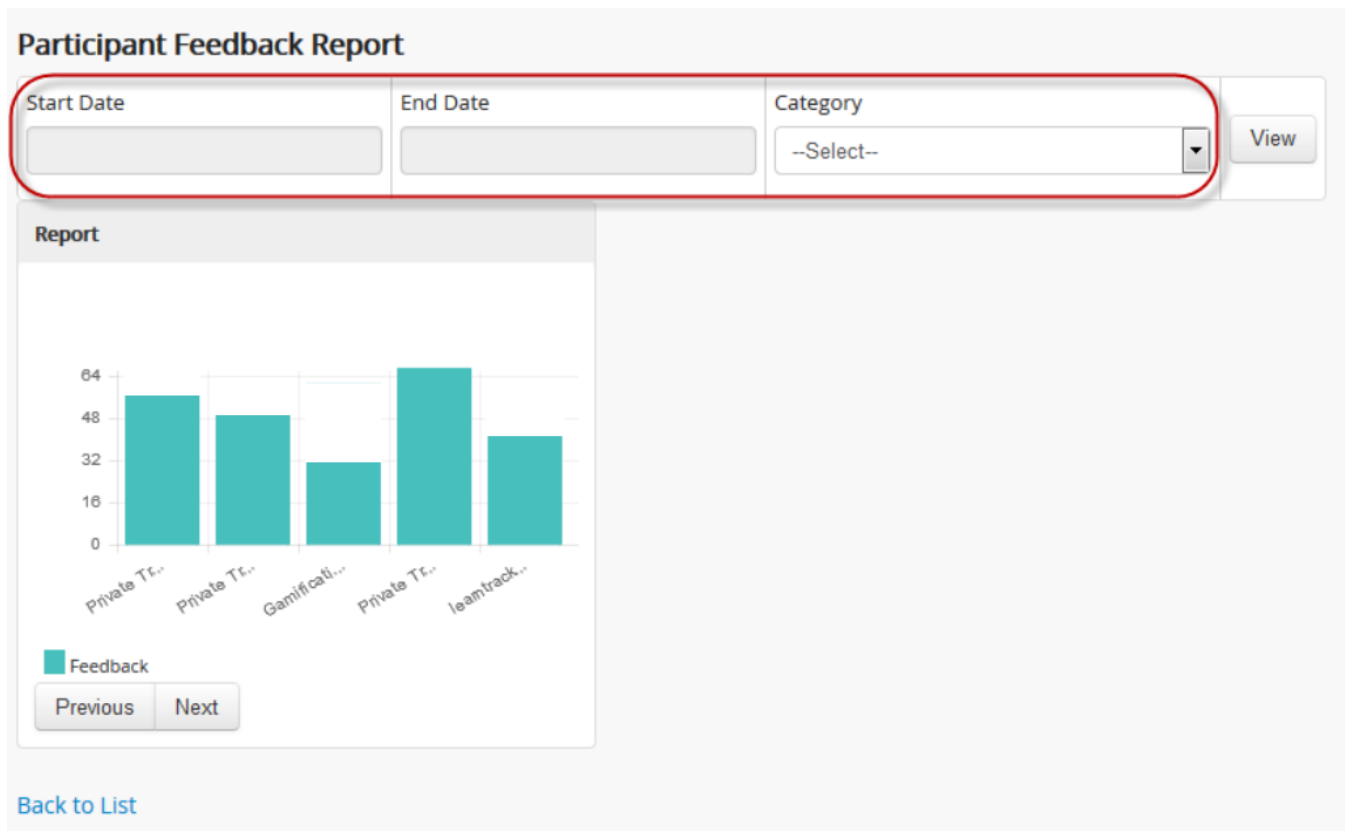
Scenario 2: User must select the year, to generate complete 1 year login report.

Note:

1. The monthly chart is split into week-based chart.
2. User can also generate entire month & year wise chart. To display the chart, select the month & year > click **View**.
3. Click **Default**, to revert to the preset settings.

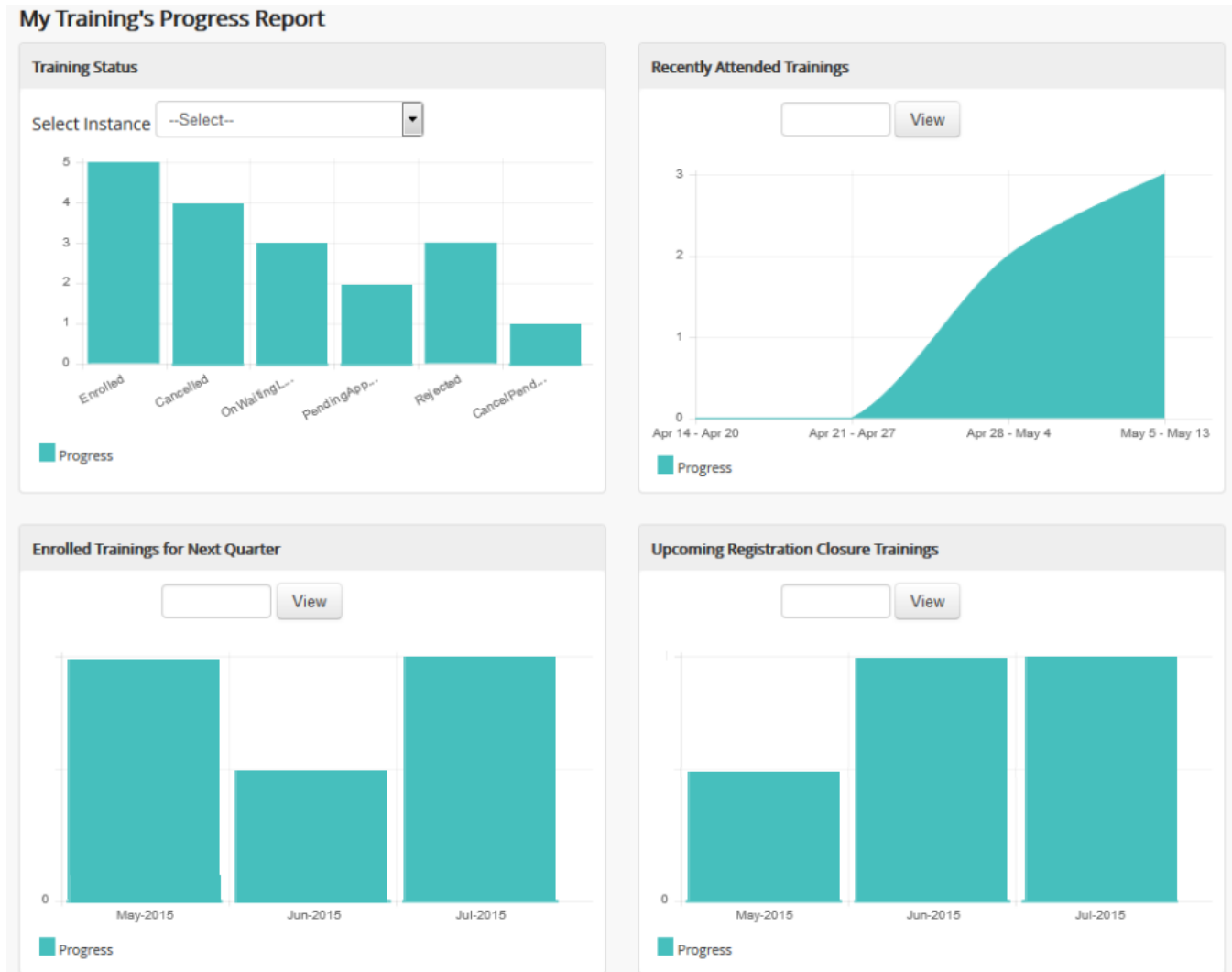
17.1.3 Participant Feedbacks

- The participant feedback is available to all the users.



- The chart displays the graphical representation of the user ratings given by the trainer on a particular attended classroom trainings.
- Only once, the trainer feedback can be given by the participant for the particular trainings.
- The participant feedback report can be filtered based on the category, start date and end date.
- The trainer must take the attendance of the participant, then only the participant feedback will be displayed.
- *The participant feedback must satisfy the below given 2 conditions:*
 - I. The classroom trainings must be attached with the participant feedbacks.
 - II. Any one of the trainers must give feedback to the participant attendance.
- The participant feedback is calculated based on the average sum of the ratings given by the trainer's for the particular user attended trainings divided by the number of trainer's rated.

17.1.4 Classroom Trainings Progress Chart



Training

- The training status report, provides the graphical representation for the instance status count on the confirmed trainings of the particular user.
- The training instances published to the user will be listed under the drop down list.
- *The training instance status of the user can be any one of the following:*
 1. **Enrolled**
 2. **Cancelled**
 3. **On Waiting List**
 4. **Pending Approval**
 5. **Rejected**
 6. **Cancel Pending Approval**

Note: The cancel pending approval status, instance count will be displayed only in the *Training* report.

Recently Attended Trainings

- The training chart displays a graphical representation of the recently attended classroom trainings by a particular user for the last 30 days.
- The chart displays the complete month report of the training instance count for which the attendance is already taken.
- The entire month chart is split into the week-based chart.

Enrolled Training for Next Quarter

- The chart displays the upcoming 3 months classroom trainings, for which the user has already enrolled.
- Enrolled consists of the following statuses like **Enrolled, Pending Approval, On Waiting List and Cancelled Pending Approval**.
- By default, the chart displays a quarterly report starting from the current day to the end date of the month.
- When the user selects a particular month, the chart displays complete quarterly report starting from the first date of the month till the end date of the month.

Upcoming Registration Closure Trainings

- The chart displays total number of training programs, for which the registration date will expire in next 3 months.
- It displays the instance count on the number of users not nominated for the training, i.e, it lists all the trainings listed under the *Available Training* tab.
- By default, the chart displays a quarterly report starting from the current day to the end date of the month.
- When the user selects a particular month, the chart displays complete quarterly report starting from the first date of the month till the end date of the month.

User Settings

18.1 User Profile

The user profile provides the basic information's like **First Name, Last Name, Gender, Date of Birth**, etc and also offers options to update his/her personal details.

To access profile:

Click **Username > My Profile**. The following **My Profile** screen appears displaying user profile details to be edited.

Edit User

User Name* root

Title

Ms.

First Name*

Root

Last Name

System

Date of Birth

01-12-2015

Gender



Male



Female

Email*

anto.v@24x7learning.com

Location

Mumbai (India)

Department

Dep1

Mobile

9831207872

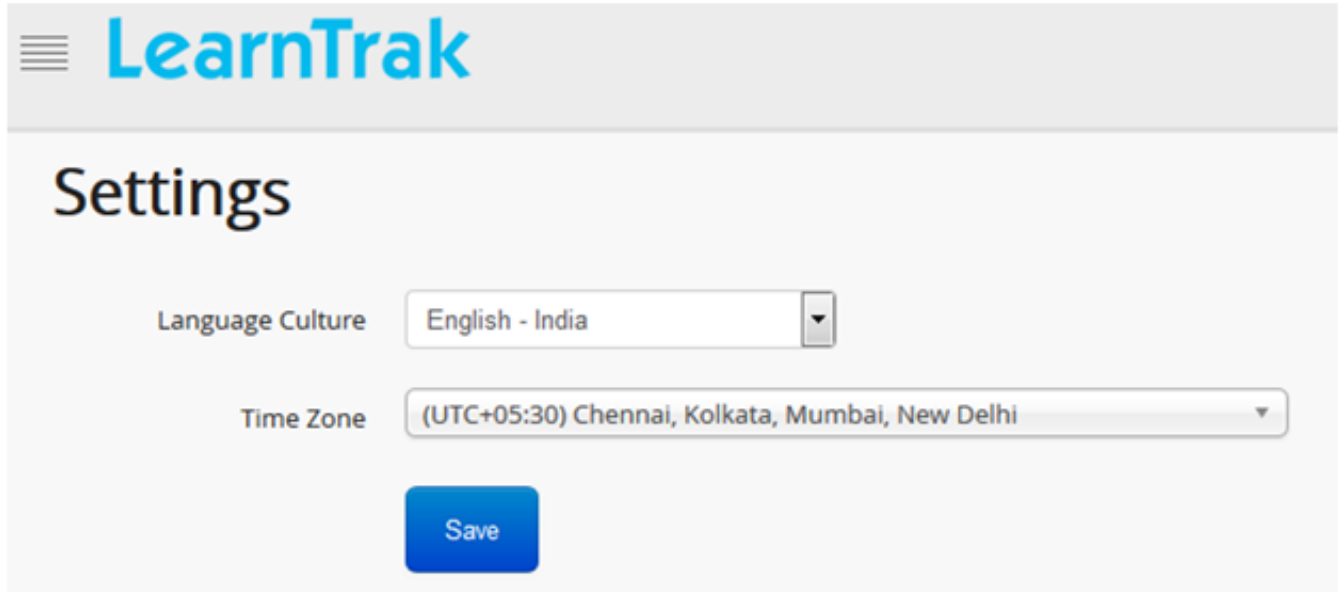
Save

18.2 Settings

The settings module allows the users, to set local language settings as *English* and local time zone as **India, UK or US**.

To access settings:

Click **Username > My Settings**. The following **Settings** screen appears displaying local settings.



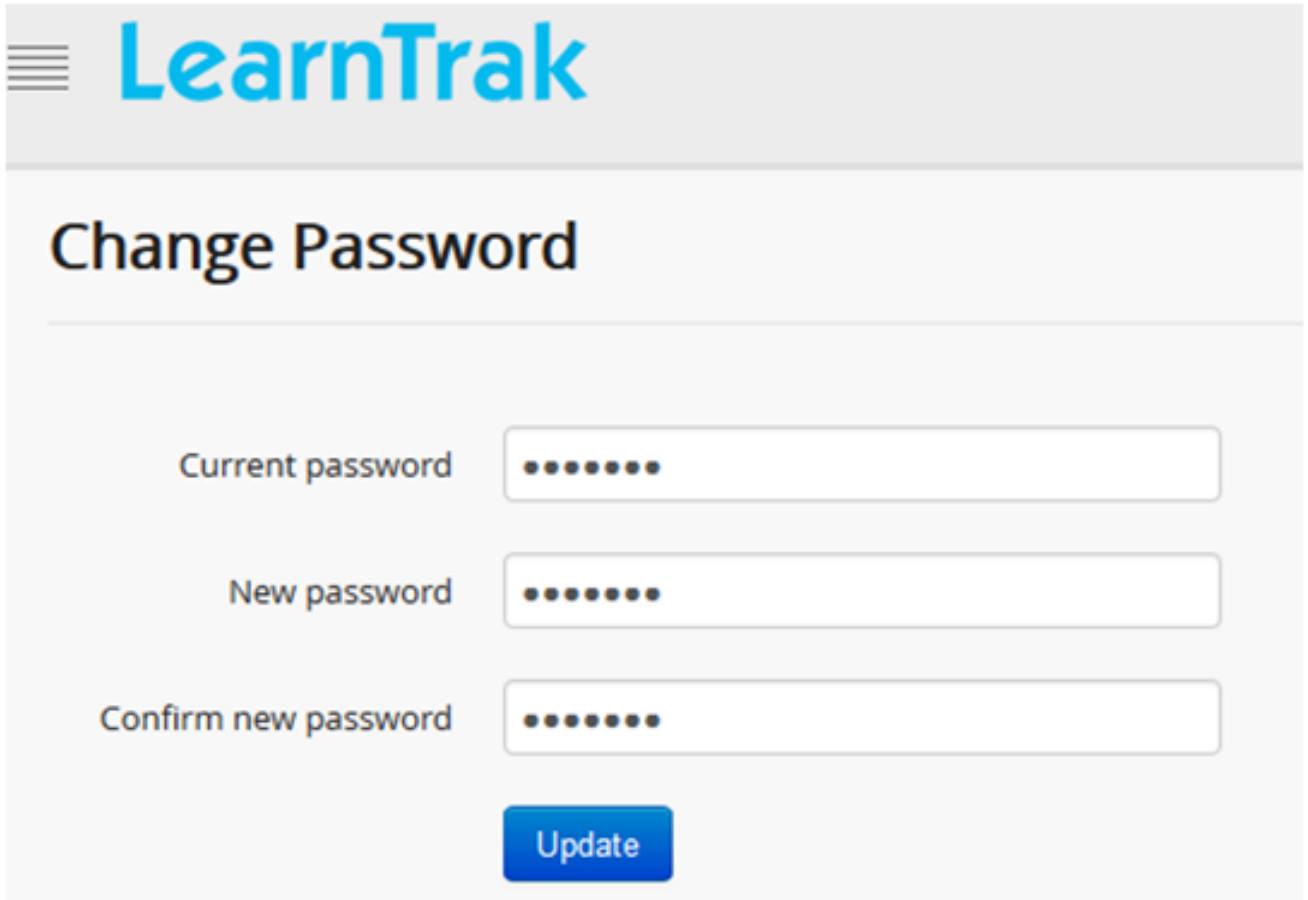
The screenshot shows the 'Settings' page in the LearnTrak application. At the top, there is a header with the LearnTrak logo. Below the header, the word 'Settings' is displayed in a large font. There are two settings fields: 'Language Culture' with a dropdown menu showing 'English - India', and 'Time Zone' with a dropdown menu showing '(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi'. A blue 'Save' button is located below these fields.

18.3 Change Password

The users can change his/her current password to a new password.

To change password:

Click **Username > Change Password**. The following **Change Password** screen appears allowing users to change their password.

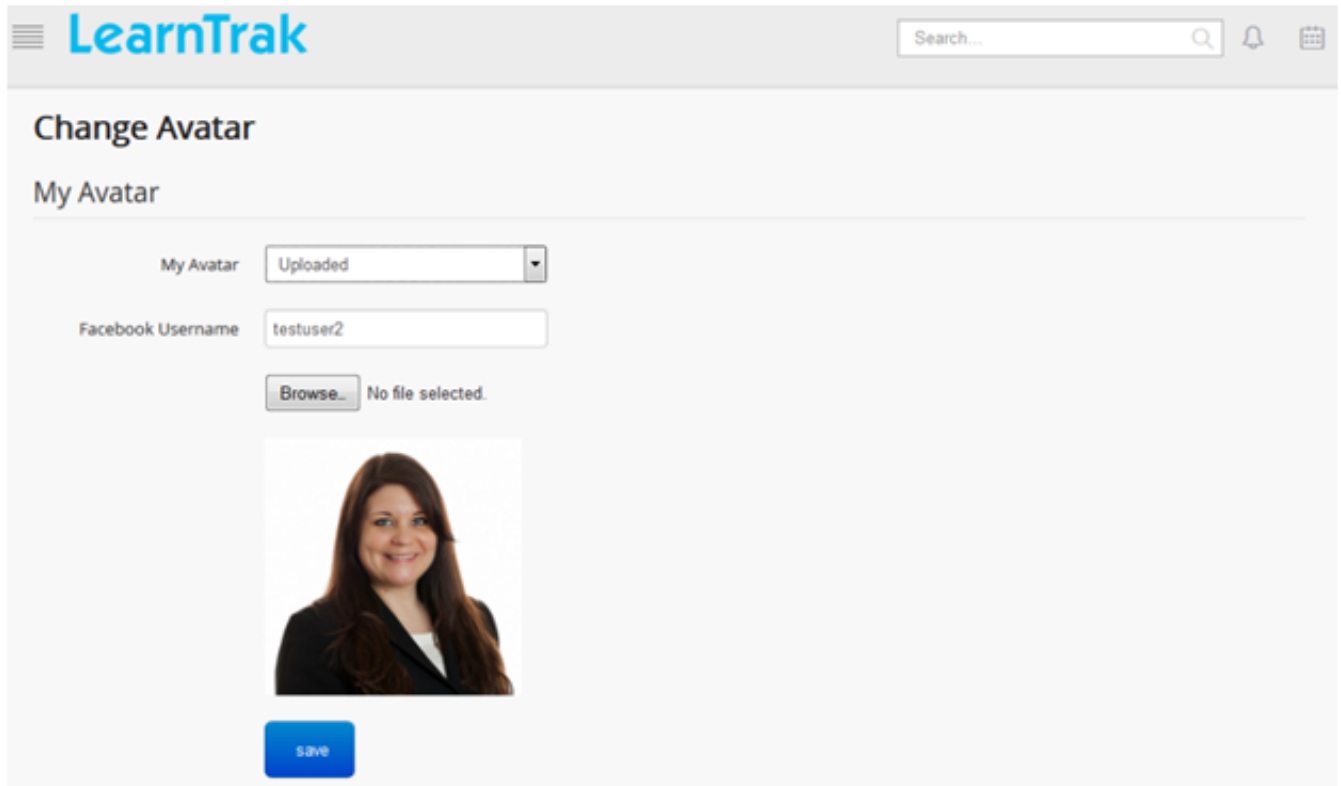


The screenshot shows the 'Change Password' interface in the LearnTrak application. At the top, there is a header with a hamburger menu icon and the 'LearnTrak' logo. Below the header, the title 'Change Password' is displayed. The form consists of three input fields, each with a label and a password mask (seven dots). The labels are 'Current password', 'New password', and 'Confirm new password'. Below the input fields is a blue 'Update' button.

18.4 Change Avatar

- Users can upload profile picture in 3 ways:
 - o **Uploaded:** Users can upload images manually.
 - o **Facebook:** Users must provide a Facebook user name.
 - o **Gravatar:** Users must provide a Gravatar user name.
- *To access:*

Click **Username > Change Avatar**. The following **Change Avatar** screen appears as below.



LearnTrak

Search...


Change Avatar

My Avatar

My Avatar: Uploaded

Facebook Username: testuser2

Browse... No file selected.



save

18.5 Logout

Users can terminate the session by closing the LMS application.

To close the application:

Click **Username > Logout**.

24x7 LearnTrak™

Search...

Dashboard

- My Profile
- My Points
- My Leaderboard
- My Settings
- Change Avatar
- Change Password
- Logout**

User3
Level: Guru (22)

Learning Hours

17 Aug 10:56 AM
30 Jul 06:31 PM

E-Learning Status

Completed (2) Incomplete (0) NotAttempted (12)

Announcements

- Adhoc: "TW Adhoc Trainings" Approved 30 Jul 12:45 PM
- Poll: "Test FD Polls 1" expires 2 months 10 Jul

Learning Feeds

- RequestLibRsc
- LibRsc
- asdsdsd ddsdas d dsdsdsd sdsdsads dsd d adsda
- sda sadsadas sdsadsadsd
- RE: vcbovcbovcbovcbo

Calendar

OCTOBER 2015

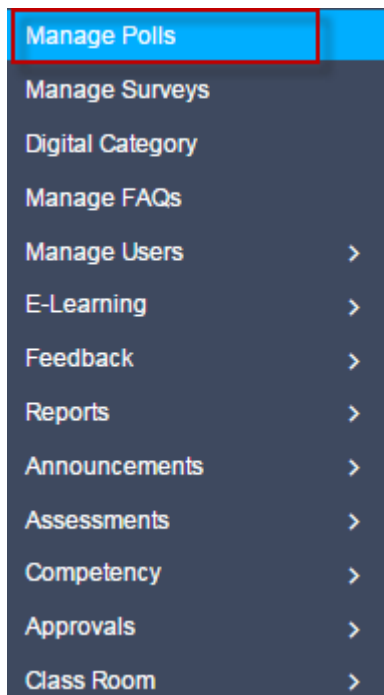
MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

learntrakdev.cloudapp.net/Account/LogOff

Additional Features

19.1 Polls

- Polls are the estimations based on the public opinions.
- The polls appear only between the set start date & time to end date & time.
- Polls are created and assigned to the user groups.

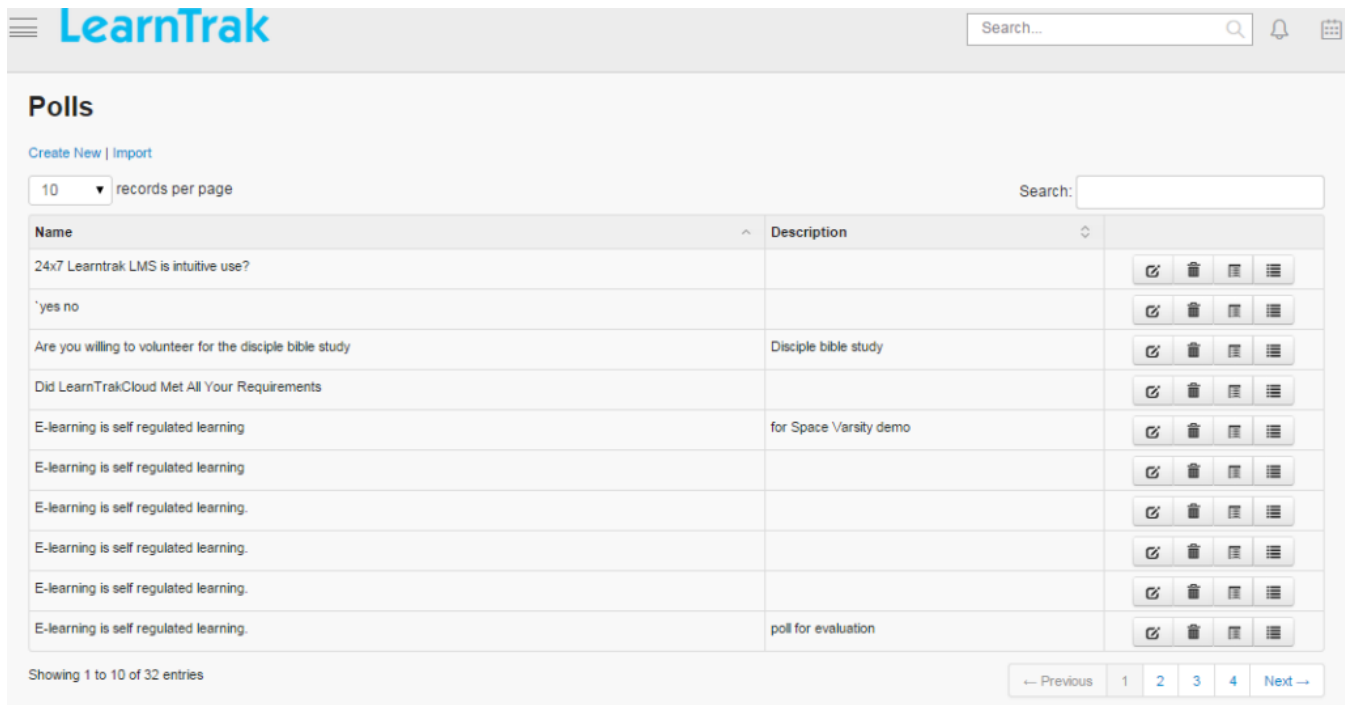


- *Procedure to create polls:*
 - * **Step 1:** Create polls by creating poll type questions.
 - * **Step 2:** Assign to the user groups
 - * **Step 3:** View poll responses
- **Polls are created based on 3 types of questions:**

- o *Yes/No*: Type yes/no question text. Define the correct answer. Feedbacks can be added that are displayed to users after submitting the answer.
- o *True/False*: Type true/false question text. Define the correct answer. Feedbacks can be added that are displayed to users after submitting the answer.
- o *Multiple Choice Questions Single Answers*: This option allows users to select one answer choice from a list of choices.

To access polls:

Click  **Admin > Manage Polls**. The following **Polls** screen appears displaying details on polls.











































Polls

Create New | Import

10 records per page

Search:

Name	Description	
24x7 Learntrak LMS is intuitive use?		   
yes no		   
Are you willing to volunteer for the disciple bible study	Disciple bible study	   
Did LearnTrakCloud Met All Your Requirements		   
E-learning is self regulated learning	for Space Varsity demo	   
E-learning is self regulated learning		   
E-learning is self regulated learning.		   
E-learning is self regulated learning.		   
E-learning is self regulated learning.		   
E-learning is self regulated learning.	poll for evaluation	   

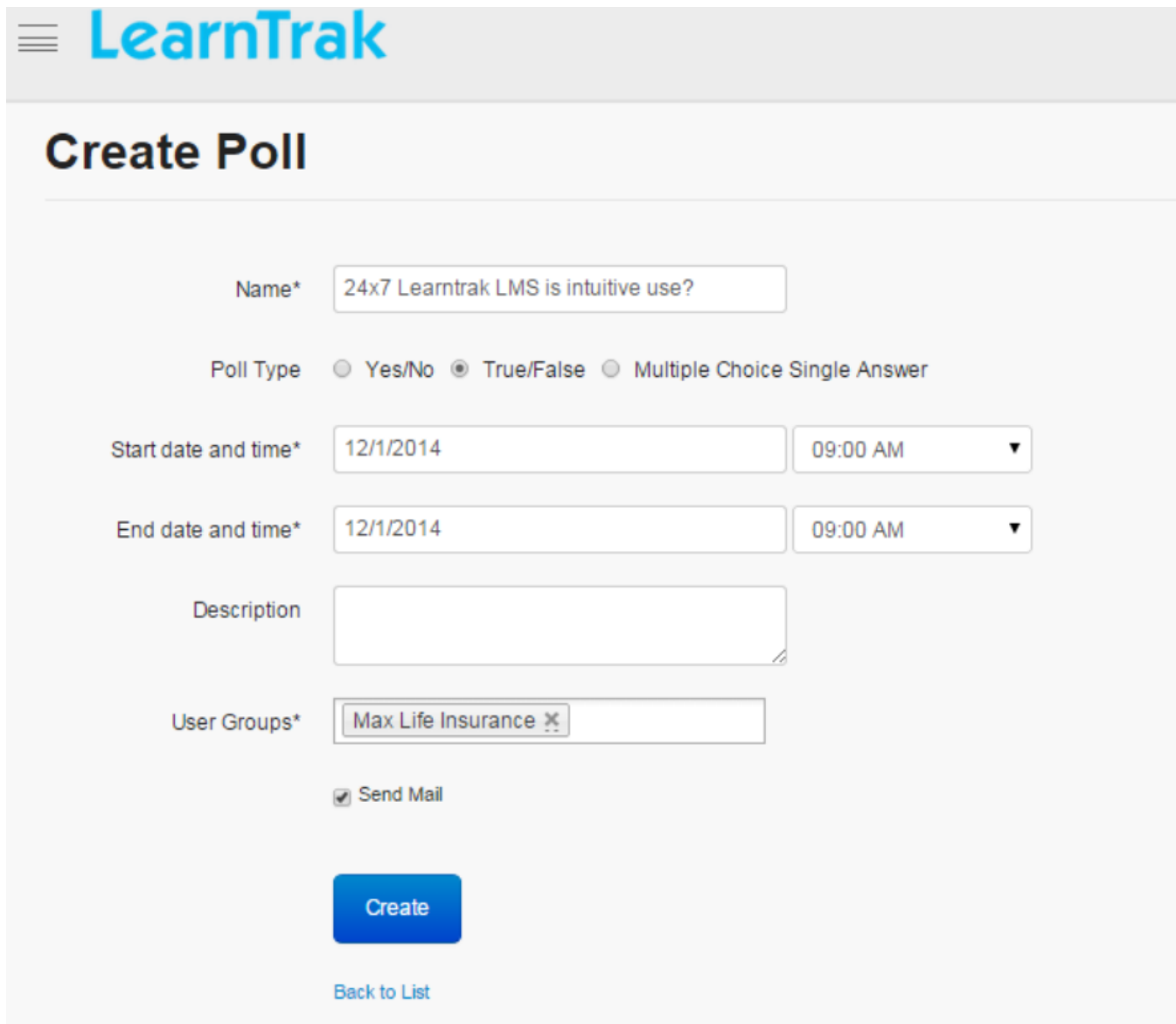
Showing 1 to 10 of 32 entries

← Previous 1 2 3 4 Next →

19.1.1 Create New Poll

To create poll:

Click **Create New**. The following **Create Poll** screen appears with the respective details to be filled



LearnTrak

Create Poll

Name*

Poll Type ☐ Yes/No ☒ True/False ☐ Multiple Choice Single Answer

Start date and time*

End date and time*

Description

User Groups*

☒ Send Mail

[Create](#)

[Back to List](#)

Note:

- The *user groups* lists the users under a particular group, to which the poll is mapped.
- Mail notifications are sent to all the users of the selected user groups.

19.1.2 Edit, Delete and View Poll Details

To edit poll:

Click **Edit** . The following **Edit Poll** screen appears with the chosen fields to be edited.

Note:

- *Others Can View Response* option enabled to **‘Yes’**, allows other users to view the response percentages.

- Multiple user groups can be added while editing and mail notifications can be sent to all the users under the particular groups.
-


To delete poll:

* Click **Delete** .

* **The polls can be deleted based on two scenarios:**

- *Scenario 1:* The polls can be deleted before the user participation.
- *Scenario 2:* The polls cannot be deleted after the user participation; i.e. if one or more users give the responses to the polls, then it cannot be deleted directly. To delete the poll, the responses must be deleted first.


To view poll details:

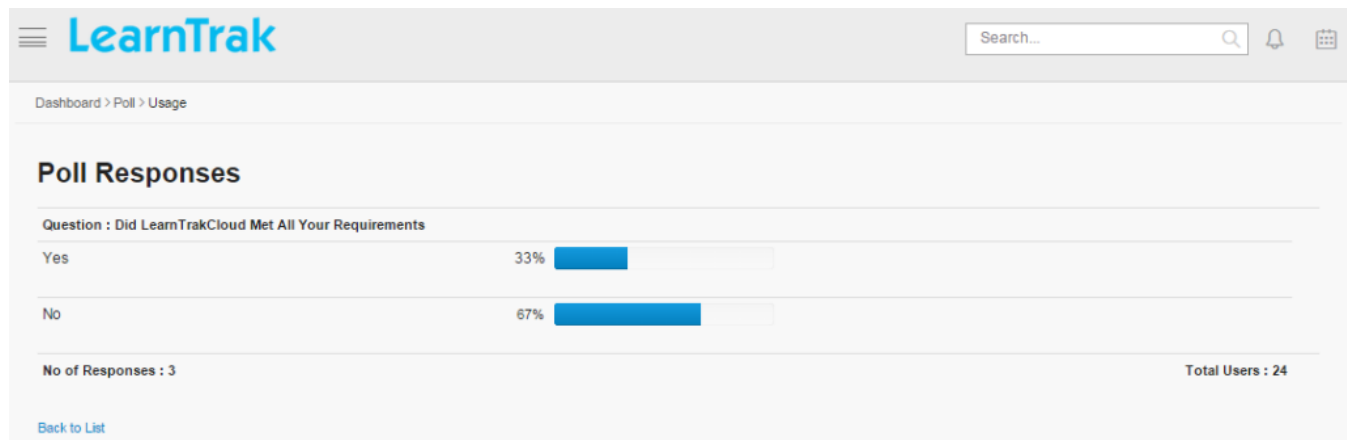
Click **Details** . The **Polls Details** screen appears displaying details on selected poll.

19.1.3 Poll Responses

Poll responses display, the poll percentage of the number of users participated.

To display poll responses:

Click **Responses** . The following **Poll Responses** screen appears displaying selected poll percentage details.



19.1.4 Import Polls

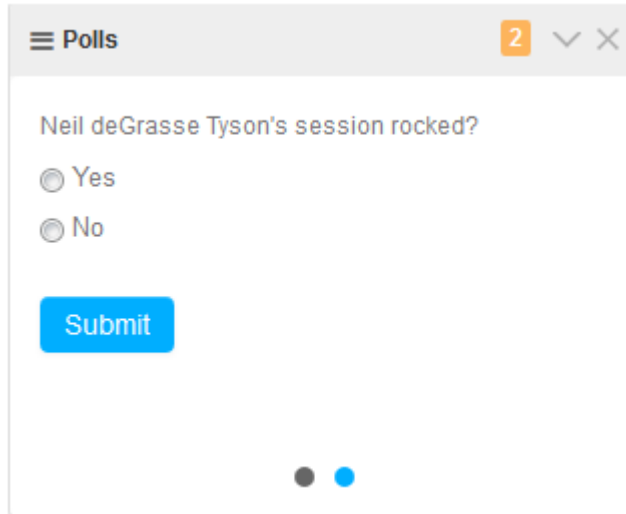
The polls can also be uploaded in a bulk. Refer [Steps to Import Questions](#) under *Assessments*.

19.1.5 Participate in Polls

- Users can participate in polls by providing responses for the published polls.
- Polls are not available again to the user's once the response is given.

Steps to Participate in polls:

* **Step 1:** Click **Dashboard > Polls**. The following **Polls** screen appears displaying a list of polls published.

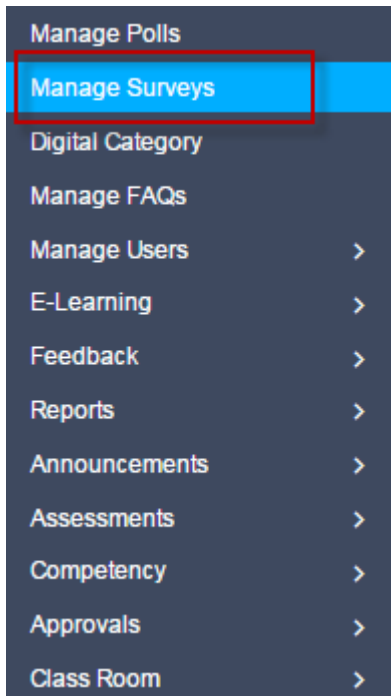
The screenshot shows a web interface for a poll. At the top, there is a header bar with a hamburger menu icon, the word 'Polls', a small orange square with the number '2', a downward arrow, and a close 'X' icon. Below the header, the poll question 'Neil deGrasse Tyson's session rocked?' is displayed. Underneath the question are two radio button options: 'Yes' and 'No'. A blue 'Submit' button is positioned below the options. At the bottom of the poll area, there are two small circles, one grey and one blue, indicating progress or status.

* **Step 2:** Select appropriate response option.

* **Step 3:** Click **Submit**.

19.2 Surveys


- The survey is a method of collecting measurable information on the subjects based on population inputs.
- The administrator can *create surveys, edit survey, view survey details and publish the survey details* to the user groups.
- The survey created can appear at any time and do not have any start and end *Date & Time*.

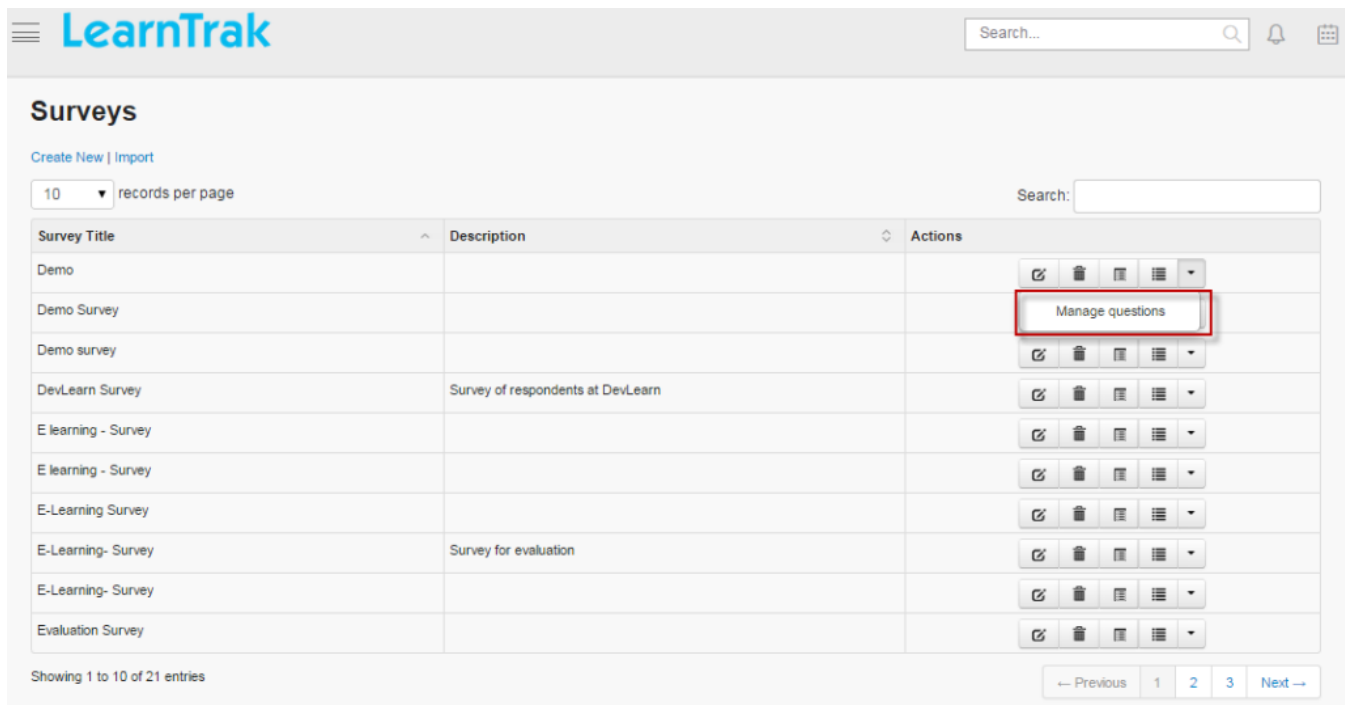


Procedure to Create Surveys:

- * **Step 1:** Create new survey.
- * **Step 2:** Assign survey's to user groups.
- * **Step 3:** Create or manage the survey questions.
- * **Step 4:** View users survey usage reports.

To access the survey:

Click  **Admin > Manage Surveys**. The following **Surveys** screen appears displaying survey details.



LearnTrak

Search...

Surveys

[Create New](#) | [Import](#)

10 records per page

Search:

Survey Title	Description	Actions
Demo		Edit Delete Duplicate Manage questions
Demo Survey		Edit Delete Duplicate Manage questions
Demo survey		Edit Delete Duplicate Manage questions
DevLearn Survey	Survey of respondents at DevLearn	Edit Delete Duplicate Manage questions
E learning - Survey		Edit Delete Duplicate Manage questions
E learning - Survey		Edit Delete Duplicate Manage questions
E-Learning Survey		Edit Delete Duplicate Manage questions
E-Learning- Survey	Survey for evaluation	Edit Delete Duplicate Manage questions
E-Learning- Survey		Edit Delete Duplicate Manage questions
Evaluation Survey		Edit Delete Duplicate Manage questions

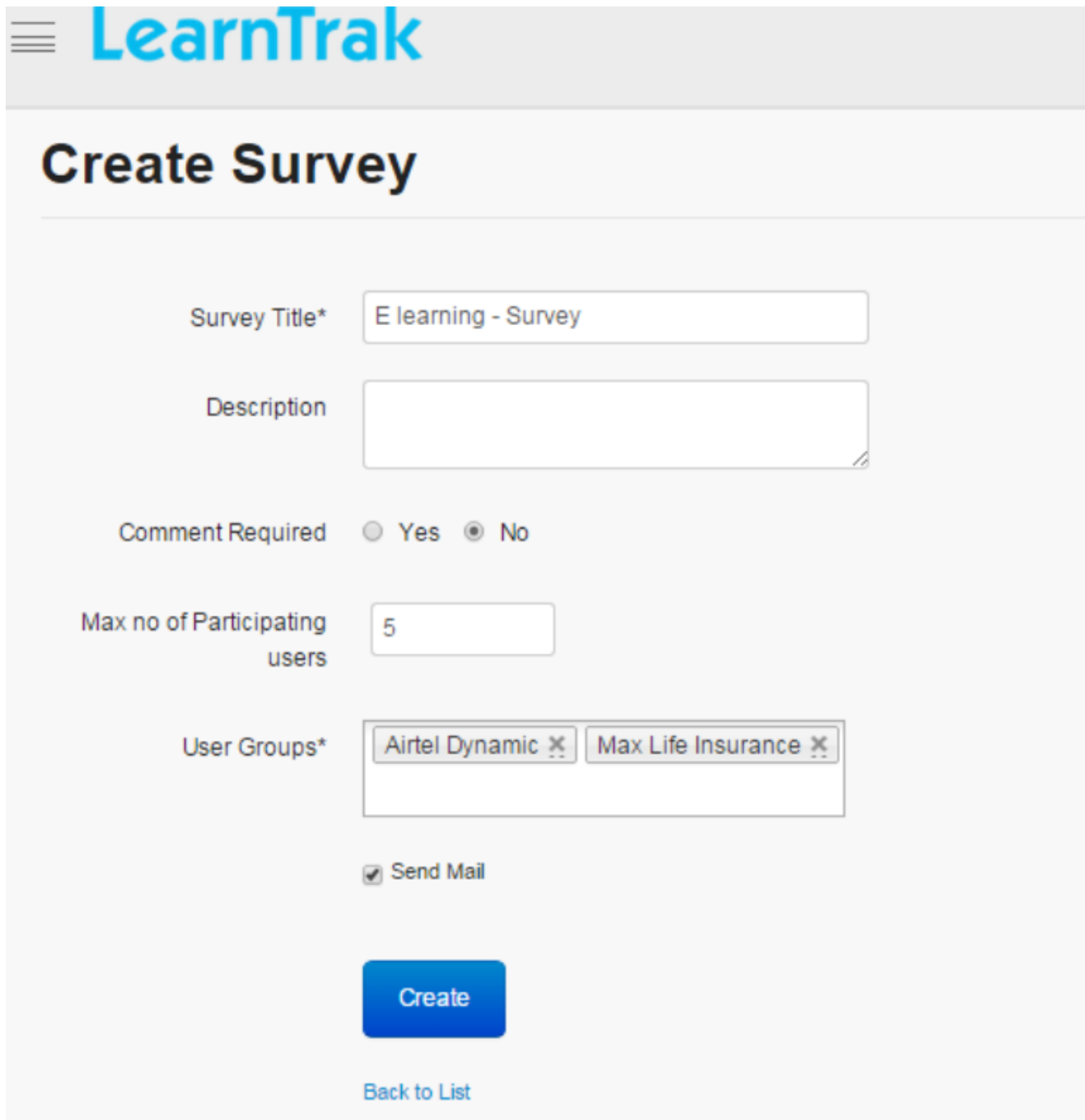
Showing 1 to 10 of 21 entries

— Previous 1 2 3 Next —

19.2.1 Create New Survey

To create survey:

Click **Create New**. The following **Create Survey** screen appears with the respective details to be filled.



The screenshot shows the 'Create Survey' interface in the LearnTrak application. At the top left is the LearnTrak logo. The main heading is 'Create Survey'. The form includes several fields: 'Survey Title*' with the value 'E learning - Survey'; 'Description' which is an empty text area; 'Comment Required' with radio buttons for 'Yes' and 'No' (where 'No' is selected); 'Max no of Participating users' with the value '5'; and 'User Groups*' which contains two selected groups: 'Airtel Dynamic' and 'Max Life Insurance'. Below these fields is a checked checkbox for 'Send Mail'. At the bottom of the form are a blue 'Create' button and a 'Back to List' link.

LearnTrak

Create Survey

Survey Title*

Description

Comment Required ☐ Yes ☒ No

Max no of Participating users

User Groups*

☒ Send Mail

[Create](#)

[Back to List](#)


Note:

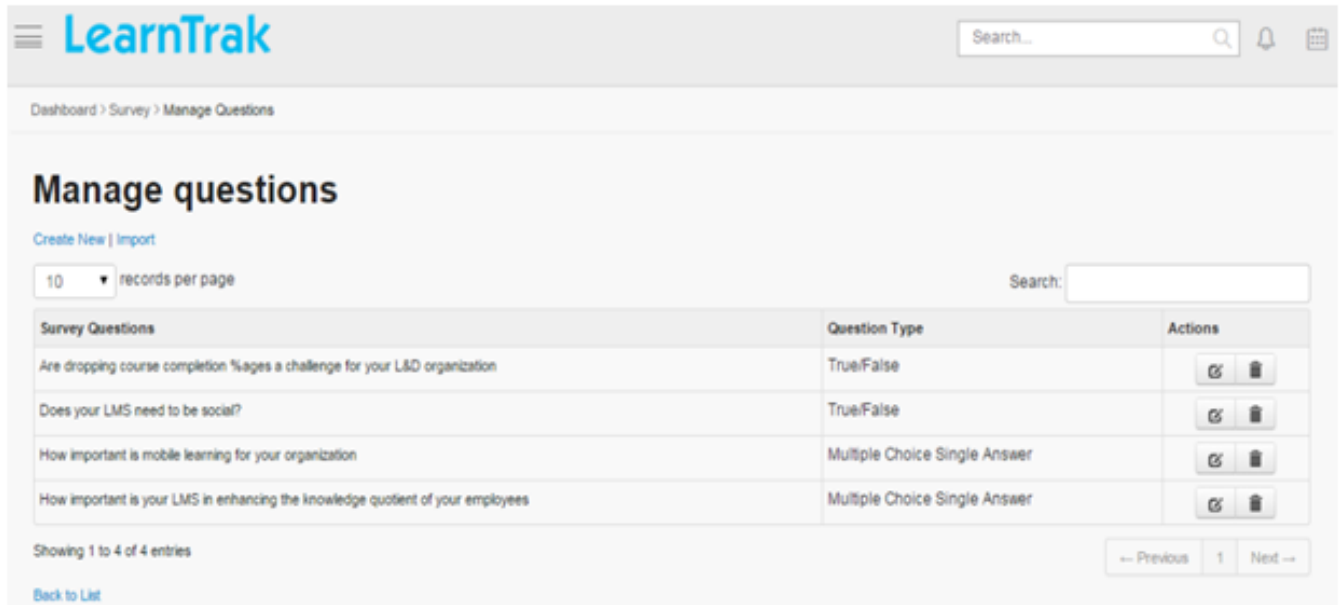
- The *user groups* list users in a particular group, to which the surveys are mapped.
 - *Max no. of participating user* field, specifies the maximum number of users who can participate in the survey from the assigned user groups.
 - After user gives response to the particular survey, it will not be available again for that particular user.
 - Mail's are sent to every users of the selected user group.
-

19.2.2 Manage Questions

When a new survey is created, new questions are also created for the selected survey type.

To manage survey questions:

Click **Manage Questions** . The following **Manage Questions** screen appears displaying details on the survey questions.











Dashboard > Survey > Manage Questions

Manage questions

[Create New](#) | [Import](#)

10 records per page Search:

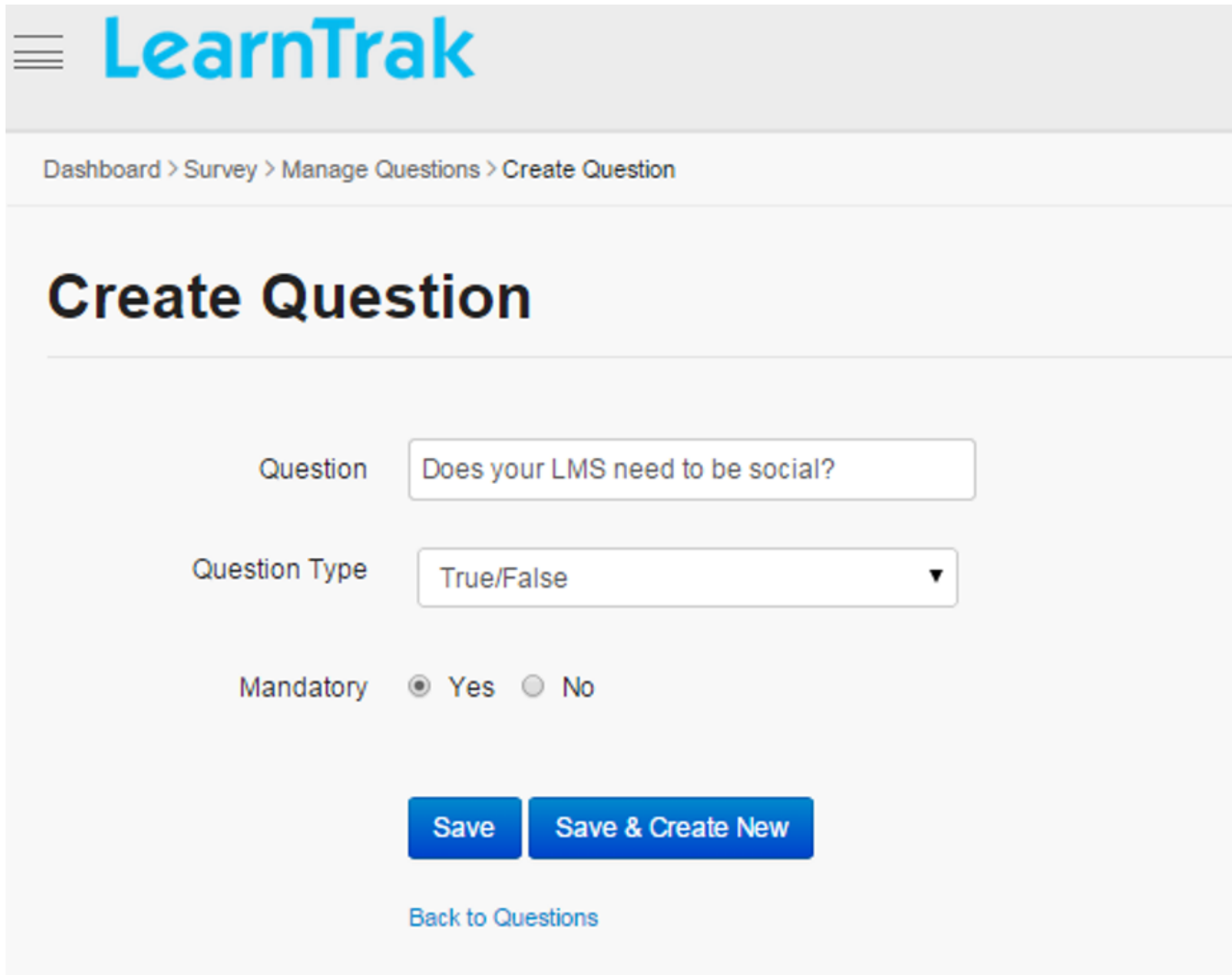
Survey Questions	Question Type	Actions
Are dropping course completion %ages a challenge for your L&D organization	True/False	 
Does your LMS need to be social?	True/False	 
How important is mobile learning for your organization	Multiple Choice Single Answer	 
How important is your LMS in enhancing the knowledge quotient of your employees	Multiple Choice Single Answer	 

Showing 1 to 4 of 4 entries

[Back to List](#) ← Previous 1 Next →

To create survey questions:

Click **Create New**. The following **Create Questions** screen appears with the respective details to be filled.



LearnTrak

Dashboard > Survey > Manage Questions > Create Question

Create Question

Question

Question Type

Mandatory ☒ Yes ☐ No

[Save](#) [Save & Create New](#)

[Back to Questions](#)

Note:

- The question types are displayed in the dropdown lists as given below:

- o **Yes/No:** Type yes/no question text. Define the correct answer. Feedbacks can be added that will be displayed to users after submitting the answer.

- o **True/False:** Type true/false question text. Define the correct answer. Feedbacks can be added that will be displayed to users after submitting the answer.

- o **Multiple Choice Questions Single Answers:** This option allows users to select one answer choice from a list of choices.


- o **Multiple Choice Questions Multiple Answers:** This option allows users to select one or more answer choices from a list of choices.

- o **Fill-in-the Blanks:** This option involves sentences, phrases or paragraphs with blank space provided to fill in the missing word or words.

- o **Likert Scale:** This option measures the survey actions, while creating the survey by using a comparable scale. It consists of answer choices that can be changed according to the scale settings.


19.2.3 Edit and Delete Survey Questions

To edit survey question:

Click **Edit** . The **Edit Questions** screen appears with the chosen fields to be edited.

Note: Multiple user groups can be added while editing and mail notifications can be sent to all the users under the particular group.

To delete survey questions:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete Survey Question?”, click Ok or Cancel.

Note: Survey questions cannot be deleted, if the user has already participated in the survey and given the response.

19.2.4 Import Survey Questions

The survey questions can be uploaded in a bulk. Refer *Steps to Import Questions* under *Assessments*.

19.2.5 Edit, Delete and View Survey Details

To edit survey:

Click **Edit** . The **Edit Survey** screen appears with the chosen fields to be edited.


To delete survey:

* Click **Delete** .

* The deletion can be done based on two scenarios:

- **Scenario 1: Delete Before User Participation of Survey:** The survey can be deleted only before the user participations; i.e. if the user does not participate in the particular survey. The survey can be removed, by deleting all the questions under the particular survey first and then only can the survey be deleted.
- **Scenario 2: Delete After User Participation of Survey:** The survey cannot be deleted after the user participates in the particular survey.


To view survey details:

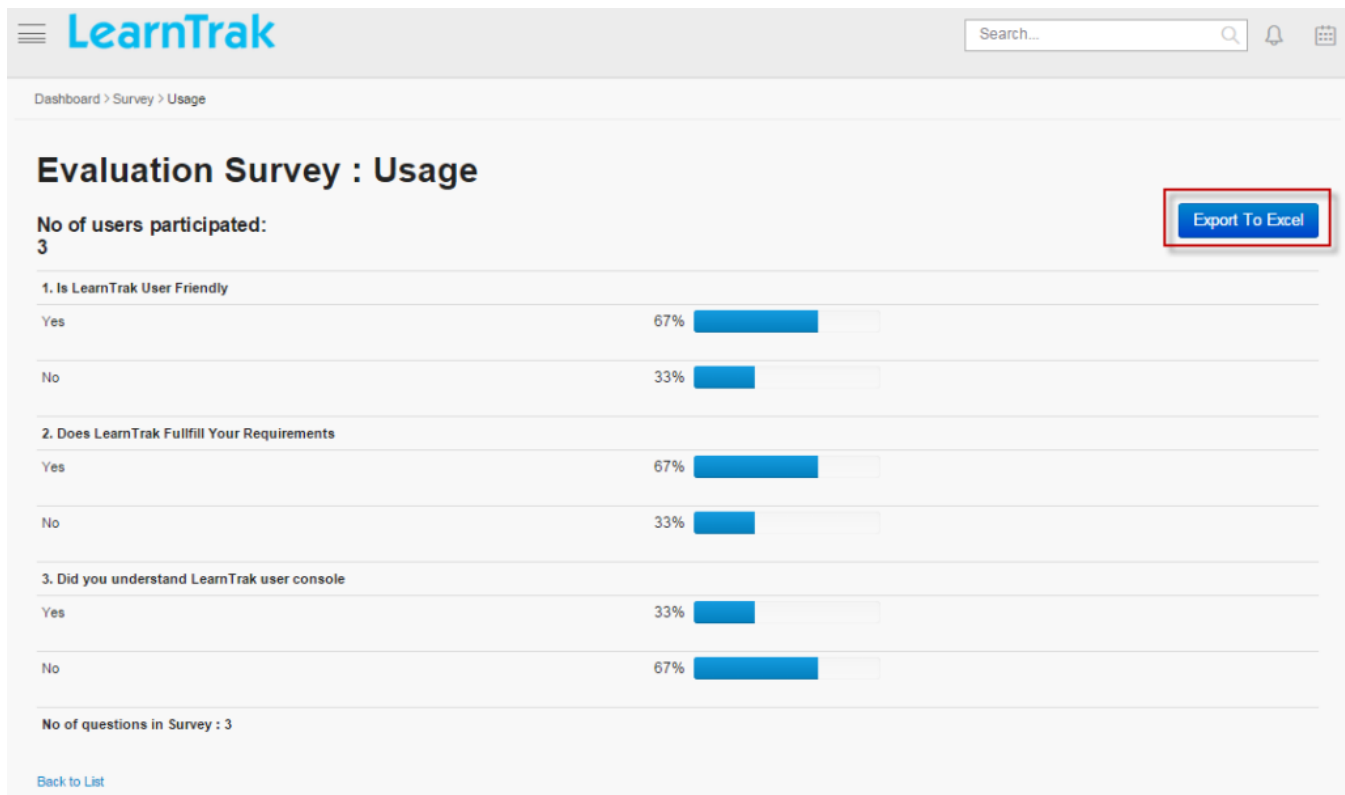
- Displays details related to the surveys.
- Click **Details** . The **Survey Details** screen appears displaying survey details.

19.2.6 Usage

The usage displays, the response percentage of the users in a particular survey conducted.

To display usage details:

Click **Usage** . The following **Survey on <survey name>: Usage** screen appears displaying details.



To export usage report:

Click **Export to Excel**. The survey usage report can be exported to excel in .csv file format.

19.2.7 Import Survey

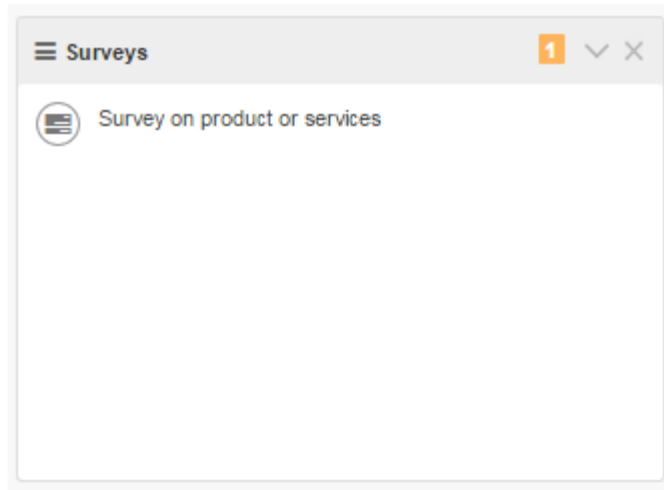
Multiple surveys can be uploaded in a bulk. Refer Bulk Uploading Process under *User Groups*.

19.2.8 Participate in Surveys

- Users can take part in the survey by providing responses to the survey published.
- Survey is not available again to the user's once the response is given.

Steps to Participate in Survey:

* **Step 1:** Click **Dashboard > Survey**. The following **Surveys** screen appears displaying a list of published surveys.




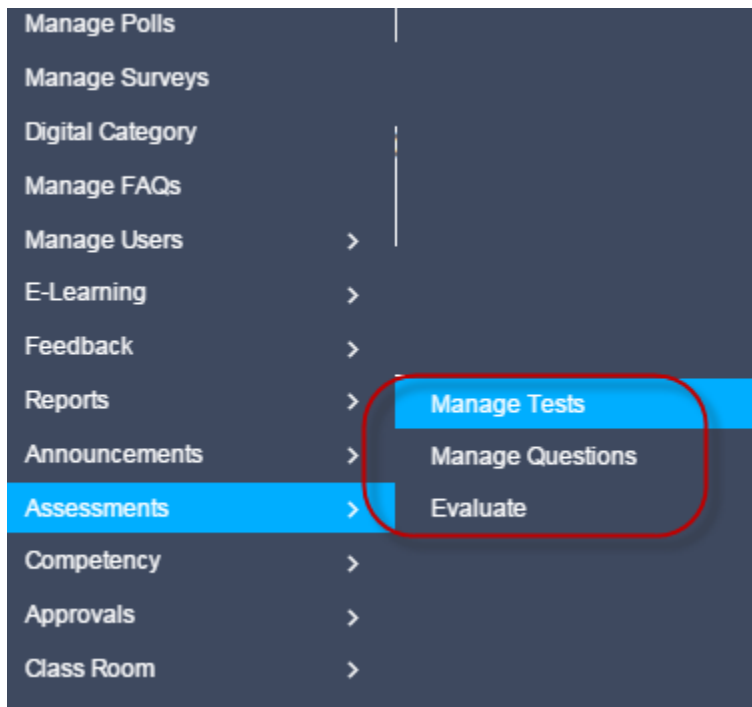
* **Step 2:** Finally click the respective survey.

19.3 Assessments

- The assessment engine of LMS helps to create, manage and publish assessments as tests. The LMS assessment engine follows the IMS QTI standard.
- An assessment is sub-categorized into: *subjects, topics and questions*.
- The administrator can perform events like creating, editing and deleting the subjects, topics, questions and also evaluate the tests.

To access assessments:

Click  **Admin > Assessments**.




19.3.1 Steps for Creating Assessments

The procedure for creating assessments is divided into following 3 steps:

- * **Step 1:** Goto Manage Questions tab > Create Assessment Subjects > Create Assessment Topics > Create Assessment Questions
- * **Step 2:** Goto Manage Tests tab > Create Assessment Tests > Map Assessment Questions > Publish to Users
- * **Step 3:** Finally Evaluate Tests

19.3.2 Manage Questions

To access questions:

- Click  **Admin > Assessments > Manage Questions**. The following **Manage Subjects** screen appears displaying a list of records grouped by the *Name, Description, Created By and On*.

Manage Subjects

Create New

10 records per page

Search:

Name	Description	Created On	Created By	Actions
Client demo	Client demo	8/14/2014 10:05:41 AM	demo_admin	Topics Edit Delete Details
Communication skills	Analysis of reading and writing skills	9/17/2014 12:11:00 PM	Narendra.r	Topics Edit Delete Details
DCB		7/17/2014 12:27:45 PM	Rudolf	Topics Edit Delete Details
Demo		6/11/2014 4:05:06 PM	Rudolf	Topics Edit Delete Details
demo subject		11/14/2014 4:06:50 PM	demo_admin	Topics Edit Delete Details
Demo1		6/2/2014 3:53:50 PM	demo_admin	Topics Edit Delete Details
Demo_LMS10		8/4/2014 10:08:25 AM	demo_admin	Topics Edit Delete Details
Demonstration	For testing only	10/16/2014 4:55:25 PM	demo_admin	Topics Edit Delete Details
E-Learning Feedback		10/17/2014 12:57:12 PM	demo_admin	Topics Edit Delete Details
Email Management		6/19/2014 6:53:52 PM	demo_admin	Topics Edit Delete Details

Showing 1 to 10 of 25 entries

← Previous 1 2 3 Next →

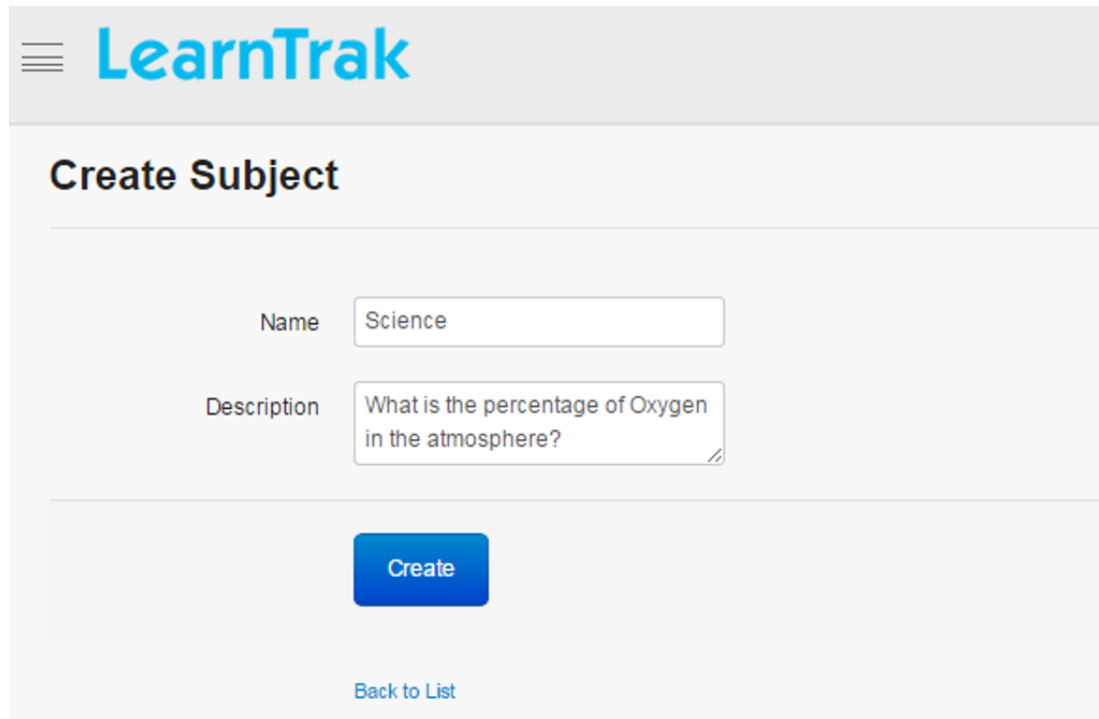
- In this module, each **Questions > created under > Topics > created under > Subjects**.
- The questions created are mapped to **Manage Test > Manage Questions**, where the questions are added and later published as a resource to the individual user or group users.
- *The types of questions created are grouped as follows:*
 1. *Yes/No:* Type yes/no question text. Define the correct answer. Feedbacks can be added that will be displayed to users after submitting the answer.
 2. *True/False:* Type true/false question text. Define the correct answer. Feedbacks can be added similar to Yes/No questions.
 3. *Descriptive Type Questions:* This option allows users to type answers in a given textbox.
 4. *Inline Blank:* The options are listed in the drop down list. The users must choose the right option.
 5. *Text Entry Blank:* Is similar to fill-in-the blanks.
 6. *Multiple Choice Questions Single Answers:* This option allows users to select one answer choice from a list of choices.
 7. *Multiple Choice Questions, Multiple Answers:* This option allows users to select one or more answer choices from a list of choices.
 8. *Simple Match:* Question options at left have matching answer options on the right. Correct answers will be assigned for the questions by selecting the respective answer label from the drop down list.
 9. *Gap Match:* The question blanks must be matched to the given correct options.


Note: Administrator can create multiple questions under each topics and subjects.

Create New Subject

To create new subject:

Click **Create New**. The following **Create Subject** screen appears with the respective fields to be filled.



 **LearnTrak**

Create Subject

Name

Description


[Back to List](#)

[Create](#)

To edit subject:


Click **Edit** . The **Edit Subject** screen appears with the chosen fields to be edited.

To delete subject:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Subject?”, click Ok or Cancel.

Note: Assessment subjects cannot be deleted, if it is assigned with the dependency. *For example*, if the assessment subjects are mapped to the assessment topics, then it cannot be deleted.

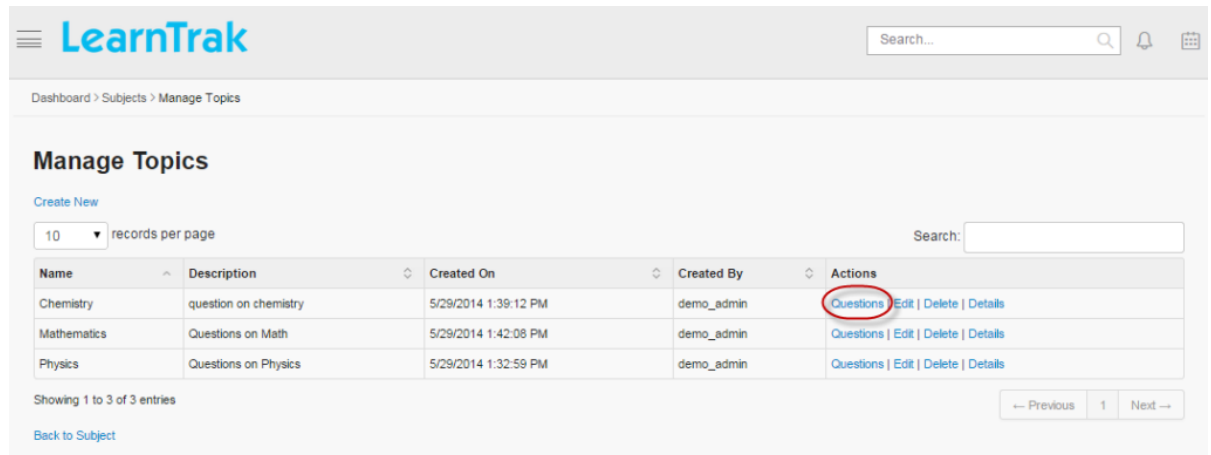
To display details of subject:

Click **Details** . The **Subject Details** screen appears displaying details of the selected subject. The screen also provides the option to **Edit** the details if required.

Create New Topics

To create new topic:

* Click **Topic**. The following **Manage Topics** screen appears displaying details on topics.



LearnTrak

Dashboard > Subjects > Manage Topics

Manage Topics

[Create New](#)

10 records per page

Search:

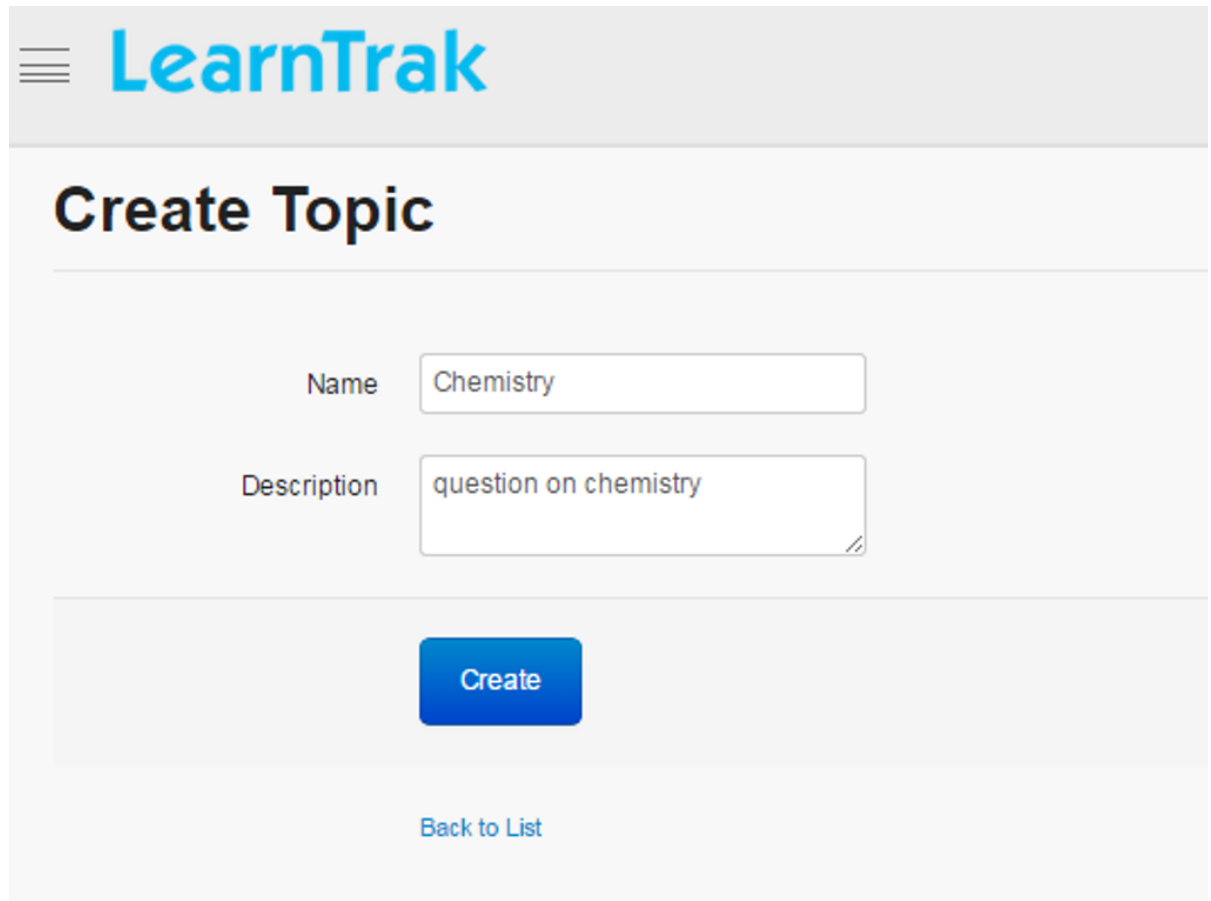
Name	Description	Created On	Created By	Actions
Chemistry	question on chemistry	5/29/2014 1:39:12 PM	demo_admin	Questions Edit Delete Details
Mathematics	Questions on Math	5/29/2014 1:42:08 PM	demo_admin	Questions Edit Delete Details
Physics	Questions on Physics	5/29/2014 1:32:59 PM	demo_admin	Questions Edit Delete Details

Showing 1 to 3 of 3 entries

[Back to Subject](#)

Previous 1 Next

* Click **Create New**. The following **Create Topic** screen appears with details to be filled.



LearnTrak

Create Topic

Name

Description

[Create](#)


[Back to List](#)

Edit, Delete and Display Details of Topics

To edit topic:


Click **Edit** . The **Edit Topic** screen appears with the chosen fields to be edited.

To delete topic:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Topic?”, click Ok or Cancel.

Note: Assessment topics cannot be deleted, if it is assigned with dependency. *For example*, if the assessment topics are mapped to the assessment questions, then it cannot be deleted.

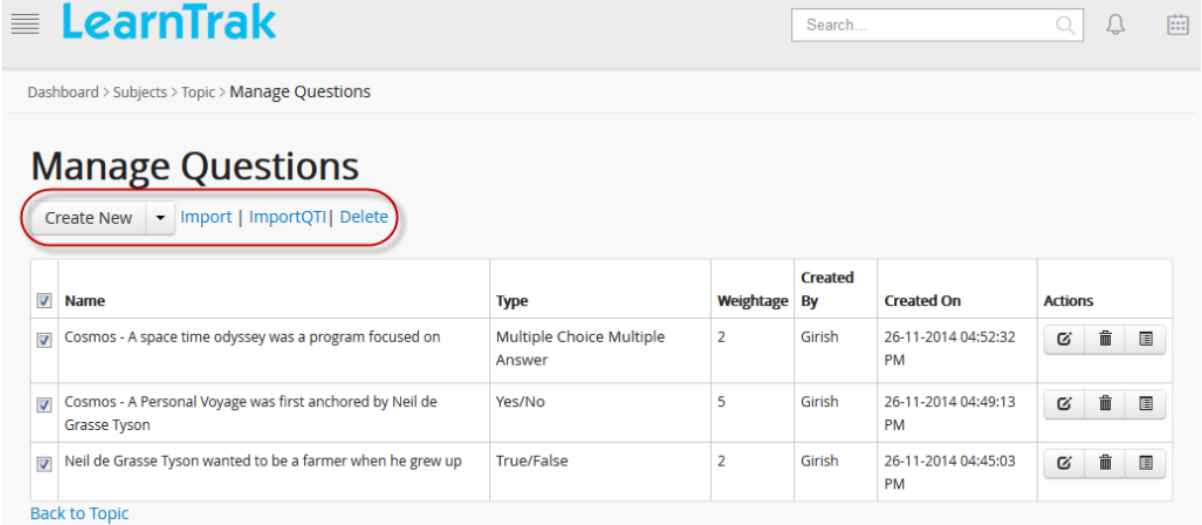
To display details of topic:

Click **Details** . The **Topic Details** screen appears displaying the details of the selected topic. The screen also provides with the option to **Edit** the details if required.

Create New Questions

To create new questions:










- Click **Questions**. The following **Manage Questions** screen appears displaying details of types of questions.
- Click **Create New**. It displays a list of questions to be created in the drop down list. The questions are created based on the given type of questions. Refer **manage questions** for different types of questions.



Dashboard > Subjects > Topic > Manage Questions

Manage Questions


Create New | Import | ImportQTI | Delete

<input checked="" type="checkbox"/>	Name	Type	Weightage	Created By	Created On	Actions
<input checked="" type="checkbox"/>	Cosmos - A space time odyssey was a program focused on	Multiple Choice Multiple Answer	2	Girish	26-11-2014 04:52:32 PM	  
<input checked="" type="checkbox"/>	Cosmos - A Personal Voyage was first anchored by Neil de Grasse Tyson	Yes/No	5	Girish	26-11-2014 04:49:13 PM	  
<input checked="" type="checkbox"/>	Neil de Grasse Tyson wanted to be a farmer when he grew up	True/False	2	Girish	26-11-2014 04:45:03 PM	  


[Back to Topic](#)

Edit, Delete and Display Details of Questions

To edit questions:

Click **Edit** . The **Edit Questions** screen appears with the chosen fields to be edited.


To delete questions:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Question?”, click Ok or Cancel.

Note:

1. The questions can also be deleted in the bulk, by selecting one or more questions at the same time.
2. Assessment questions cannot be deleted, if it is assigned with dependency. *For example*, if the assessment questions are mapped to the assessment tests, then it cannot be deleted.

To display details of questions:

Click **Details** . The **Assessment Question** screen appears displaying details of the selected questions. The screen also provides with the option to **Edit** the details if required.

Import Questions

Import

Questions can be imported in bulk based on the question types, which is chosen from the drop down list.

To import question:

Click **Import**. The following **Import Questions** screen appears with .csv file to be uploaded.

Steps to import questions:

- **Step 1:** Select the question type from the drop down list.
- **Step 2:** Download the import format (.csv file).
- **Step 3:** Fill in the required details and save in .csv format.
- **Step 4:** Upload the saved .csv file.



Import Question

Question Type True/False ▼

Download Import Format

Select file

Choose File No file chosen

Note: Please upload the csv file and the size of the file should be less than or equal to 4MB.

Upload

[Back to List](#)

Note:

- Refer *types of questions* under **Manager Questions**.
 - The .csv file size should be less than or equal to 4MB.
 - The duplicate .csv files cannot be imported, i.e, same files cannot be imported more than 2 times.
-

Import QTI

- The QTI (Question and Test Interoperability) type of questions can be imported by uploading QTI files.
- *QTI file formats support only 3 types of questions namely:*
 1. *True/False:* Type true/false question text. Define the correct answer. Feedbacks can be added which will be displayed to the user after submitting the answer.

2. *Multiple Choice Single Answer*: This option allows users to select one answer choices from a list of choices
3. *Multiple Choice Multiple Answer*: This option allows users to select one or more answer choices from a list of choices.

To import QTI:


Click **Import QTI**. The following **Import QTI** screen appears with .csv file to be uploaded.

Note: A QTI content package ZIP file or assessment item XML file can be uploaded.

19.3.3 Manage Test

- In the manage test module the administrator can create and manage the tests.
- The administrator can perform events like *creating test*, *editing test*, *view test details*, *map assessment questions*, *publish tests to the users* and *delete tests*.

To access manage tests:

Click  **Admin > Assessments > Manage Tests**. The following **Manage Tests** screen appears displaying lists of records grouped by fields *Name*, *Duration*, *Complete Score*, *Maximum Attempts*, *Created On* and *User Name*

Manage Tests

Create New → 1

10 records per page

Search:

Name	Duration	Complete Score	Maximum Attempts	Created On	Created By	
Assessment Demo	15	80	3	7/17/2014 12:26:08 PM	Rudolf	Publish Manage Questions Edit Delete Details Progress
Assessment For Demo	30	70	5	9/17/2014 11:06:11 AM	Rudolf	Publish Manage Questions Edit Delete Details Progress
Assessment_Demo	30	50	5	6/3/2014 9:39:37 AM	Rajdeep.M	Publish Manage Questions Edit Delete Details Progress
Blank Questions	20	100	2	8/18/2014 11:48:48 AM	demo_admin	Publish Manage Questions Edit Delete Details Progress
Client Test Assessment	20	100	3	8/14/2014 10:24:56 AM	demo_admin	Publish Manage Questions Edit Delete Details Progress
D Blank	20	100	2	8/18/2014 11:54:27 AM	demo_admin	Publish Manage Questions Edit Delete Details Progress
Demo	30	80	5	6/2/2014 3:52:21 PM	demo_admin	Publish Manage Questions Edit Delete Details Progress
Demo Discussion	30	70	1	9/16/2014 4:06:06 PM	demo_admin	Publish Manage Questions Edit Delete Details Progress
Demo_Assessment	30	50	10	5/29/2014 1:46:39 PM	demo_admin	Publish Manage Questions Edit Delete Details Progress
Descriptive Question	20	100	3	8/18/2014 5:15:40 PM	demo_admin	Publish Manage Questions Edit Delete Details Progress

Showing 1 to 10 of 33 entries

← Previous 1 2 3 4 Next →

Steps to Create, Manage and Publish Tests for the Users:

- **Step 1:** Create new test.
- **Step 2:** Map the assessment questions.
- **Step 3:** Finally, publish and map the assessment tests as a resource to the individual user or group users.

To create new test:

- Click **Create New**. The following **Create Assessment Test** screen appears with the respective fields to be filled.
- *The new test created can be controlled by passing various parameters like:*
 - *Restrict Duration:* Users must complete the test within a set time.
 - *Questions Mandatory:* All the compulsory questions must be answered.
 - *Shuffle Questions:* Questions are displayed in a randomized order.
 - *Shuffle Options:* Answer options are displayed in the randomized order.
 - *Enable Review:* Users have the option to review the answers of the completed test.
 - *Randomized:* Test questions are presented to the user in the randomized order.



Create Assessment Test

Name

Description

Duration

mins

Descriptive Questions
Evaluator

☒ Only By Me

☒ Randomised

☒ Restrict Duration

☒ Questions Mandatory

☒ Shuffle Questions

☒ Shuffle Options

☒ Enable Review

Complete Score

Maximum Attempts

Create

Note: The *Restrict duration*, *Questions mandatory*, *Shuffle questions*, *Shuffle options*, *Randomized* and *Enable review* fields are optional.

To map questions:

- Click **Manage Questions**. A screen appears listing all the mapped questions that which is selected and added from *Not Added Questions to Test* section to *Added Questions to Test* section.
- Select the questions to be published > click **Add**.
- Finally, a new test is created which is published as a resource for the users.

Added Questions to Test

Subject	Topic	Question	Type	Severity	Weightage	NegativeMark	
Client demo	Client Assessment Demo	Is Elearning Mandatory	YesNo	Easy	1	0	Remove
Online Sales	Internet	Online sale is easy to do?	YesNo	Moderate	1	0	Remove
Online Sales	Telephone	what is tele sale _____	InlineBlank	Moderate	1	0	Remove

Not Added Questions to Test

10 records per page

Search:

Subject	Topic	Question	QuestionType	Severity	Weightage	Negative Mark	
Client demo	Client Assessment Demo	Who is the current Captain of Indian Team on tour to England	MultipleChoiceSingleAnswer	Easy	1	0	<input type="checkbox"/>
Client demo	Client Assessment Demo	Where is 24x7 head office located	MultipleChoiceSingleAnswer	Easy	1	0	<input type="checkbox"/>
Client demo	Client Assessment Demo	Which among this is non Test Playing nation	MultipleChoiceMultipleAnswer	Easy	1	0	<input type="checkbox"/>
Client demo	Client Assessment Demo	_____ is the latest operation system for mobile phone.	TextEntryBlank	Easy	1	0	<input type="checkbox"/>
Client demo	Client Assessment Demo	_____ is the capital of India	TextEntryBlank	Easy	1	0	<input type="checkbox"/>
Client demo	Client Assessment Demo	Aicc and Scorm are resource types	TrueFalse	Easy	5	0	<input type="checkbox"/>
Client demo	Demo_Topic	Where do you stay. Which is your native place. whats your favorite food. Which is your favorite food .Do you love cricket. Do You watch movies . Which movies English or Hindi.	Description	Easy	5	0	<input type="checkbox"/>
Client demo	Client Assessment Demo	Which of this Players have scored more then 7000 run in Test cricket ?	MultipleChoiceMultipleAnswer	Easy	1	0	<input type="checkbox"/>
Client demo	Client Assessment Demo	Shall Learning be done only through LMS ?	YesNo	Easy	3	0	<input type="checkbox"/>
Client demo	Client Assessment Demo	Ethan is the Son of _____ Eric is the Son of _____ Rebecca is the Wife of _____	InlineBlank	Easy	1	0	<input type="checkbox"/>

Showing 1 to 10 of 58 entries

← Previous 1 2 3 4 5 Next →


[Add](#)

[Back to List](#)

Mapped questions are added from A to B

To publish tests:

Click **Publish**. The following **Publish Assessment Test** screen appears where the questions are published as resources to the individual user or group users.



Publish Assessment Test

Test Name Online Sales Test

Publish as ☒ Resource

Credits

Create

To map test as resources:

- Select the  **Admin > User Groups**. The following **Manage User Groups** screen appears.

Manage User Groups

Create New | Import

10 Submit

Name	Type	Business Unit	Actions
"Abkhazia"	Static		Edit Import Export Delete Users
247inc	Static	businessunit1	Edit Import Export Delete Users
24x7	Static		Edit Import Export Delete Users
24x7demo	Static	businessunit1	Edit Import Export Delete Users
24x7learning	Static		Edit Import Export Delete Users
AAA	Static		Edit Import Export Delete Users
ABCD	Static	businessunit1	Edit Import Export Delete Users
Airtel	Static		Edit Import Export Delete Users
Airtel Dynamic	Dynamic	Airtel	Edit Delete Users Edit Query
amar	Static		Edit Import Export Delete Users

Page 1 of 9

1 2 3 4 5 6 7 8 9 »

- Choose the user groups to which the resources or programs must be published or added.
- Click *Publish Resource | Add Programs* to add resource or programs. Refer *publish resources or add programs to group* under *User Groups*.
- The test published appears at the selected user's account, where the user can add and start the test.

To add users:

- Click **Users** to add *static users*, refer *Process to add Static Users*.
- Click **Edit Query** to add *dynamic users*, refer *Process to add Dynamic Users*.

Edit, Delete, View Test Details and User Progress Details

To edit test:


Click **Edit** . The **Edit Assessment Test** screen appears with the chosen fields to be edited.

To delete test:


Click **Delete** . An alert box is displayed with the following message: "Do you want to delete the Test_Name?", click Ok or Cancel.

Note: Assessment tests cannot be deleted, if it is assigned with dependency. For example, if the assessment questions are mapped to the tests, then it cannot be deleted.

To view test details:

Click **Details** . The **Assessment Test Details** screen appears displaying details of the tests. The screen also provides with the option to Edit the details if required.

To view test user progress:

- The user progress displays, assessment progress percentage details such as the test score, the status (completed, not completed), etc for the test taken by the users.
- Click **Progress**. The following **Test** screen appears displaying assessment test progress details.
-  **Refresh In Real Time** when checked, refreshes the score progress in the real time.

LearnTrak

Dashboard > Assessment Test > Progress

Test : Assessment_Demo

☐ Refresh In Real Time

No of users : 4

100 records per page

Search:

User Name	Score	Status	Scored On
Amey P (amey.p)	0%	NotCompleted	9/30/2014 10:51:22 AM
Demo admin (demo_admin)	130%	Completed	8/6/2014 10:55:51 AM
Rudolf Dsouza (Rudolf)	400%	Completed	7/8/2014 12:48:46 PM
Tanu Bharti (Tanu)	100%	Completed	7/30/2014 4:25:01 PM

Showing 1 to 4 of 4 entries

← Previous 1 Next →

19.3.4 Evaluate Test

The test evaluates only the descriptive type of questions, on a particular test attended by the users. This page displays a list of records based on *Formatted Date, User Name and Test Name*.

LearnTrak

Search:

Evaluate Descriptive Questions

Date	User Name	Test Name	Evaluate
11/14/2014 12:57:51 PM	demo_admin	Nov-7 Assessment	Evaluate
11/11/2014 4:06:12 PM	demo_admin	Nov-7 Assessment	Evaluate
10/27/2014 6:11:54 PM	testuser3	test assessment	Evaluate
9/8/2014 11:08:27 AM	demo_admin	Descriptive Question	Evaluate
8/18/2014 5:18:02 PM	demo_admin	Descriptive Question	Evaluate

- Click **Evaluate**. The following **Evaluate Test** screen appears displaying the *Question, User Answer, Maximum Marks, Negative Mark, Remarks and Scores*.

Evaluate Test

Test Name: Nov-7 Assessment

User Name: demo_admin

Question	User Answer	Maximum Marks	Negative Mark	Remarks	Score
Where do you stay. Which is your native place. whats your favorite food. Which is your favorite food .Do you love cricket. Do You watch movies . Which movies English or Hindi.	gxd	5	0	Needs Improvement	4

Save

[Back to List](#)

- The administrator must update information on *remarks & scores*.

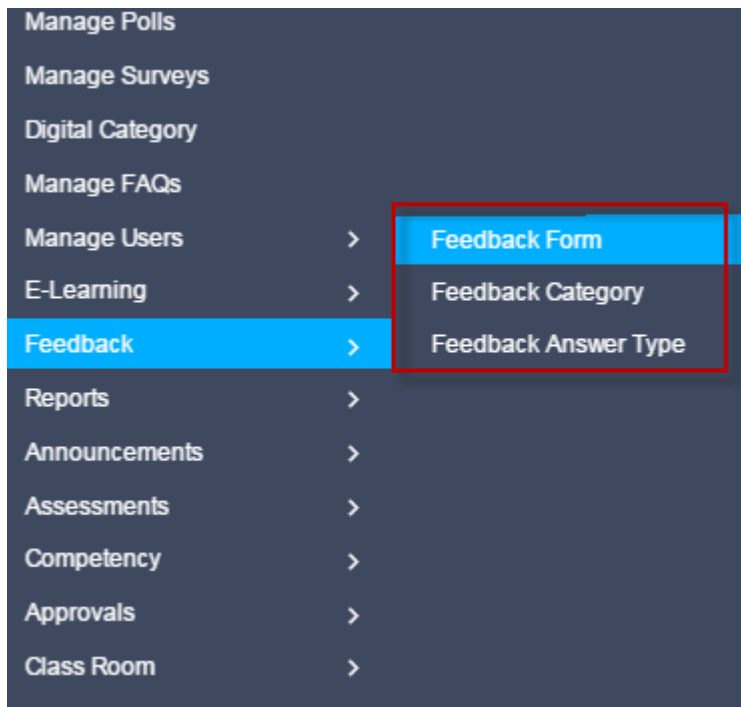
Note: On the user account, the information is viewed in the form of an updated score in *Progress Report* on the particular test taken.

19.4 Feedback

- Feedback forms can be used independently or in association with online courses/ classroom trainings.
- The administrator can perform events like creating the feedback, editing feedback, viewing feedback details and publishing the feedbacks.
- Feedback created can be integrated at both resource level and classroom training level.
- After feedback is created, it is published as a resource for the users.
- On user account, the feedback forms are added to the **My Training** tab.

To access feedbacks:

Click  **Admin > Feedback.**



There are 3 types of feedbacks:

1. **Training Feedback**
2. **Trainers Feedback**
3. **Participant Feedback**

Procedure to create feedbacks:

- **Step 1:** Create Feedback Answer Type.
- **Step 2:** Create Feedback Category.
- **Step 3:** Create Feedback Form.
- **Step 4:** Create Feedback Form Questions.
- **Step 5:** Feedback Answer Type and the Category is mapped to Feedback Form Questions.
- **Step 6:** Publish Feedback Form Questions as resources to the user groups.

19.4.1 Feedback Answer Types

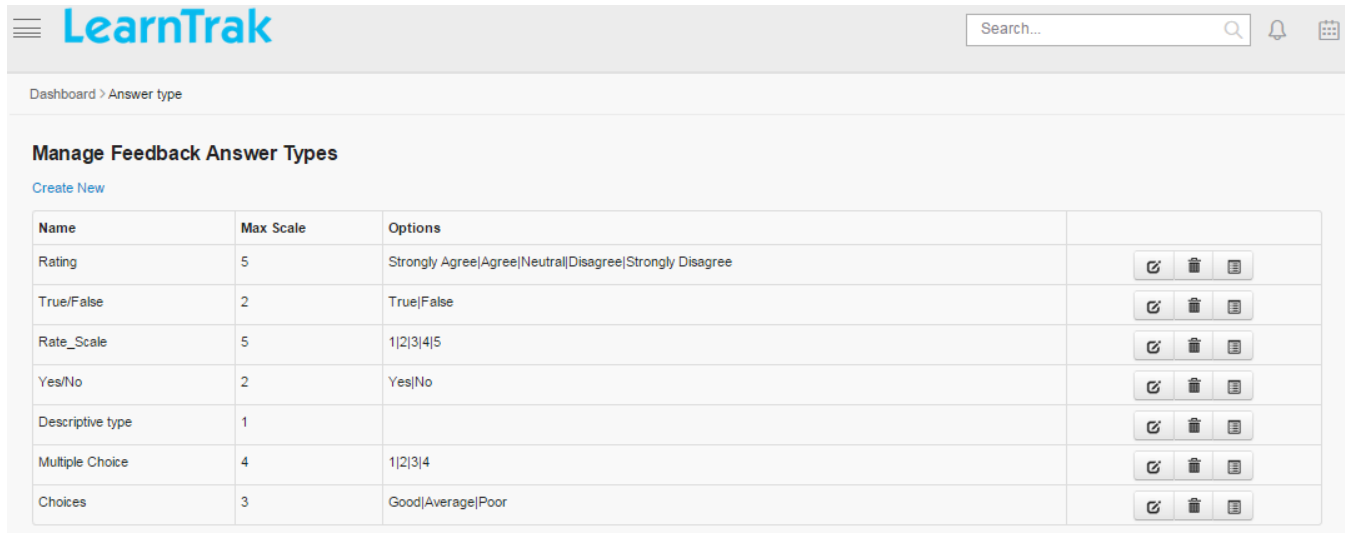
- The feedback answer types is created with the *maximum scale*, ranging from 2 to 10 and then map it to the **feedback forms > questions > new questions**.
- Feedback answer types can be created, edited, deleted and also view details on the feedback answer types.
- *The feedback answer types can be any of the following:*






















1. **Yes/No:** Type yes/no question text. Define the correct answer. Feedbacks can be added that are displayed to users after submitting the answer.
2. **True/False:** Type true/false question text. Define the correct answer. Feedbacks can be added similar to Yes/No questions.

3. **Multiple Choice Questions Single Answers:** This option allows users to select one answer choice from a list of choices.

To access feedback answer types:

Click **Feedback > Feedback Answer Type**. The following **Manage Feedback Answer Types** screen appears displaying details on answer types.

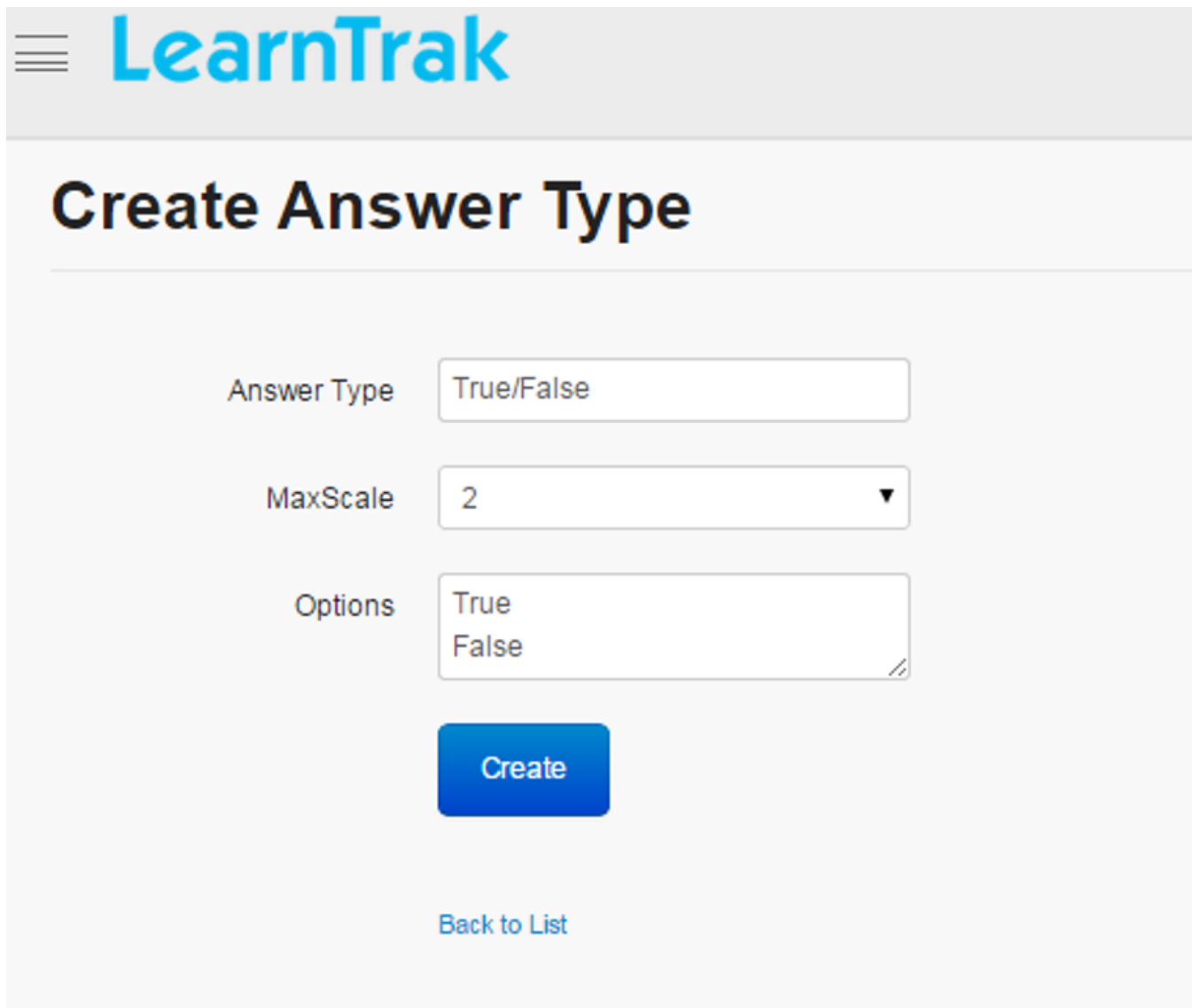


Name	Max Scale	Options	
Rating	5	Strongly Agree Agree Neutral Disagree Strongly Disagree	  
True/False	2	True False	  
Rate_Scale	5	1 2 3 4 5	  
Yes/No	2	Yes No	  
Descriptive type	1		  
Multiple Choice	4	1 2 3 4	  
Choices	3	Good Average Poor	  

Create New Answer Type

To create answer type:

Click **Create New**. The following **Create Answer Type** screen appears with the respective details to be filled.



The screenshot shows the 'Create Answer Type' interface in the LearnTrak system. At the top, there is a header with the LearnTrak logo and a hamburger menu icon. Below the header, the title 'Create Answer Type' is displayed in a large, bold font. The form contains three input fields: 'Answer Type' with the value 'True/False', 'MaxScale' with the value '2' and a dropdown arrow, and 'Options' with the values 'True' and 'False'. Below these fields is a blue 'Create' button. At the bottom of the form, there is a link labeled 'Back to List'.

Note:


- The *Answer Type* field must be a string with a maximum allowed length of 36 characters.
- The *MaxScale* field:
 1. Provides a range of answer type options for the multiple choice questions single answer, at the scale 2 to 10.
 2. The *Special Type* option is used only for the descriptive type of questions.

Edit, Delete and View Answer Type Details

To edit answer type:


Click **Edit** . The **Edit Answer Type** screen appears with the chosen fields to be edited.

To delete answer type:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Feedback Answer Type?”, click Ok or Cancel.

Note: Answer types cannot be deleted, if it is assigned with dependency. *For example*, if answer types are mapped to the feedback form questions, then it cannot be deleted.

To view answer type details:

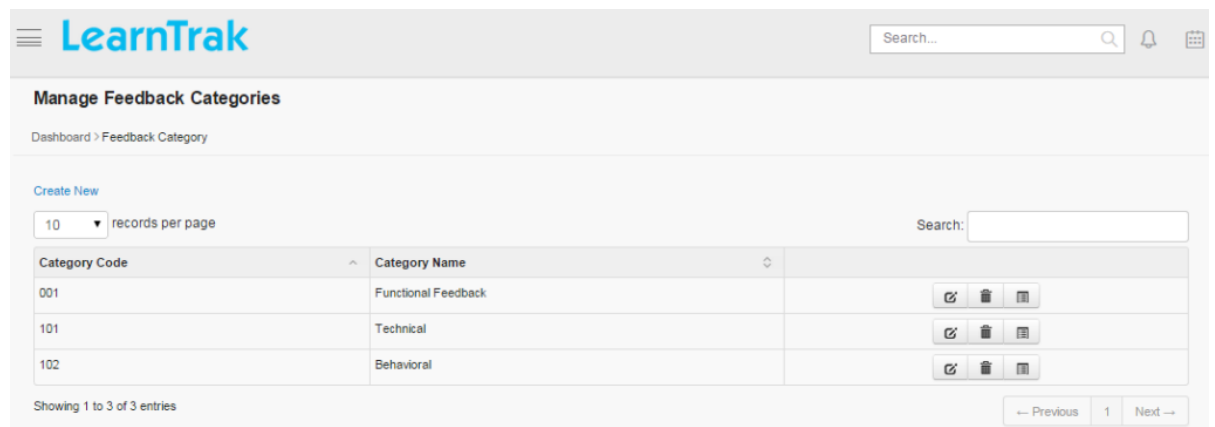
Click **Details** . The **Details** screen appears, displaying details of the answer type. The screen also provides with the option to **Edit** the details if required.

19.4.2 Feedback Category

- The feedbacks are classified into various categories like *Training Feedback, Trainer Feedback and Participant Feedbacks*.
- The feedback category created is mapped to the feedback form *new questions*.
- The categories can be created, edited, deleted and details on feedback categories can be viewed such as *Category Code and Category Name* for the trainings.

To access feedback category:

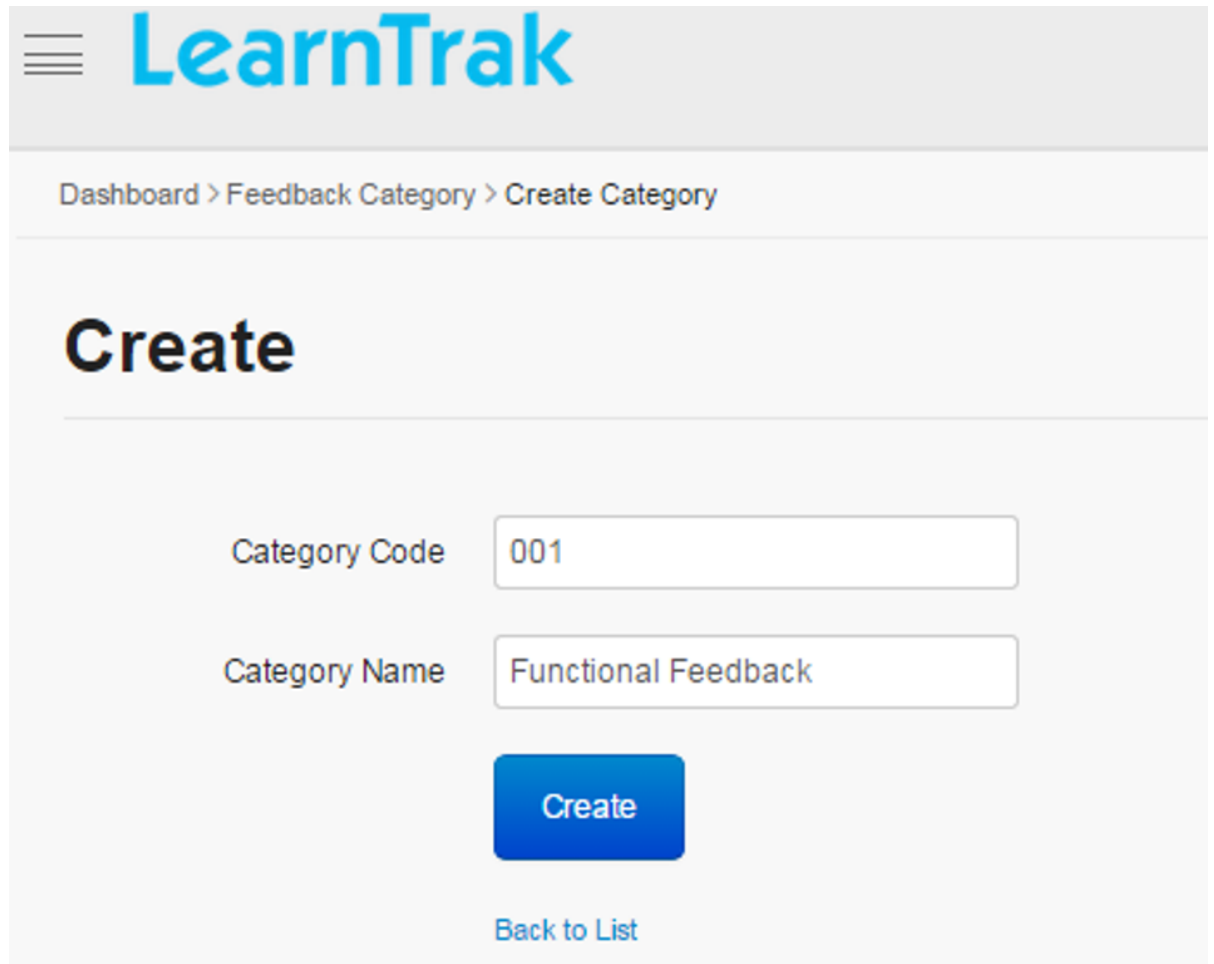
Click **Feedback > Feedback Category**. The following **Manage Feedback Categories** screen appears displaying category details.



Create Feedback Category

To create feedback category:

Click **Create New**. The following **Create Feedback Category** screen appears with the respective details to be filled.



Dashboard > Feedback Category > Create Category

Create

Category Code


Category Name

[Create](#)


[Back to List](#)

Edit, Delete and View Category Details

To edit feedback category:


Click **Edit** . The **Edit Category** screen appears with the chosen fields to be edited.

To delete feedback category:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Feedback Category Name of Feedback Category?” click Ok or Cancel.

Note: Feedback category cannot be deleted, if it is assigned with dependency. *For example*, if feedback categories are mapped to feedback form questions, then it cannot be deleted.

To view feedback category details:

Click **Details** . The **Details** screen appears, displaying details on feedback categories. The screen also provides with the option to **Edit** the details if required.

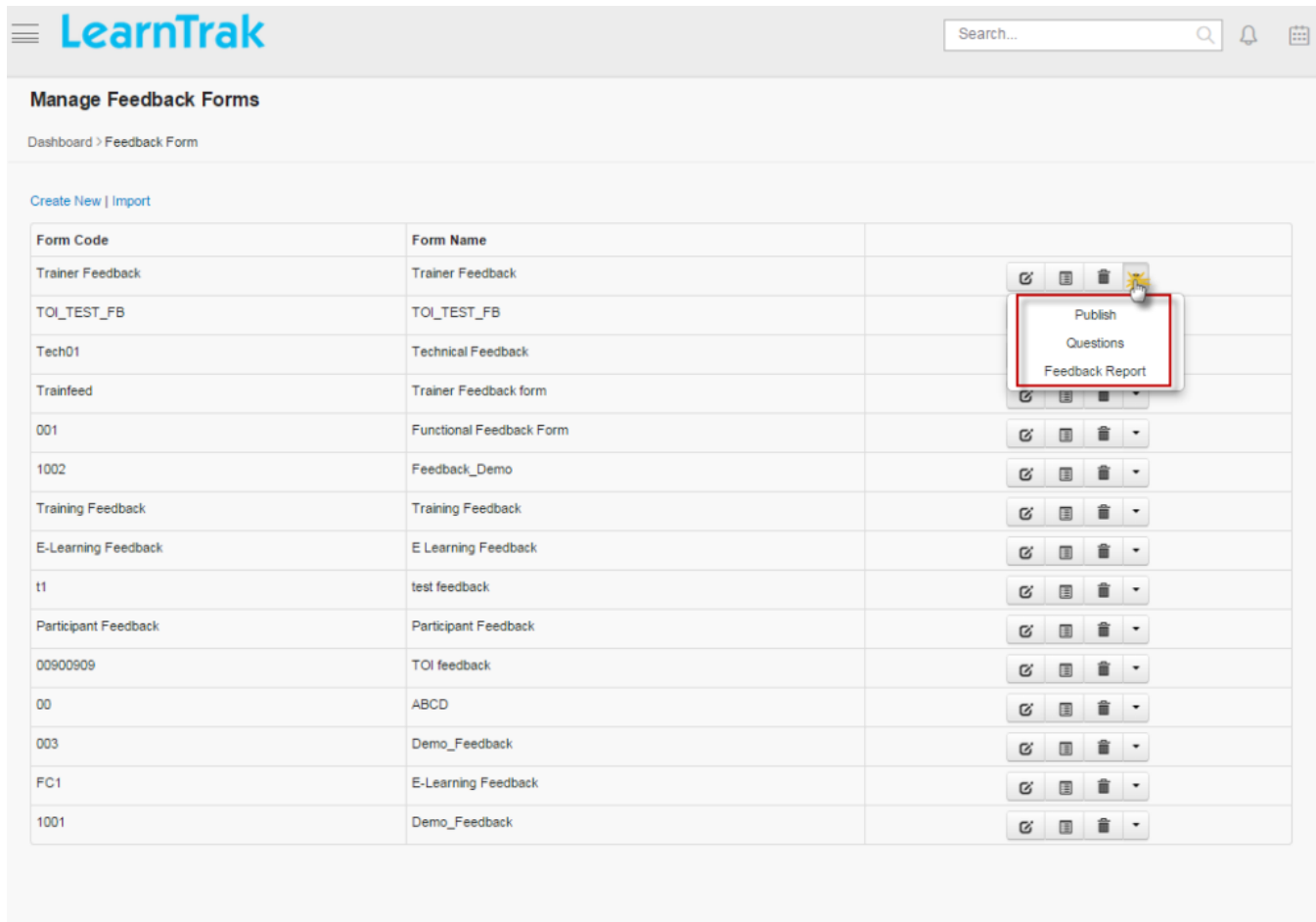
19.4.3 Feedback Form

- Feedback form is created based on the mapped *Feedback Answer Types* and *Feedback Categories*.

- The feedback forms can be created, edited, deleted, create feedback form questions, publish the questions as resources, view feedback reports and the details on feedback forms can be viewed as *Form Code and Form Name* for the trainings.

To access feedback form:

Click **Feedback > Feedback Form**. The following **Manage Feedback Forms** screen appears displaying details on feedback forms codes and names.



LearnTrak Search... [Icons]

Manage Feedback Forms

Dashboard > Feedback Form

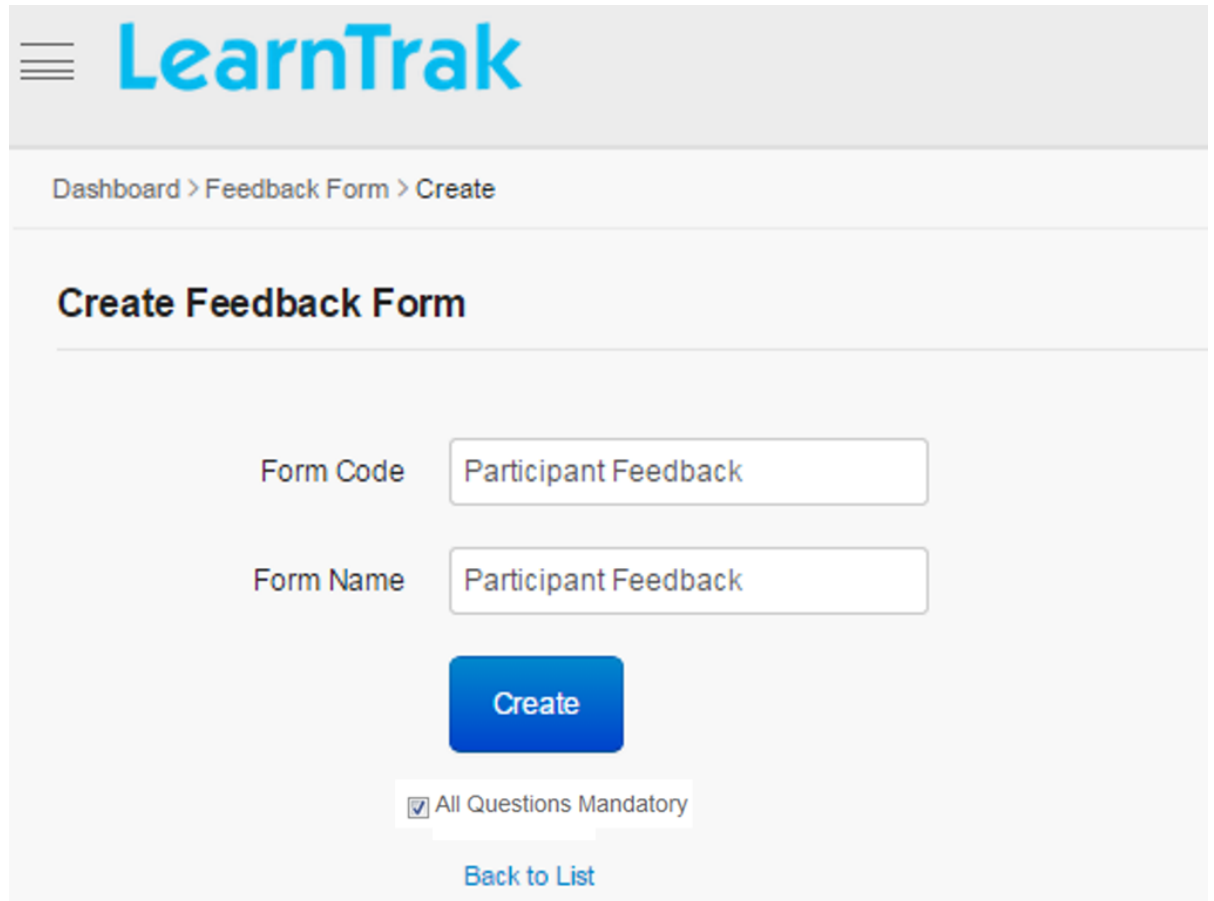
Create New | Import

Form Code	Form Name	
Trainer Feedback	Trainer Feedback	[Edit] [View] [Delete] [Publish]
TOI_TEST_FB	TOI_TEST_FB	[Edit] [View] [Delete] [Publish]
Tech01	Technical Feedback	[Edit] [View] [Delete] [Publish]
Trainfeed	Trainer Feedback form	[Edit] [View] [Delete] [Publish]
001	Functional Feedback Form	[Edit] [View] [Delete] [Publish]
1002	Feedback_Demo	[Edit] [View] [Delete] [Publish]
Training Feedback	Training Feedback	[Edit] [View] [Delete] [Publish]
E-Learning Feedback	E Learning Feedback	[Edit] [View] [Delete] [Publish]
t1	test feedback	[Edit] [View] [Delete] [Publish]
Participant Feedback	Participant Feedback	[Edit] [View] [Delete] [Publish]
00900909	TOI feedback	[Edit] [View] [Delete] [Publish]
00	ABCD	[Edit] [View] [Delete] [Publish]
003	Demo_Feedback	[Edit] [View] [Delete] [Publish]
FC1	E-Learning Feedback	[Edit] [View] [Delete] [Publish]
1001	Demo_Feedback	[Edit] [View] [Delete] [Publish]

Create Feedback Form

To create feedback form:

Click **Create New**. The following **Create Feedback Form** screen appears with the respective details to be filled.



Dashboard > Feedback Form > Create

Create Feedback Form

Form Code

Form Name

[Create](#)

☒ All Questions Mandatory

[Back to List](#)

☒ **All Questions Mandatory**

Note: checked, the feedback form questions must be answered mandatorily by the users.

Create Feedback Form Questions

To access feedback forms questions:

Click **Questions**. The following **Manage Questions** screen appears displaying details on feedback form questions.

Feedback Form > Questions

Manage Questions

[Create New](#)

Form Name	Category Name	Answer Type	Question	
Participant Feedback	Behavioral	True/False	Participants interaction during training	
Participant Feedback	Technical	Yes/No	Participants understanding on each modules	
Participant Feedback	Functional Feedback	Rate_Scale	Participants feedback on training	

[Back to List](#)

To create feedback forms questions:

Click **Create New**. The following **Create Feedback Questions** screen appears with the respective details to be filled.

Feedback Form > Questions > Create

Create Feedback Questions

Category Name

Enter the question


Answer Type

[Create](#)


[Back to List](#)

Note: *Category Name* and *Answer Type* fields are mapped to the feedback answer type and feedback category.

To edit feedback forms questions:

Click **Edit** . The Edit screen appears with the chosen fields to be edited.

To delete feedback forms questions:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the question Name of the Questions?” click Ok or Cancel.

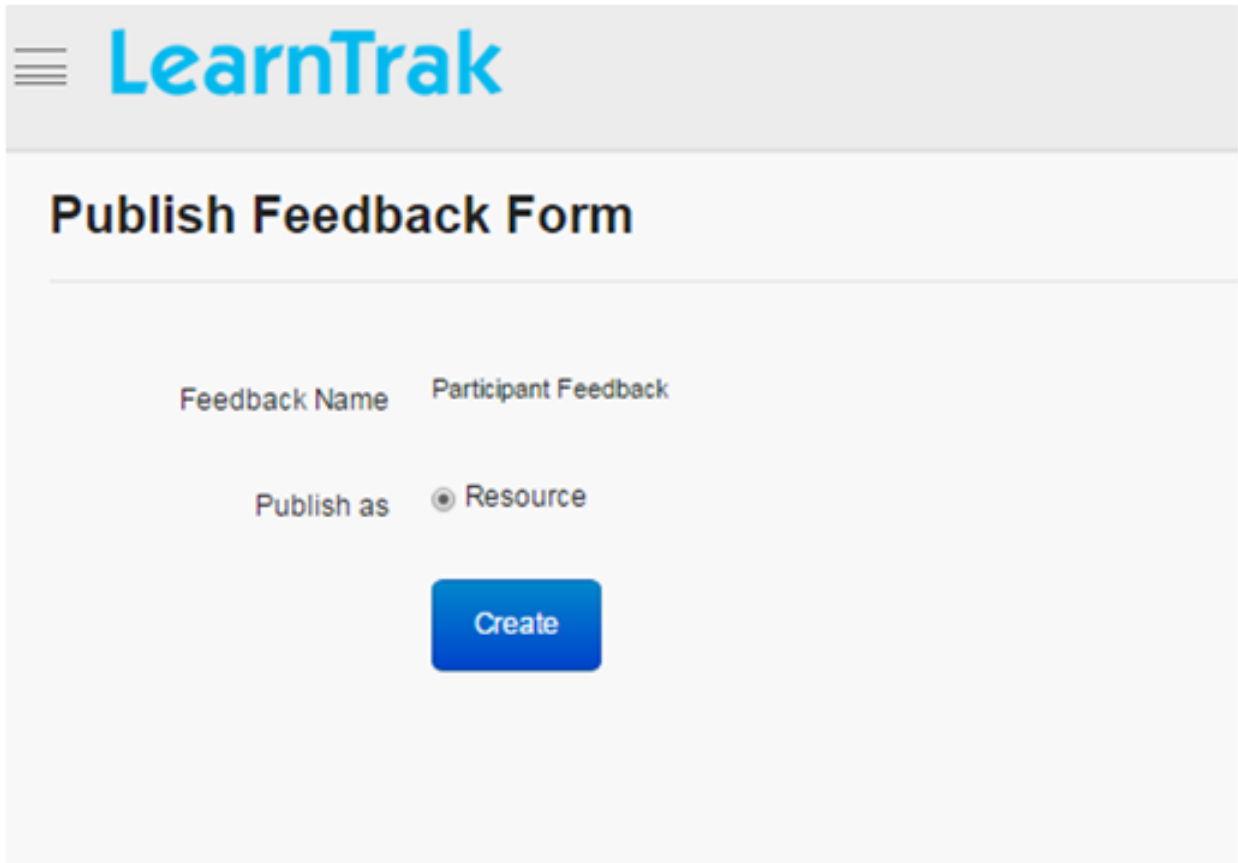
Note: Feedback form questions cannot be deleted, if it is assigned with dependency. *For example*, if feedback forms questions are mapped to the classroom trainings, then it cannot be deleted.

19.4.4 Publish Feedback Forms

When feedback form questions are created, it is published as resources to the users’ as an online resource feedback or as a classroom training feedback.

To publish:

Click **Publish**. The following **Publish Feedback Form** screen appears.



LearnTrak

Publish Feedback Form

Feedback Name Participant Feedback

Publish as ☒ Resource

Create

Important:

1. After feedback form is published, it will be added as a e-learning resources.
2. The e-learning resources must then be published to the *user groups*.

3. On user accounts:

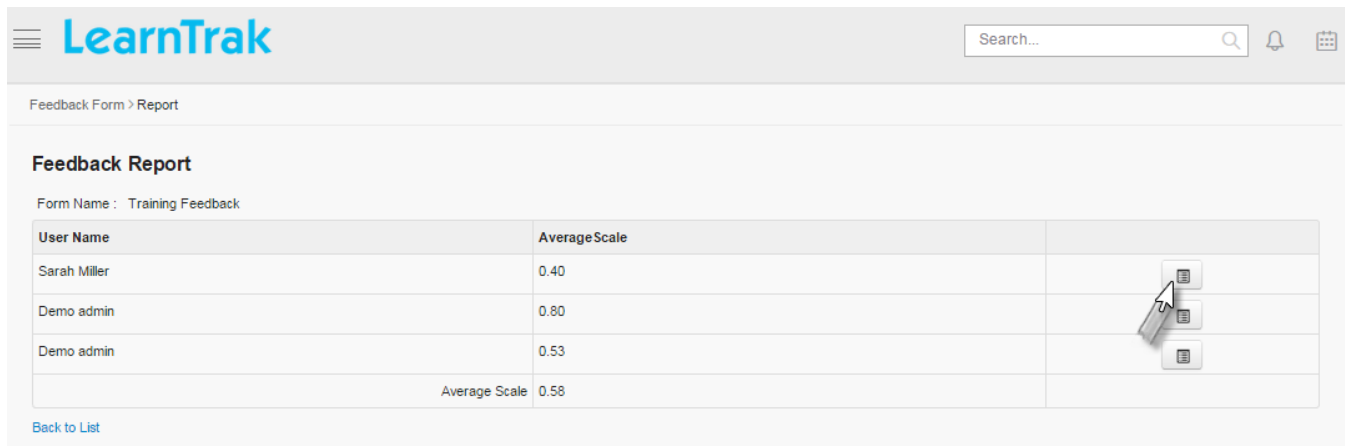
- *Online resources feedback* will be listed under *Available Courses* tab, from where the users must add and play the resources.
 - *Classroom training feedback* will be available to the users for the enrolled trainings under *My Training > Feedback*.
-

19.4.5 Feedback Reports

The feedback report displays the details of the users who has given the feedbacks irrespective of the classroom training or the online resources.


To view feedback report:

Click **Feedback Report**. The following **Feedback Report** screen appears displaying details on the user-name and average scale details.




User Name	AverageScale	
Sarah Miller	0.40	
Demo admin	0.80	
Demo admin	0.53	
Average Scale		0.58

To view feedback report details:


Click **Details** . The **Feedback Report Details** screen appears displaying details on the feedback report of the respective users.

Edit, Delete and View Feedback Forms Details

To edit feedback forms:

Click **Edit** . The **Edit** screen appears with the chosen fields to be edited.

To delete feedback forms:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the Training Type Feedback Form Name?” click Ok or Cancel.

Note: Feedback forms cannot be deleted, if it is assigned with dependency. *For example*, if feedback forms are published as a resource, then it cannot be deleted.

To view feedback forms details:

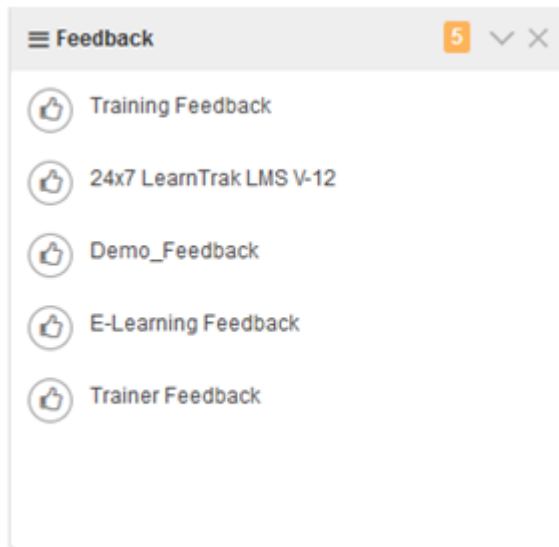
Click **Details** . The **Details** screen appears displaying details on feedback forms. The screen also provides with the option to **Edit** the details if required.

19.4.6 Import Feedback Form

Multiple feedback forms can be imported, by uploading it in a bulk. Refer Bulk Uploading Process under *Import Bulk Users*.

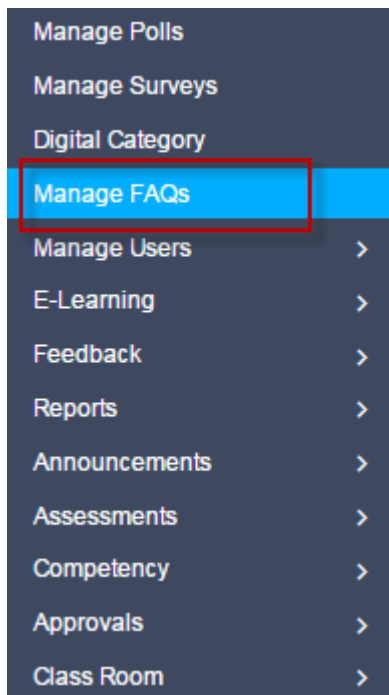
19.4.7 View Feedbacks

Click **Dashboard > Feedback**. The following **Feedback** screen appears displaying details on the feedbacks.



19.5 FAQ

- The FAQ is a commonly asked questions related to a particular topic.
- FAQ's are normally termed as single questions or multiple questions with answers.
- FAQ's are created under categories.
- The questions and answers are created based on the categories.
- Only the *System/Root Admin* has the rights to manage the FAQ's.

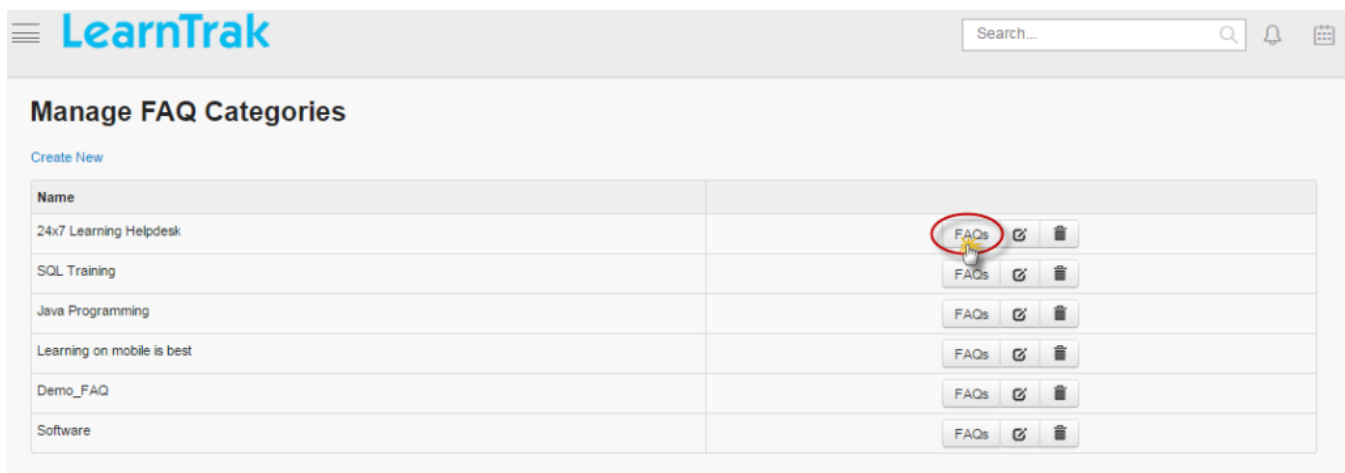


Procedure to create FAQ's:

- **Step 1:** Create FAQ Categories
- **Step 2:** Create FAQ Questions and Answers for the categories

To access FAQ's:

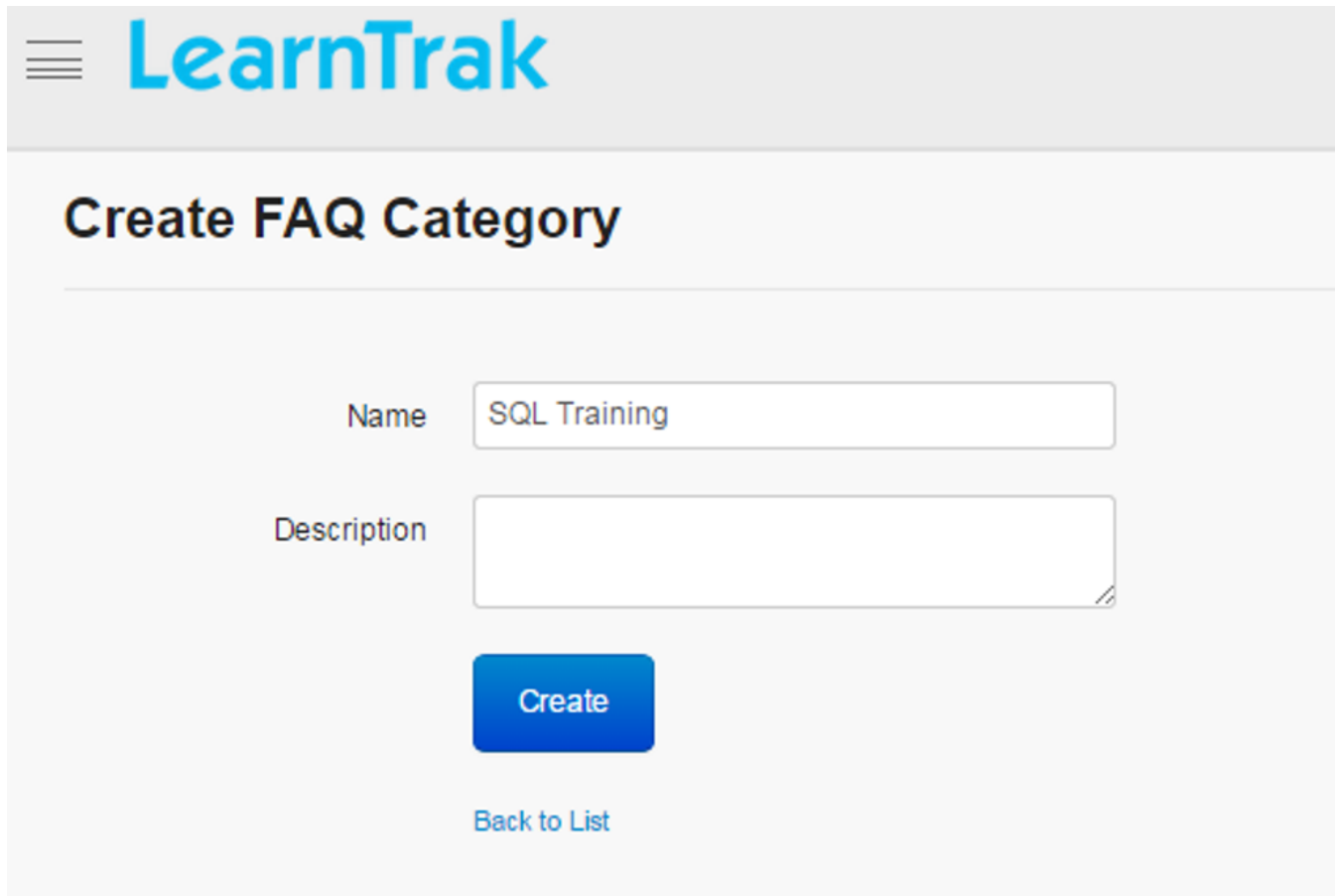
Click  **Admin > Manage FAQs**. The following **Manage FAQ Categories** screen appears displaying FAQ category details.



19.5.1 Create New FAQ Categories

To create FAQ categories:

Click **Create New**. The following **Create FAQ Category** screen appears with the respective fields to be filled.



Create FAQ Category

Name

Description

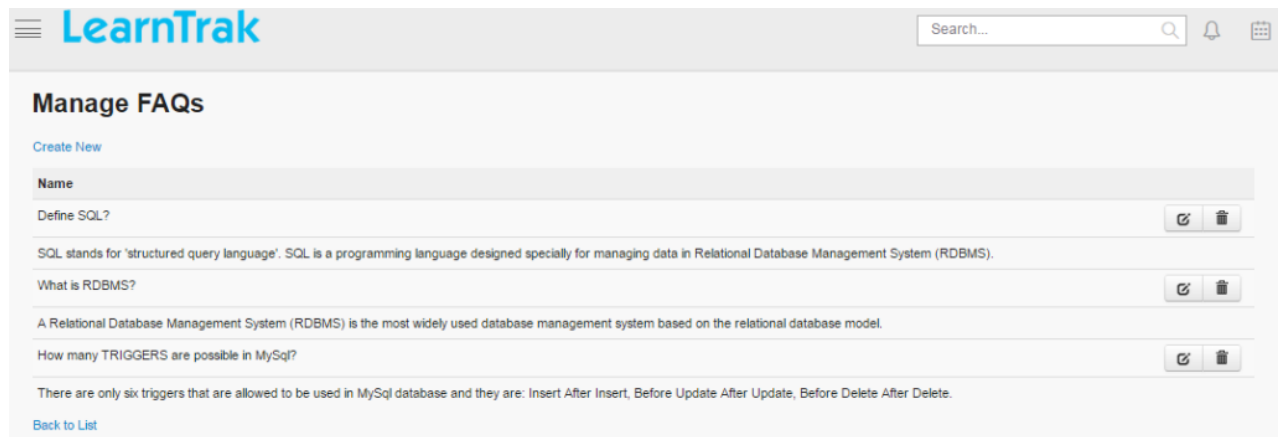
[Create](#)

[Back to List](#)

Create New FAQ's

To create FAQ:

- Click **FAQ's**. The following **Manage FAQ's** screen appears displaying questions and answers details.



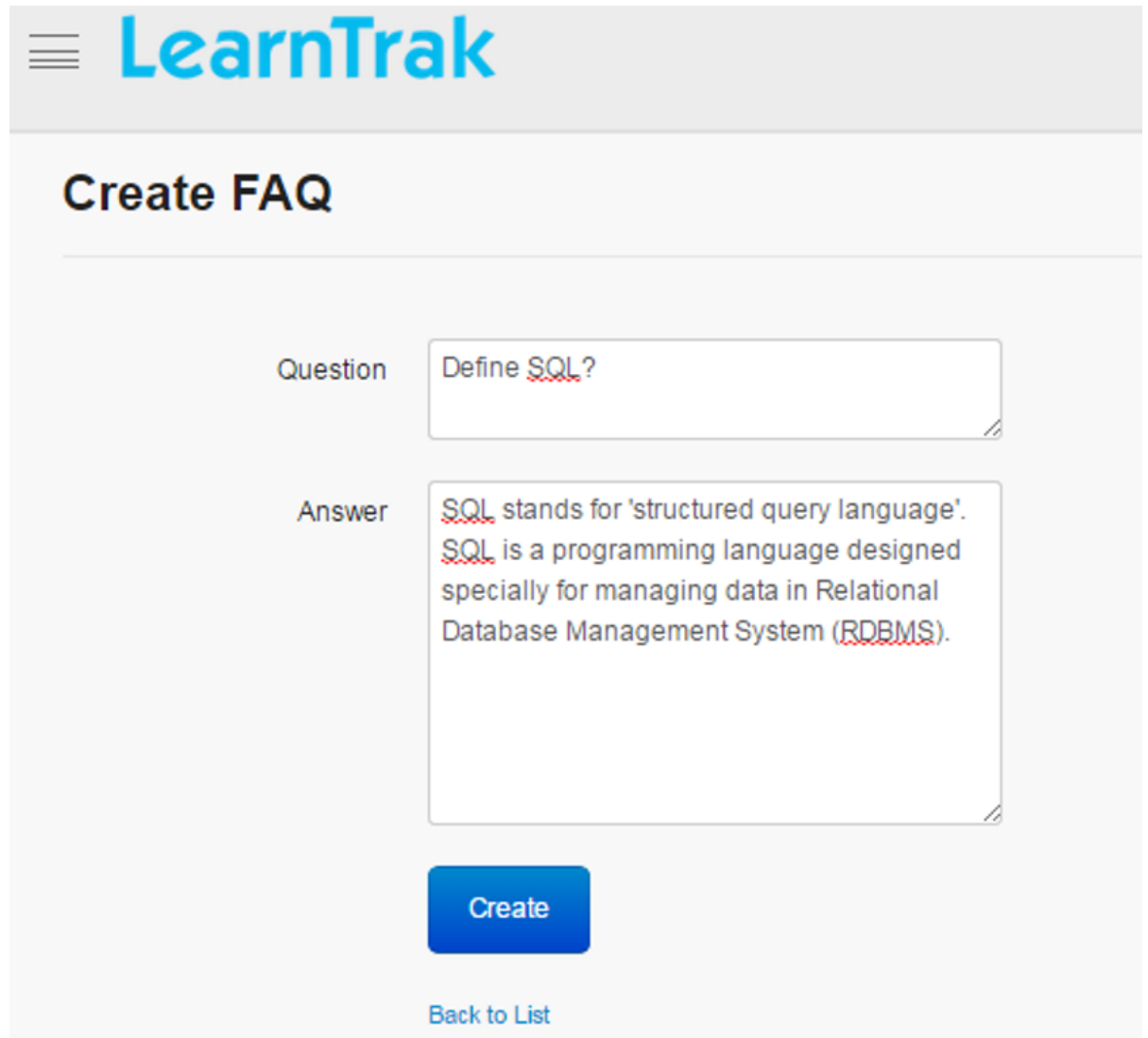
Manage FAQs

[Create New](#)

Name	
Define SQL?	Edit Delete
SQL stands for 'structured query language'. SQL is a programming language designed specially for managing data in Relational Database Management System (RDBMS).	
What is RDBMS?	Edit Delete
A Relational Database Management System (RDBMS) is the most widely used database management system based on the relational database model.	
How many TRIGGERS are possible in MySql?	Edit Delete
There are only six triggers that are allowed to be used in MySql database and they are: Insert After Insert, Before Update After Update, Before Delete After Delete.	

[Back to List](#)

- Click **Create New**. The following **Create FAQ** screen appears with the respective Q&A fields to be filled.




The screenshot shows the 'Create FAQ' interface in the LearnTrak application. At the top, there is a header with a hamburger menu icon and the 'LearnTrak' logo. Below the header, the title 'Create FAQ' is displayed. The form consists of two main sections: 'Question' and 'Answer'. The 'Question' section has a text input field containing the text 'Define SQL?'. The 'Answer' section has a larger text area containing the text 'SQL stands for 'structured query language'. SQL is a programming language designed specially for managing data in Relational Database Management System (RDBMS)'. Below the text area, there is a blue 'Create' button. At the bottom of the form, there is a link labeled 'Back to List'.

Edit and Delete FAQ

To edit FAQ:


Click **Edit** . The **Edit FAQ** screen appears with the chosen fields to be edited.

To delete FAQ:


Click **Delete** . An alert box is displayed with the following message: “Are you sure you want to delete the FAQ <The FAQ question to be deleted?>“, click Ok or Cancel.

19.5.2 Edit and Delete FAQ Categories

To edit FAQ Categories:

Click **Edit** . The **Edit FAQ Categories** screen appears with the chosen fields to be edited.

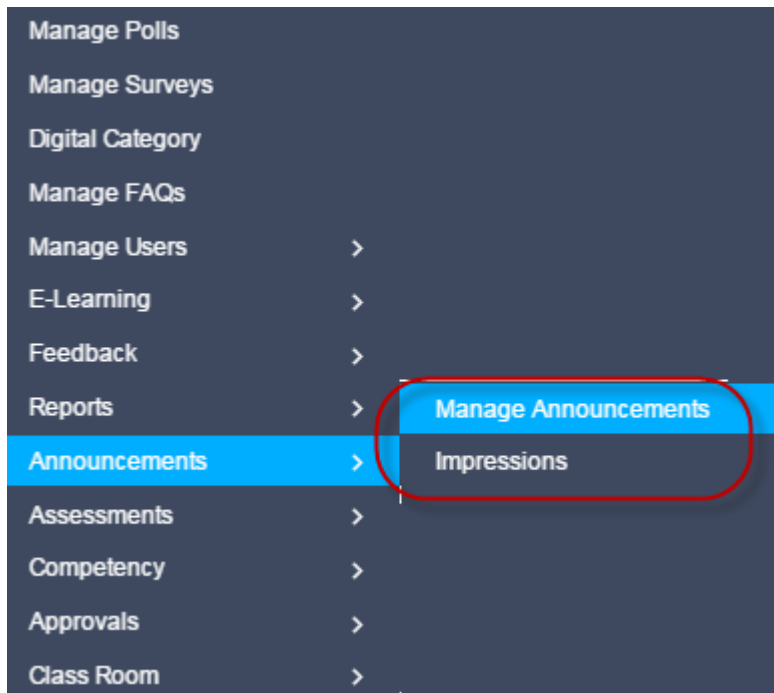
To delete FAQ Categories:

Click **Delete** . An alert box is displayed with the following message: “Do you want to delete the FAQ category name? “. click Ok or Cancel.

Note: To delete the FAQ categories, the entire FAQ question within the particular category must be deleted first, and then only the category can be deleted.

19.6 Announcements

- Announcements are created by the administrator and are published to the individual user or group users.
- It can be created, edited and deleted within *Start Date & Time-End Date & Time*.
- The users of the published group will receive mail notifications.
- On the user account, the announcements appear on the home page, only after the set date & time and then the impressions are calculated.



To access announcements:

Click  **Admin > Announcements > Manage Announcements**. The following **Announcements** screen appears displaying announcement details

Announcements

[Create New](#)

10 records per page

Search:

Name	Description	
24x7 Learning welcomes you to LearnTrak...		
24x7 Learning is wishing you Happy and Prosperous Prosper Diwali!!		
Add the DevLearn Schedule to your calendar	DevLearn Schedule	
Conference on Mobile E-learning, please enroll!!!		
DevLearn 2014 Conference and Expo		
Please plan to join us for a short session on how to use our new telephone system. A representative	Among other things we will learn how to benefit from such features as phone mail, call forwarding, conference calling, and several other new functions. This training will not be repeated after June 12. Please be prepared to take notes.	
Public holiday		
The countdown to DevLearn has begun	DevLearn countdown	
Welcome	Welcome to the Arkansas United Methodist Church Learning portal	
Welcome	Welcome to AgCreate	

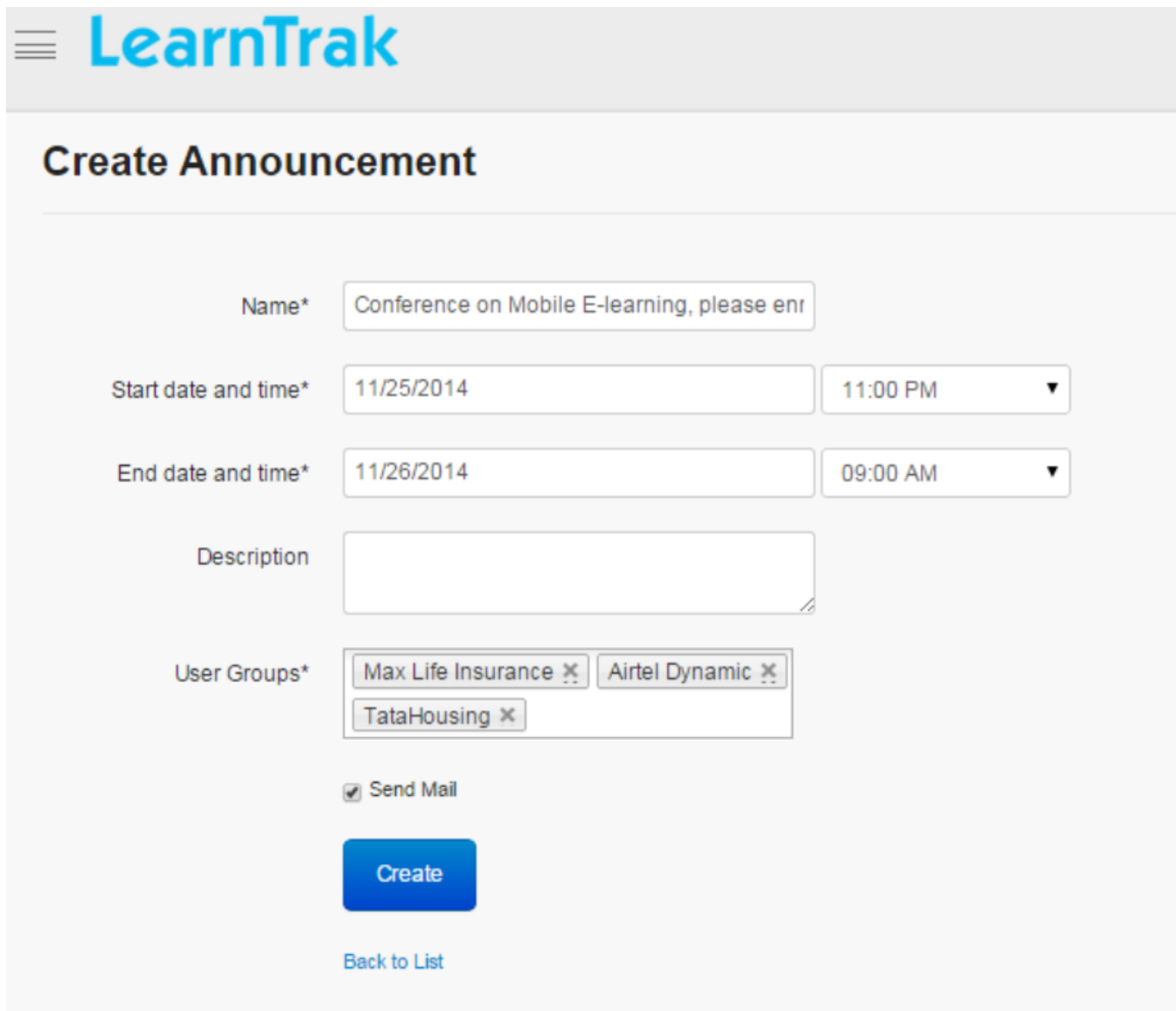
Showing 1 to 10 of 15 entries

← Previous 1 2 Next →

19.6.1 Create New Announcements

To create new announcement:

Click **Create New**. The following **Create Announcement** screen appears with the respective details to be filled.



The screenshot shows the 'Create Announcement' form in the LearnTrak application. At the top left is the LearnTrak logo. The form title 'Create Announcement' is centered. The form contains several fields: 'Name*' with the value 'Conference on Mobile E-learning, please enr'; 'Start date and time*' with date '11/25/2014' and time '11:00 PM'; 'End date and time*' with date '11/26/2014' and time '09:00 AM'; a 'Description' text area; and 'User Groups*' with three selected groups: 'Max Life Insurance', 'Airtel Dynamic', and 'TataHousing'. There is a 'Send Mail' checkbox which is checked. At the bottom are a blue 'Create' button and a 'Back to List' link.

Create Announcement

Name* Conference on Mobile E-learning, please enr

Start date and time* 11/25/2014 11:00 PM ▼

End date and time* 11/26/2014 09:00 AM ▼

Description

User Groups* Max Life Insurance ✕ Airtel Dynamic ✕ TataHousing ✕

☒ Send Mail

Create


[Back to List](#)

Note:


- The announcements can be mapped to more than one user group at the same time.
- Multiple announcements can also be created.
- Mail can be sent to every user of the selected user groups.

19.6.2 Edit and Delete Announcements

To edit announcement:

Click **Edit** . The **Edit Announcement** screen appears with the chosen fields to be edited.

To delete announcements:

Click **Delete** . It deletes the selected announcement.

Note: Announcements cannot be deleted, after the announcement date & time is set. It can only be deleted when the set date & time expires.

19.6.3 Impressions

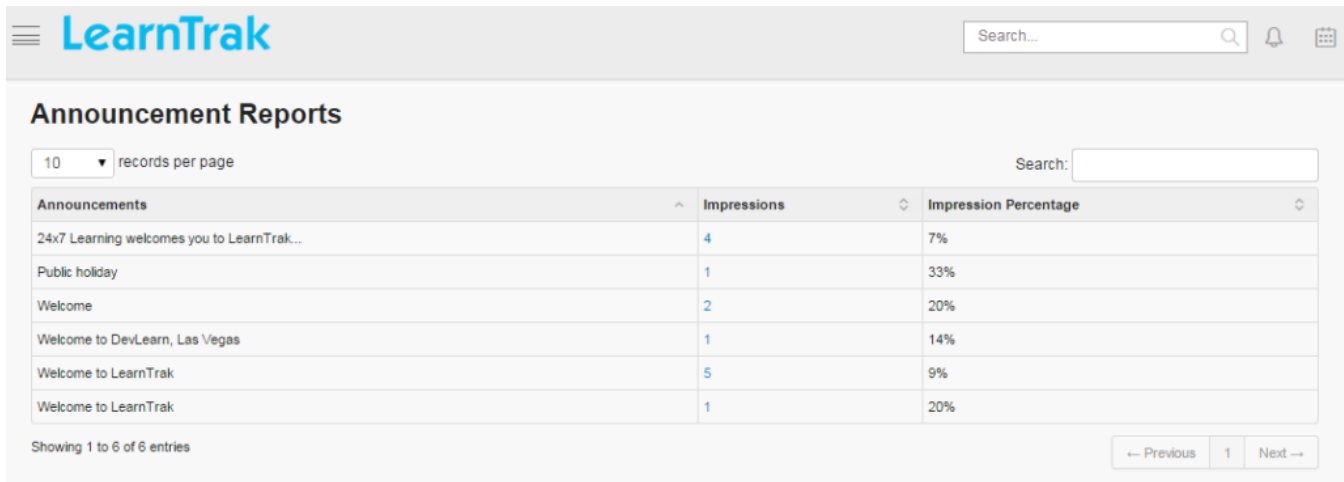
- The impression displays number of users who have viewed the announcements.
- The total count of impression is calculated based on:
 - **After users views the announcement** (and)
 - **Closing announcement**
- The impression percentage is calculated based on the formula:

$$\frac{\text{Number of Viewed Users}}{\text{Total Number of Users}} \times 100$$

Example: $2 \div 5 \times 100 = 40\%$

To access impressions:

Click  **Admin > Announcements > Impression**. The following **Announcement Reports** screen appears displaying impression details.



Announcements	Impressions	Impression Percentage
24x7 Learning welcomes you to LearnTrak...	4	7%
Public holiday	1	33%
Welcome	2	20%
Welcome to DevLearn, Las Vegas	1	14%
Welcome to LearnTrak	5	9%
Welcome to LearnTrak	1	20%

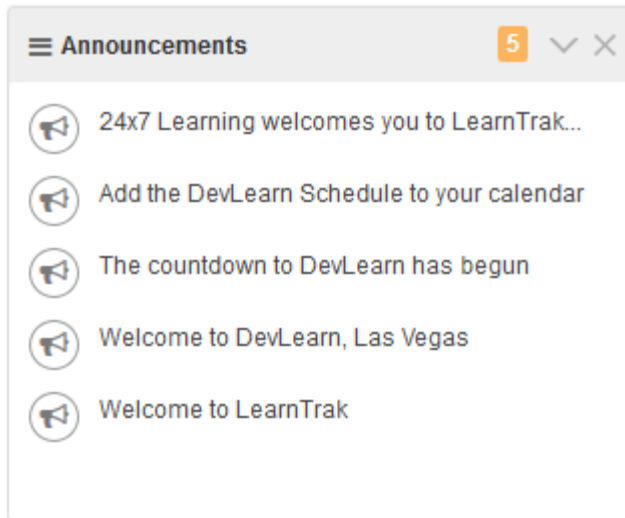
Showing 1 to 6 of 6 entries

19.6.4 View Announcements

- Users can view announcements that are displayed within the set date & time.
- The users can either cancel the announcements manually or it expires after the set date & time.

To view announcements:

Click on selected announcements. A pop-up page appears displaying announcement details.

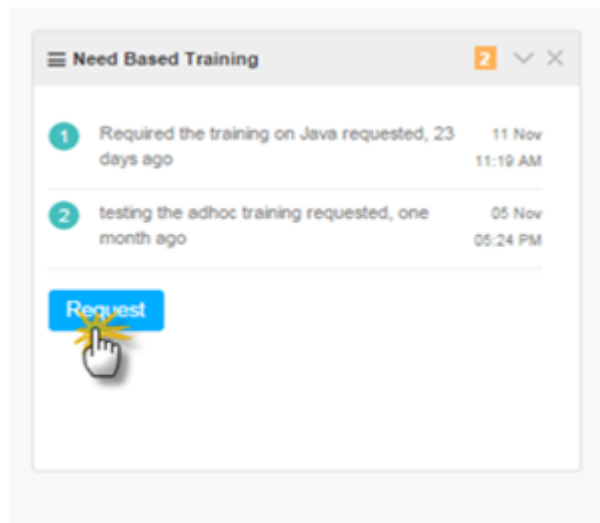


19.7 Need Based Training

- Users can access the needbased trainings, by sending the request to the *reporting manager or administrator* for the approval or rejection.
- The users can access the needbased training, if the request is approved.

To access need based training:

- * Click **Dashboard > Need Based Training**.
- * Click **Request**. A pop-up screen appears to the need based training request.



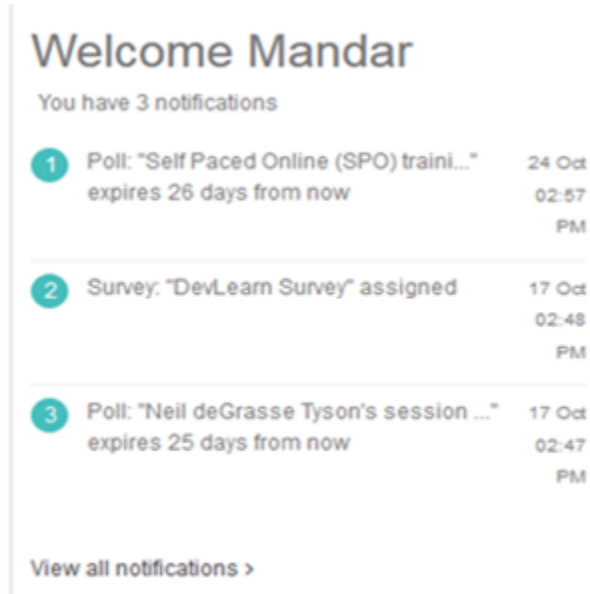
19.8 Notifications

- The notification displays all the latest **surveys, polls, classroom training feedbacks, trainer feedbacks** and **needbased trainings (Adhoc)** on the user home page.

- The **pre/post-assessments** is also displayed in the notifications, after the administrator/ trainer takes the user attendance.

To access:

Click **Dashboard > Notifications**.



Indices and tables

- `genindex`
- `modindex`
- `search`