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PART OF LIXIL

QUICK GUIDE

Contents

Learner

My courses

The dashboard of Learner includes an overview of his or her courses. On the top of the screen, you can view your progress and your gamification status if gamification is enabled **(1).** Each course has a few labels (**2**); click on a label to view only similar courses (e.g., only non-completed courses). Click on the name of the course to start or resume it.
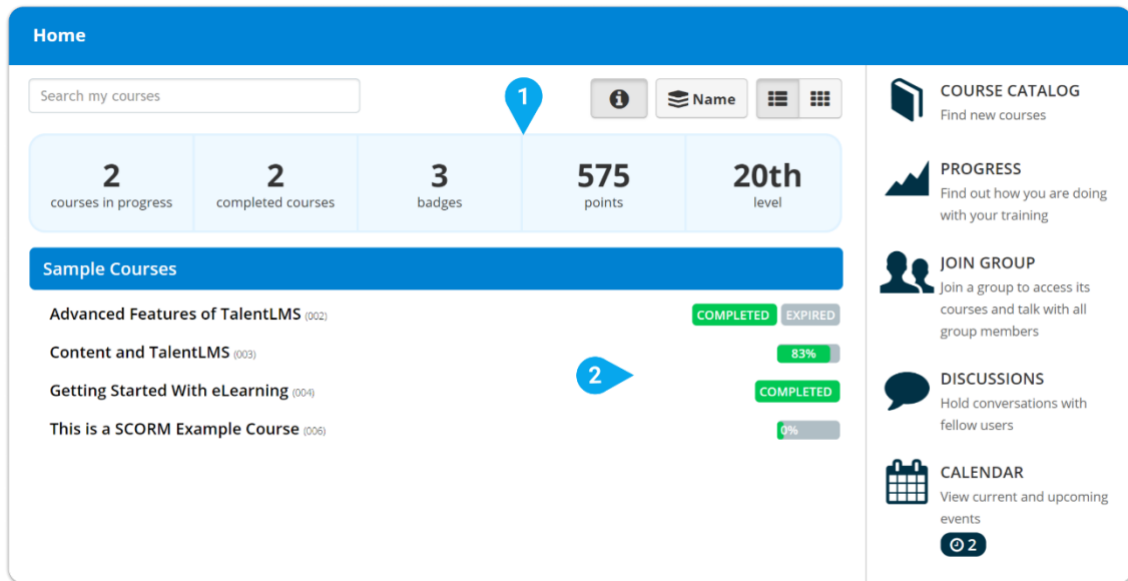

Course view

When you select a course, you will see the course summary page (if enabled) or you will go directly to the course view mode and resume from the last seen unit. On the page header there are handles to go to next or previous unit as well as options to view your course progress and general course info (**1**).

You need to complete units via various actions; these actions include a button, a question or a minimum elapsed time (**2**). Depending on traversal rules you might need to complete units in a serial order. Each course has a course completion rule (e.g., complete a specific test or complete all units). When you complete a course, a popup will appear with next step options. These options may include an option to go to next course or download a certificate.
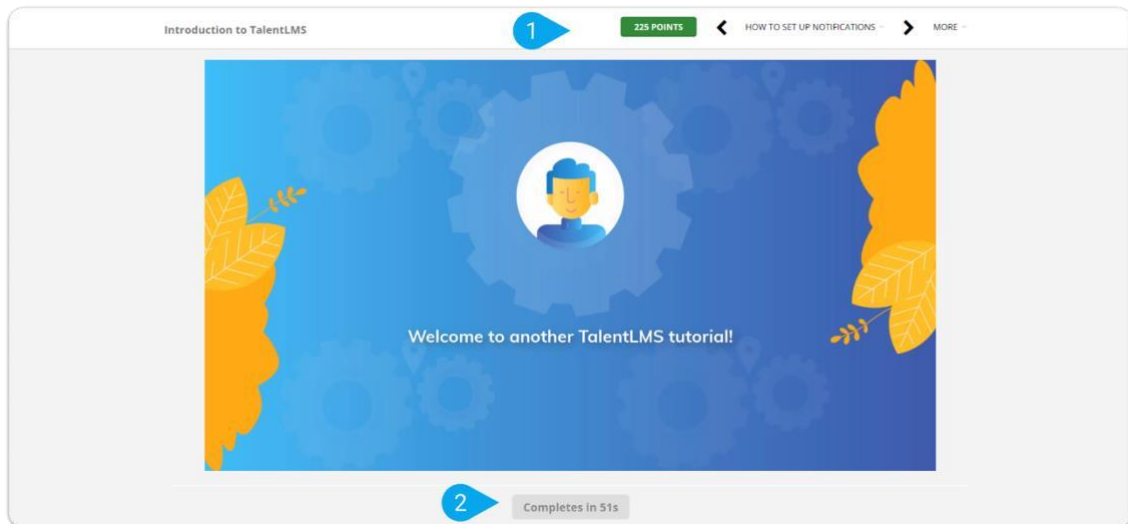
Course catalog

You can see all available system courses through the Course catalog. From here you can search for desired courses or view them through hierarchical categories. You can register directly to courses or get more information on any of them. If a course has a price you need to pay for accessing it.
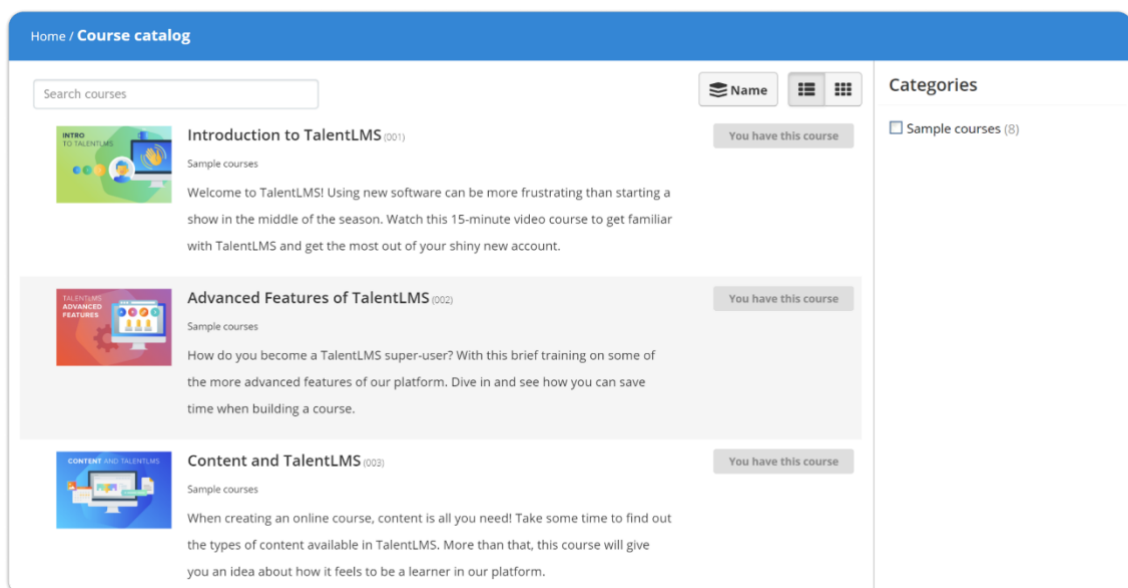

Progress

Through the Progress link you can see an overview of your learning progress and your gamification reports. A visit to the Courses tab shows the courses to which you are registered and your completion status. The Timeline tab shows all the actions you have made in the portal (e.g., when you registered or when you completed a course). If you have been awarded Certifications, they will be visible here as well. The same stands for any Badges you may have gained. Clicking on the Infographic button you can access your personal infographic.
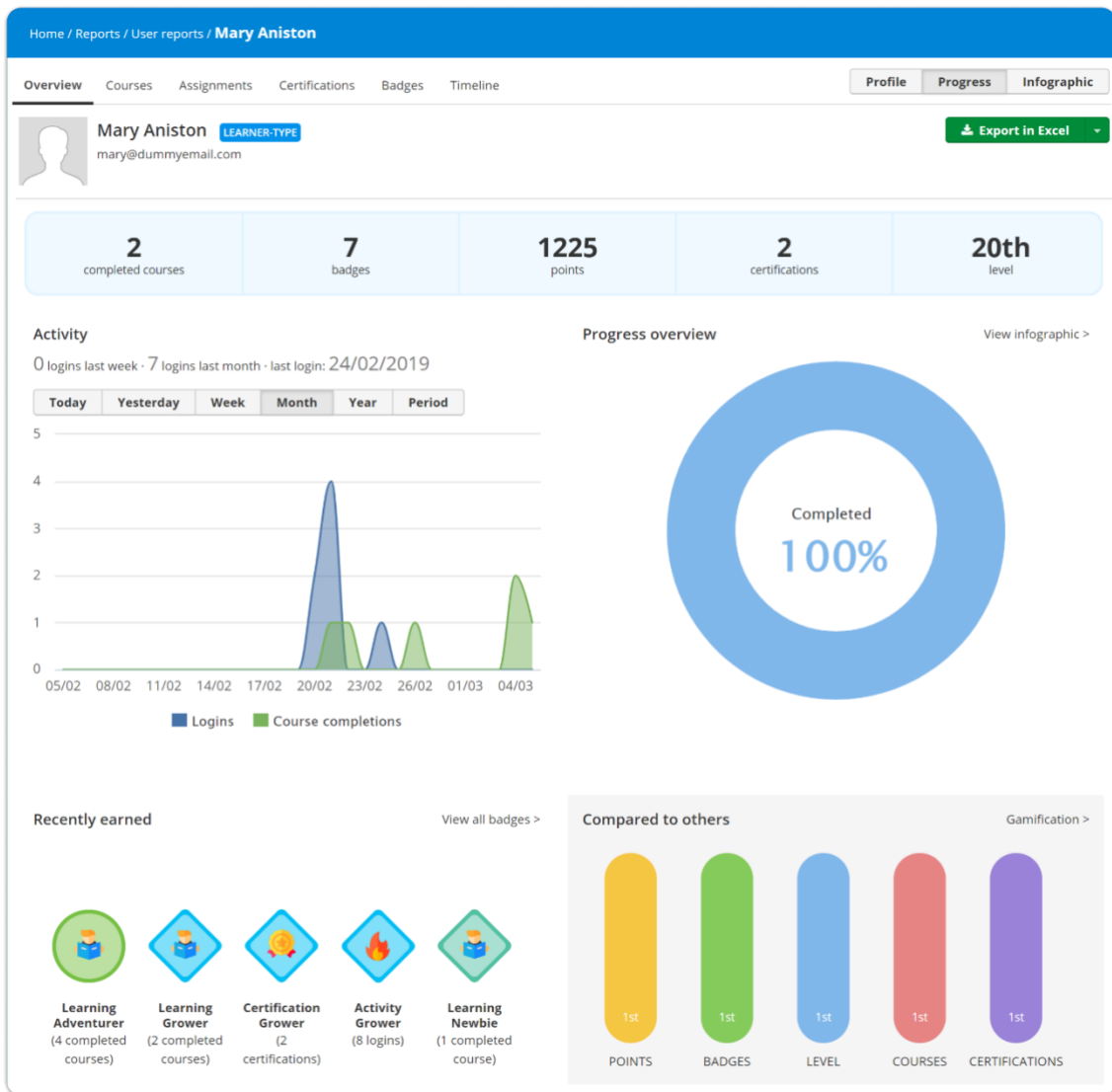
Join group

This option allows you to join a group and get its courses. You will need a group key to perform this action. Such a key can be obtained from an Instructor or Administrator.
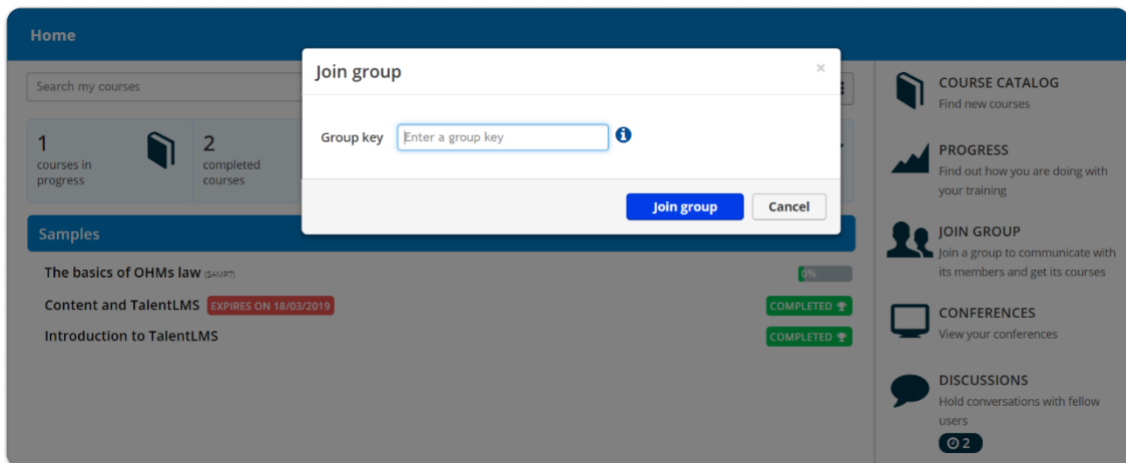
Discussions

Discussions are a simplified form of Forums.

Anyone can reply to a specific comment to create the visual feel of a conversation (**1**), or can reply to the original post creating a new comment (**2**).
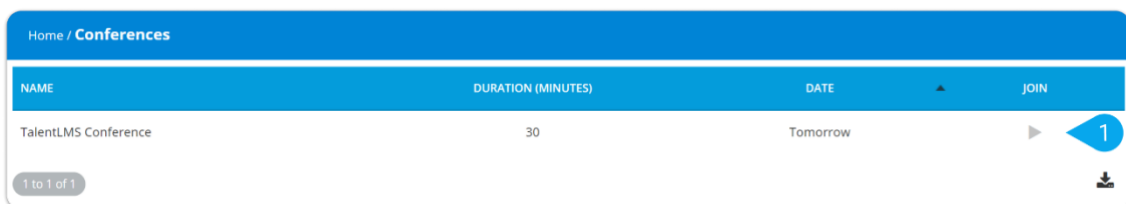

Conferences

Whenever your Instructor invites you to a conference you will see a new Conference option on your dashboard **(1)**. If there are no future conferences, you won't see the Conferences option at all.
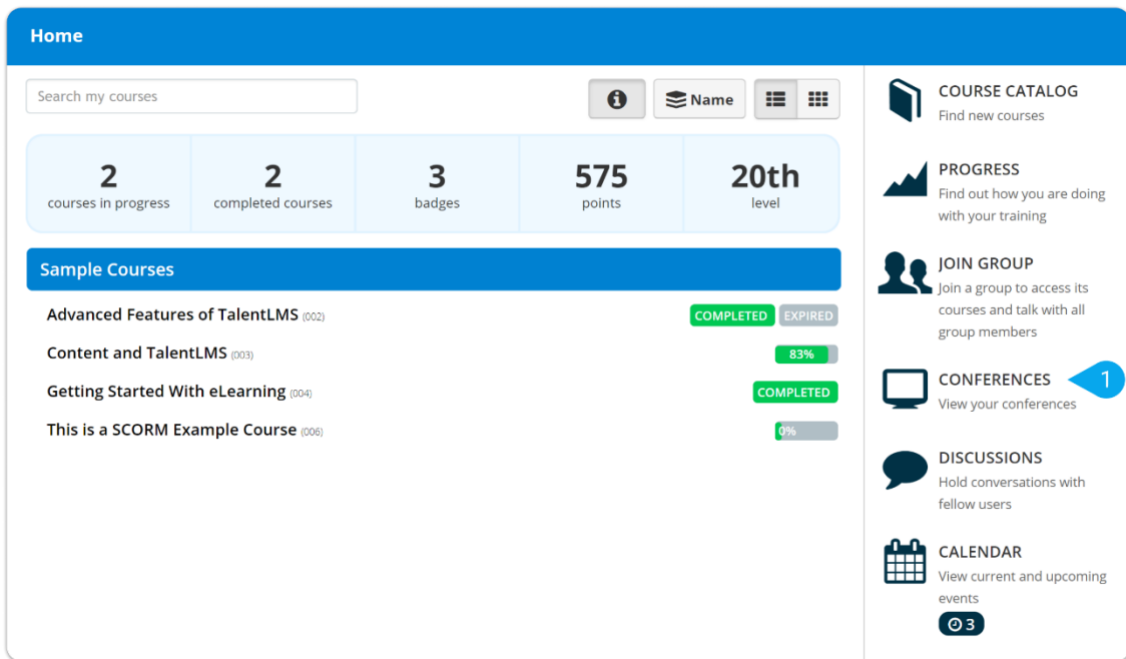
The Conferences option will reveal a list of upcoming conferences. The option to join a conference **(1)** is activated only when its designated time has arrived.


Gamification

The Gamification widget **(1)** can be accessed through the header of the Learner's interface **(2)**. One may use it throughout the system without changing context. The Gamification Widget depicts a wide range of gamification info including the user's current status, different leader boards across the system, info on how one can get more points or rewards and one's badges collection.
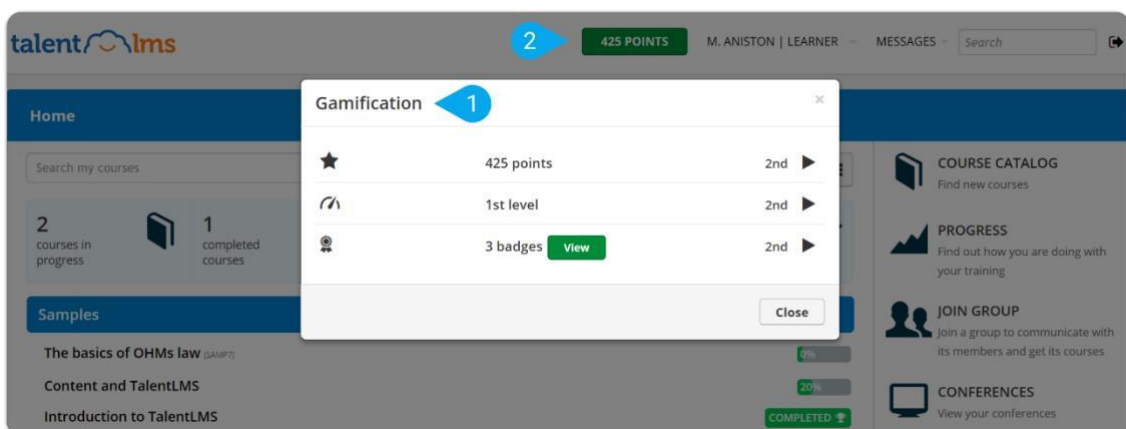
Calendar

TalentLMS offers a calendar for viewing events that you may be interested in. Click on the "Calendar" link on the right-hand sidebar (**1**).
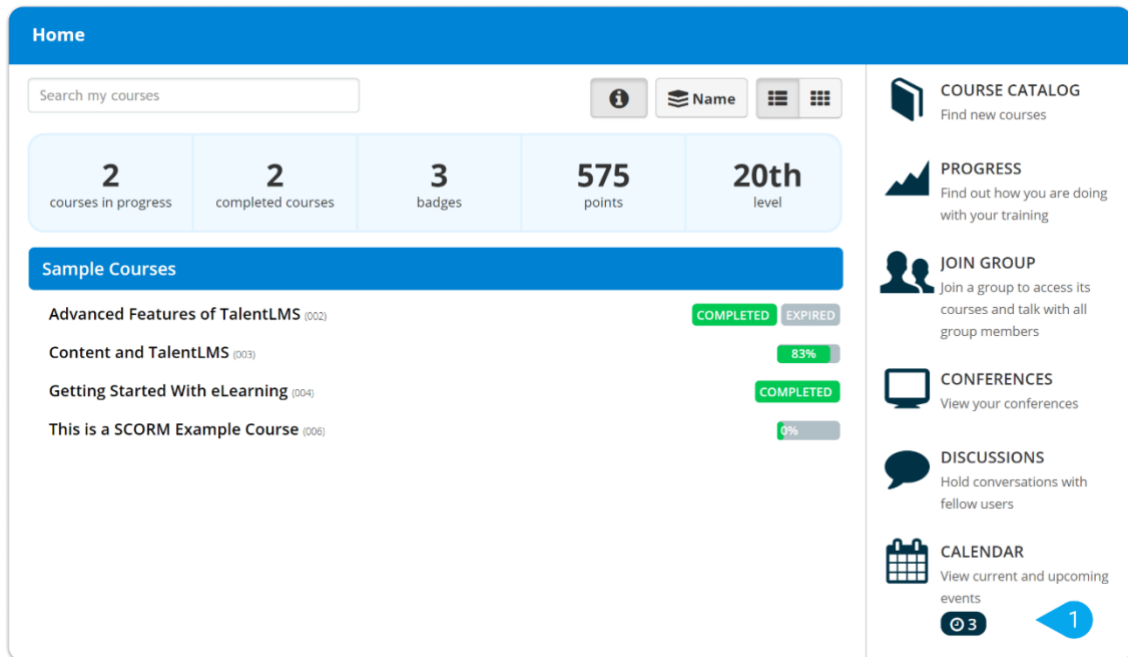

You can view course expiration events (**1**), general events (**2**), conference events (**3**) or upcoming ILT sessions.

General events are targeted to course or group members, so if you see such events you are a member of the course or group defined in the event. General events can also recur daily or weekly (**4**).

On the top of the calendar there are the "next" and "previous" month/week buttons, the "today" button to get back to the current view and the "month", "week" view buttons. Additionally you can click on the "Export" button to get all calendar events on iCalendar format file (.ics) and import them to your favourite calendar application. Switching from "My events" to "Available events" you can see the upcoming training sessions of the courses you attend and enrol to the desired ones.
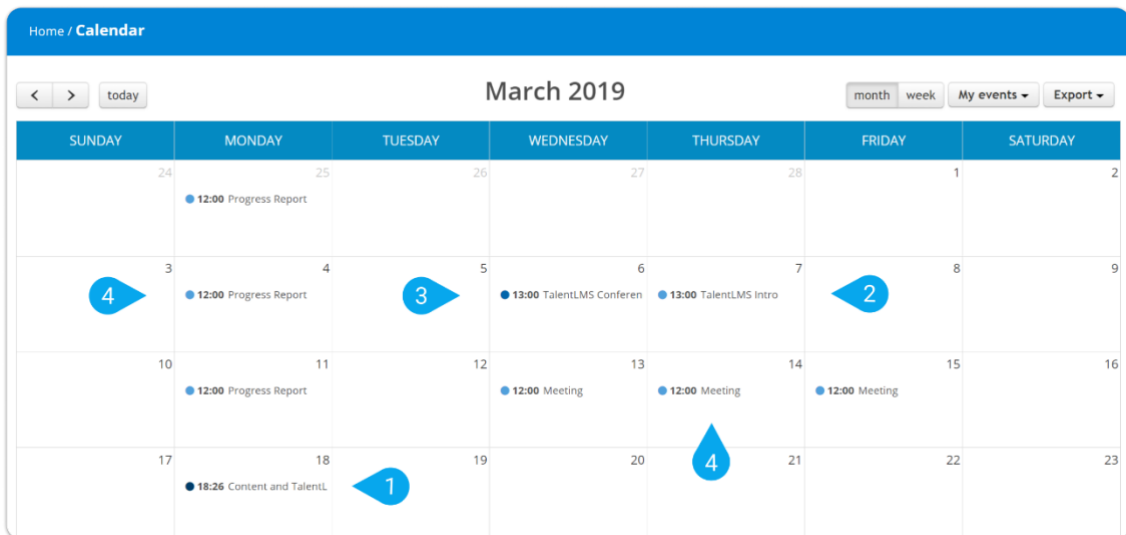
On the week view you can see the events placed on each day based on their start/end time. On both views (week/month), you can click on an event and a popover will appear with a brief description (**1**). Export functionality is also available per event. Click on the "Add event to your calendar" (**2**) and you have the option to export the event to Google calendar, iCalendar (.ics) file, Outlook.com and Yahoo! calendar.
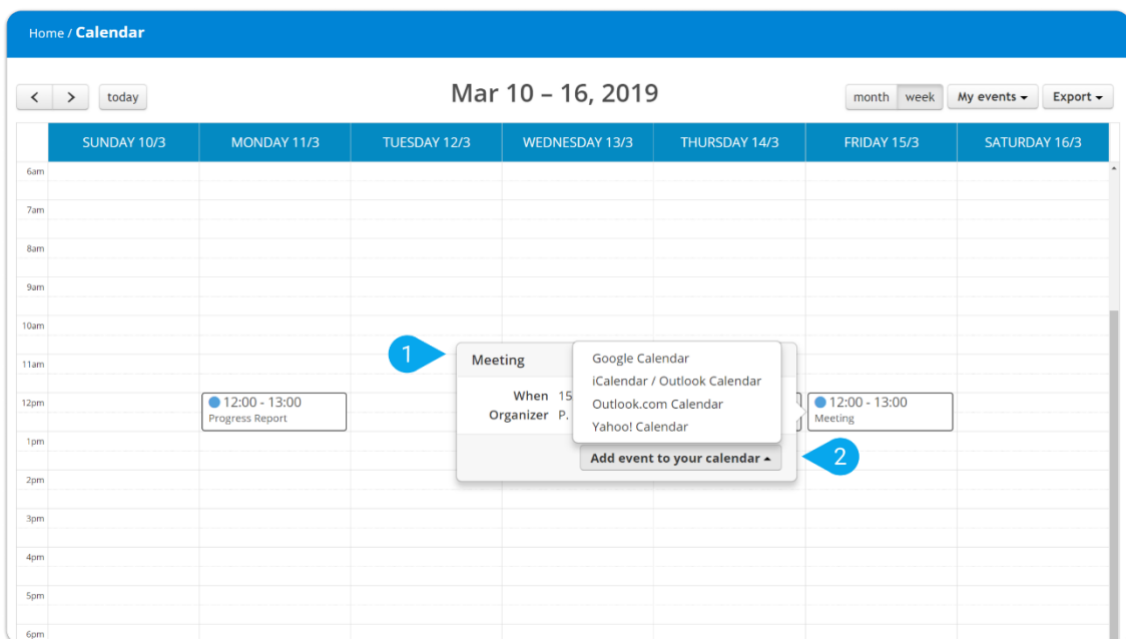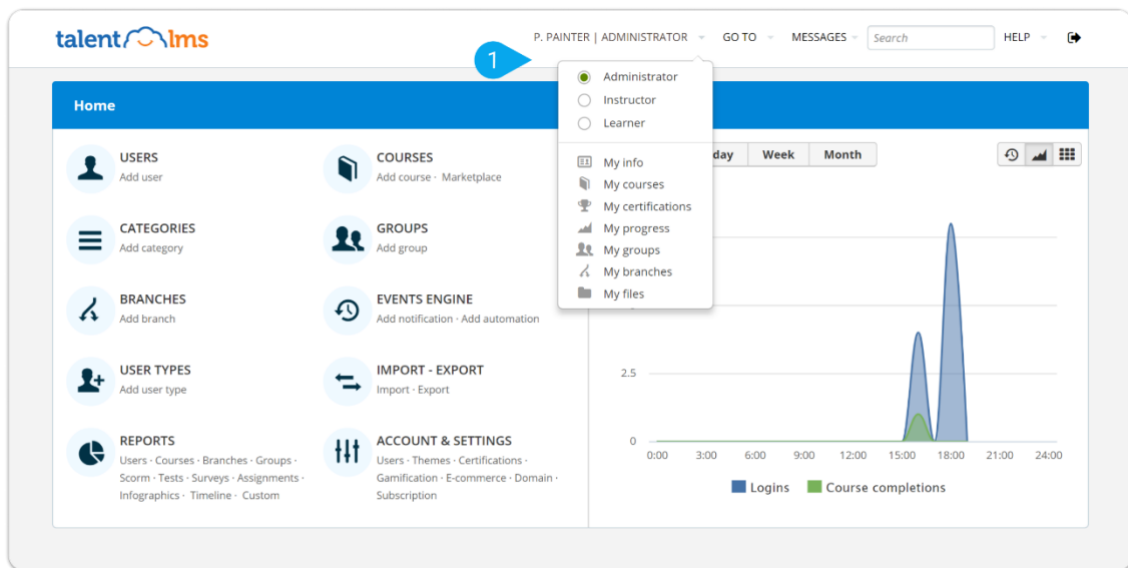

General

Personal info

From the header you have direct access to your account and the status of your learning. Depending on the type of your account you may also have the option

to switch between different user modes; this can include the Administrator, the Instructor and the Learner (**1**).

My info

View and update your personal information through this tab.

My courses

This tab shows the list of all courses to which you are registered together with additional options that depend on your account type.

My certifications

View all the certifications you have gained from your courses collectively gathered in this tab.

You can see the date in which each certificate was issued, the date in which it expires (if there is an expiration date set by the Instructor) and preview or download it for further use.

My progress

This link gives you access to your learning progress and related graphs.

My groups

In case you are member of groups, you can see them in this tab.

My branches

Review the branch(es) to which you belong through the My branches tab.

My timeline

Review your latest activity inside the system through your personal timeline. You can filter the results using the available tags. For example, click on the Login tag to see your logins to the system through time.

My files

View and download any files that have been shared with you or upload your files if your user type allows it.

Messages

You can send private messages to other users using the Messages function. The recipients can be specific users or users involved to specific courses, groups or branches. The administrator can communicate with every group and branch of the system, while a simple user can communicate only with users which share common groups, branches, courses etc. This behaviour is controllable from the user types (available only to admins). For example you can disallow messages throughout the system or allow Learners to communicate only with their Instructors. All messages are sent both as internal messages and regular emails.

FROM	SUBJECT	DATE	OPERATIONS
M. Aniston	Sending message to Instructors	21/02/2019, 18:37	

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