DoceboLMS 4.x MANUAL

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Company

Docebo is the company that created DoceboLMS, the E-Learning platform with no licence fees that is known and used throughout the world.

Docebo operates at an international level, managing E-Learning projects every year for large companies, bodies and organisations and providing a wide range of integrated services for distance training (DoceboLMS E-Learning software, multimedia courses, consultancy and project management).

Its investors include Seeweb, the leading Internet Service Provider for cloud hosting solutions.

Docebo is composed of 3 business units:

- Software
- Multimedia
- Consulting and project management

Docebo has consolidated experience in the implementation of E-Learning solutions in various sectors: Banking and insurance, finance (including Islamic finance), mass distribution and retail, automobiles and manufacturing, fashion and luxury, oil & gas, health and medicine, government and public administration, and defence.

New clients choose us because they want the DoceboLMS E-Learning platform with the guarantee of the company that created and developed it. Plus, there no licence fees and our price-quality ratio guarantees a rapid return on investment.

Our clients seek the certainty of a specialised E-learning partner, capable of providing support for all aspects of the project and creating highly interactive and didactically effective multimedia courses.

Several large companies, bodies and organisations in Italy and abroad have already chosen us.

Mission and Vision

Mission: To provide integrated services and solutions for distance training (E-Learning) for large companies and complex organisations through the technology, know-how and experience we have gained through the development of large projects.

Vision: To be internationally recognised as an ideal partner for successful E-Learning projects.

For more info visit www.docebo.com

Table of Contents

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Installation

This section explains how to download and install the Docebo software, both on your PC (local host installation), simulating the features of a web server, and on a server for internet or intranet use.

Downloading the software

We recommend that you register on www.docebo.org in order to receive updates on events and releases of new versions and patches in real-time.

You can also follow the latest Docebo news via RSS from:

Community: http://docebo-org-ita.blogspot.com/

Company website: http://docebo-org-ita.blogspot.com/

http://docebo-e-learning-ita.blogspot.com/ Each version is available from the download area, together with the manuals.

A svn address is also available for programmers:

svn://85.94.193.146/var/svn/docebo_35x

Both the latest and older versions can be found here.

Free support is available from the www.docebo.org forum (the forum is open to all readers but only registered users may contribute).

This section covers the installation procedure on a Windows PC using EasyPHP, and the following section examines a MacOS environment. Instructions are then provided for using PHPMyadmin.

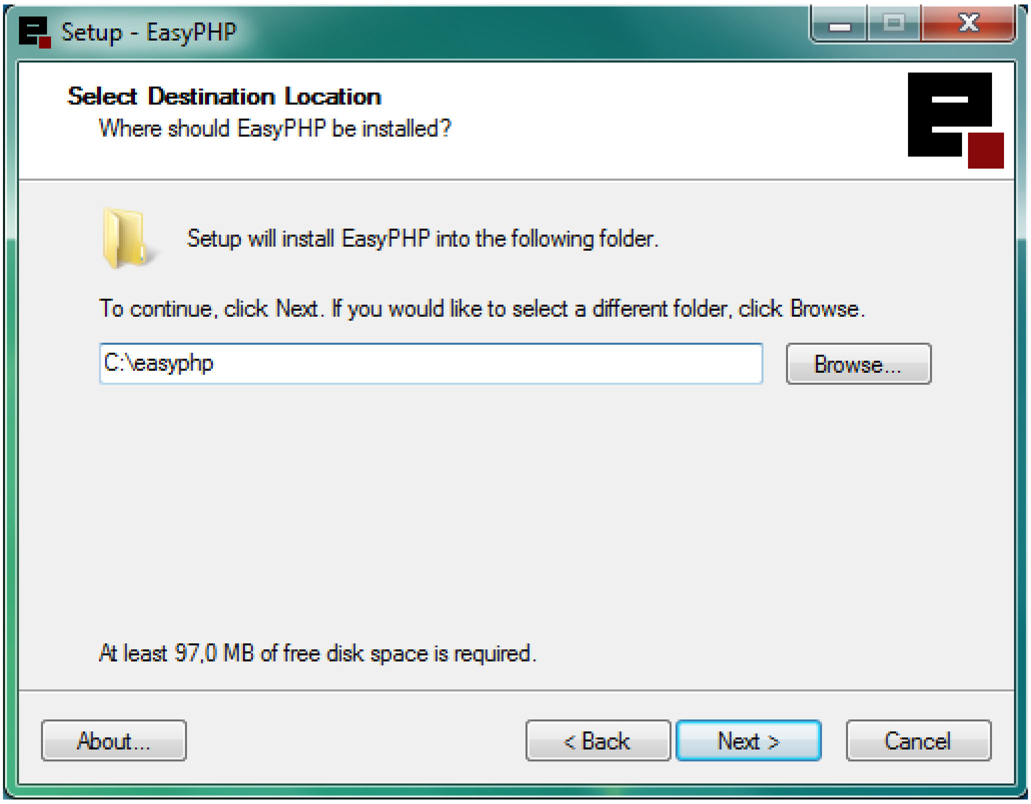
Preparing a local host Windows server

You can obtain the latest version of Easyphp (software that allows you to simply set up a local host web server and database) from: www.easyphp.org

Installing Easyphp is the easiest way to carry out a test installation of Docebo without using a web server.

Once you have downloaded the latest version, click on the setup icon to start the installation. Once the Easyphp installation starts it will request a few details before installing. The first screen is a welcome page; click *"Next"* to continue.

A dialogue window requesting license acceptance will then appear... click *"Next"* until the dialogue box appears asking for the directory where Easyphp should be installed; if in doubt, use the default setting.



Click *"Next"* again until the installation has ended.

Once the installation process is complete, we can proceed with the following operations.

Assuming Easyphp has been installed in the recommended directory (c:\easyphp), this can then be located with Windows Explorer. You will find a series of folders there, the only one of which concerns us is the *www* folder. This is where the web server (apache) processes its files and you should download your Docebo software here.

We will therefore create a new folder called "Docebo" inside the www folder where we will extract all the files contained in the zip package that has just been downloaded.

A few more items need to be explained in regard to how Easyphp works. When the software is running you will see a black E with a red dot at the bottom right; clicking on it will show whether or not your server is active.

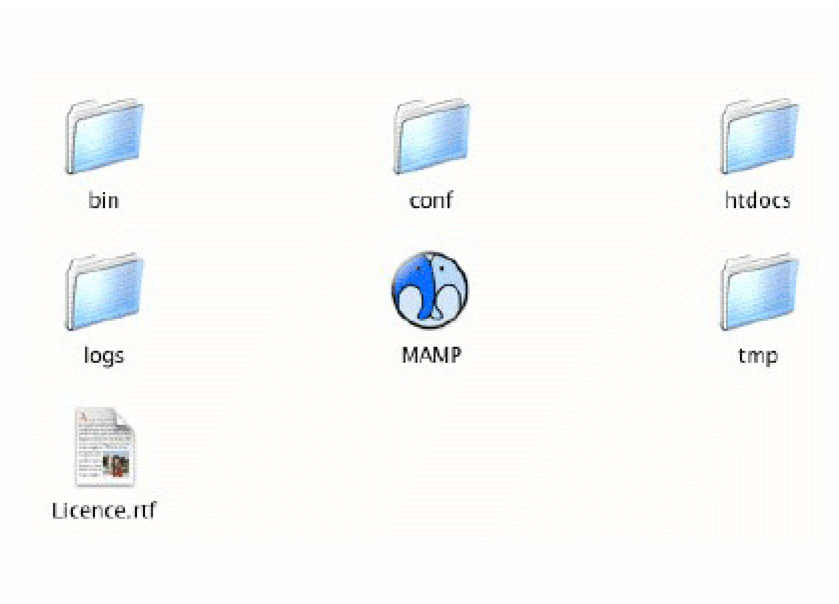
A right mouse click will open a menu of commands for managing the server and a double left click will open an information console.

Before installing Docebo on your PC you should create an empty database using PHPMyAdmin. We will see how to do this in the relevant chapter.

Preparing a local host server on MacOS

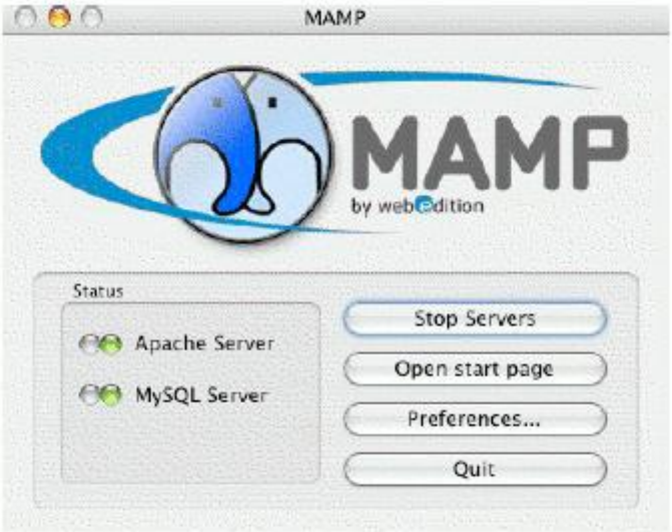
You can obtain the latest version of MAMP from: www.mamp.info

Open the .dmg file and copy the MAMP folder to Applications. The folder contains the following subfolders:



The htdocs folder is the home directory for Apache. You should copy the files from the zip package you have just downloaded to this folder.

Run the MAMP application. You will see the following screen from which you can start and stop the web server and database.


MAMP
MAMP
by webEdition
Status
Apache Server
MySQL Server
Stop Servers
Open start page
Preferences...
Quit

PHPMyAdmin

To create a new database you need to be able to administer it. On a server you would already have the relevant data for your database, but you need to create this on your local host PC. There are various tools that can help with this task. The one we describe below comes included with PHPMyAdmin, the software recommended in the previous two chapters.

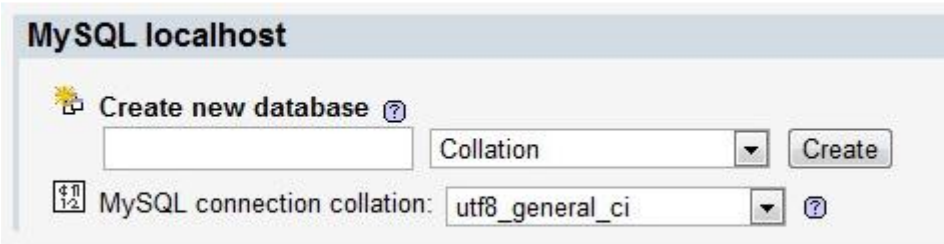
PHPMyAdmin is a web-based application (i.e. accessible via a web browser) that allows you to handle all aspects of managing our databases.

Once you have accessed your PHPMyAdmin (from a local host it can usually be found at http://localhost/phpmyadmin/ or http://localhost/mysql/), the first screen will allow you to:

- Select an existing database from a drop down menu
- Create a new database
- View other advanced information about the MySQL server

Creating a new database

To create a new database, you should simply enter the desired name in the appropriate field:



For the *"Collation"* field select *"utf8_general_ci".*

Your database is now ready for use.

Installing Docebo on a Remote Server

Before installing you should have the following information available:

Compatibility and Requirements

PHP Version: 5.2.x or later

MySQL Version: 5.1.x or later

The following settings are also recommended for PHP:

upload_max_filesize = 128M

post_max_size = 128M

these settings affect the maximum size of individual files that can be uploaded online.

max_execution_time = 300

this setting is required for the software to manage certain complex tasks, such as generating reports and creating certificates.

Server access data

You should have the following information available:

FTP Access: Host, User and Password

Database connection: Database Name, User and Password

Transferring files to the server

The first step to install the software on a well-configured server is to upload the files using an FTP program.

The files and folders to be uploaded for installation are all those contained in the downloaded zip file. Some of these files and folders can be deleted once the installation has been completed.

> Note: The main directory can include "/" as a path. It is extremely important to understand the exact path for configuring the file upload via FTP during the installation phase; for example, the root directory could be /htdocs/

If you are using a Linux server, once the file transfer is completed, and before installation, the following files and directories should have permissions set to 777:

- config.php
- files/ and all subdirectories

Installation

Once the files for the Docebo software have been placed in the folders indicated in the previous chapters and the empty database has been created, the files may then be installed.

If you are installing on a Windows home PC, the database user will be "root", with no password, and the database name will be the one you chose when you created it through PHPMyAdmin (see the previous chapter). Also with Windows home PCs, "http" should be selected as the upload method rather than "ftp".

The Docebo installation process has been designed to be as easy and complete as possible. Installation is divided into various stages required for obtaining the necessary information for system configuration. By this stage you should already have placed the necessary files in the correct locations.

Now, on your web browser, you should go to the directory from which the installation will be run. If you have followed the instructions provided here for your local host installation, the address the address should be:

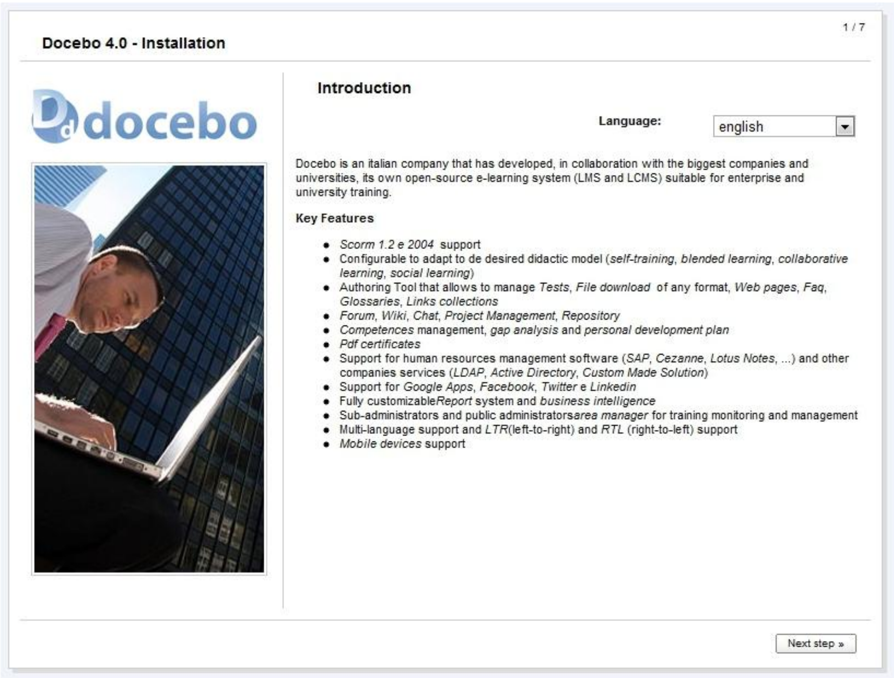
http://localhost/docebo/install

If you are installing on a server, supposing your domain is website.com, with everything installed in the main directory, you should have:

http://www.website.com/install/

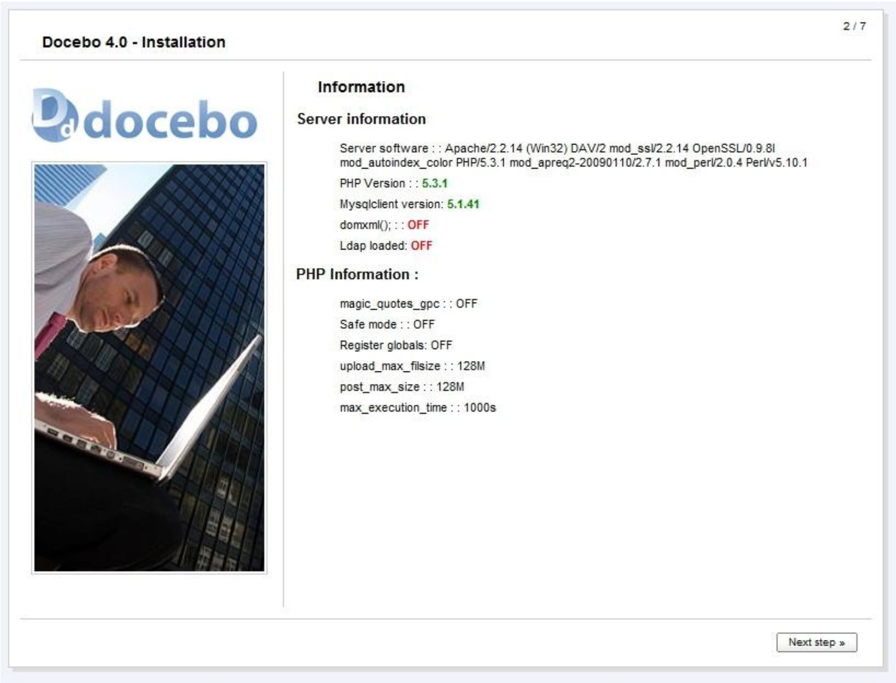
Now you can proceed with the installation following the provided steps.

Step 1 – Welcome



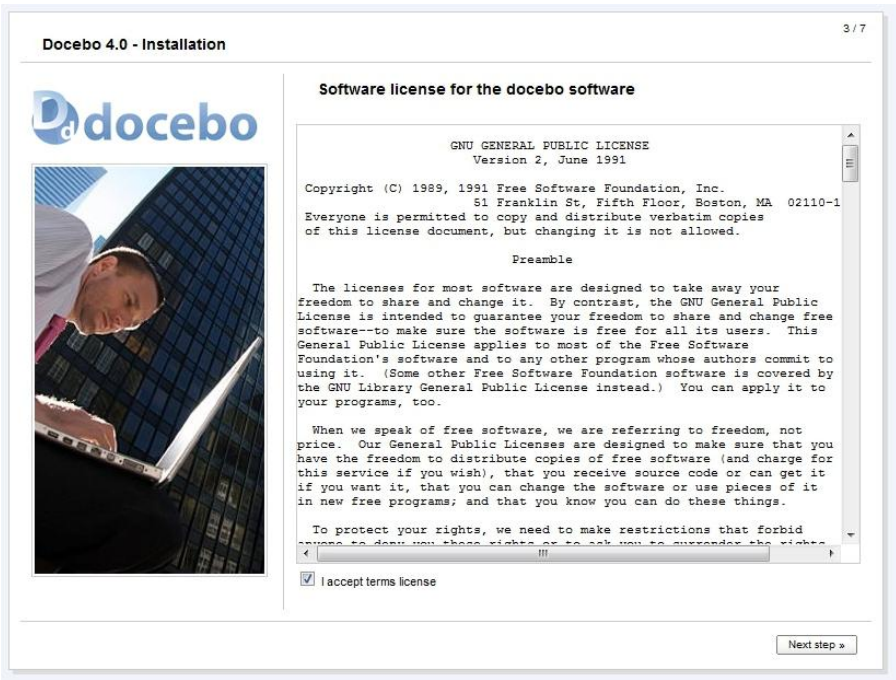
At the start of the installation process a short page will appear providing general information about the software and also a choice of languages for the installation.

Step 2 – Server information



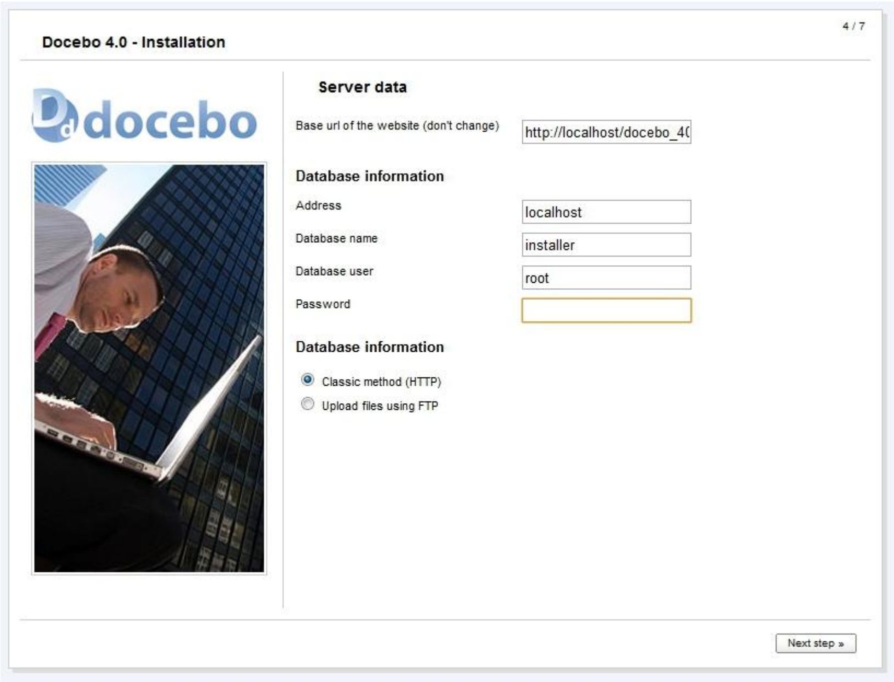
The second step of the installation provides some information about the environment in which the software is being installed.

Step 3 – Licence



Docebo is released under the Gnu GPL version 2 Open Source licence. During this step you will be asked to view and accept the licence terms in order to continue with the installation.

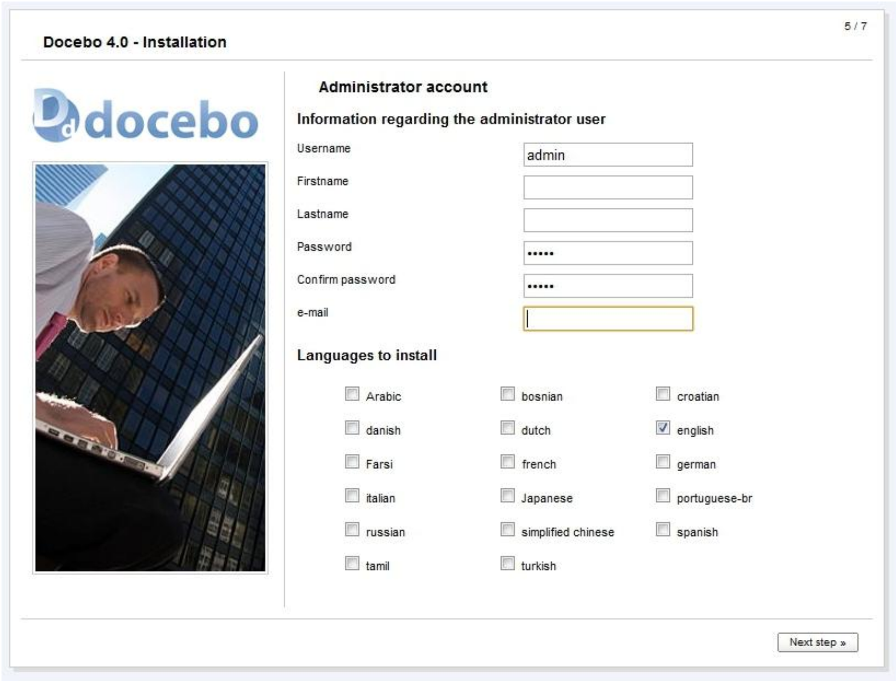
Step 4 – Server data



At this stage of the installation you should enter the necessary data so that the installer can connect with the database, through FTP if necessary, to upload the files.

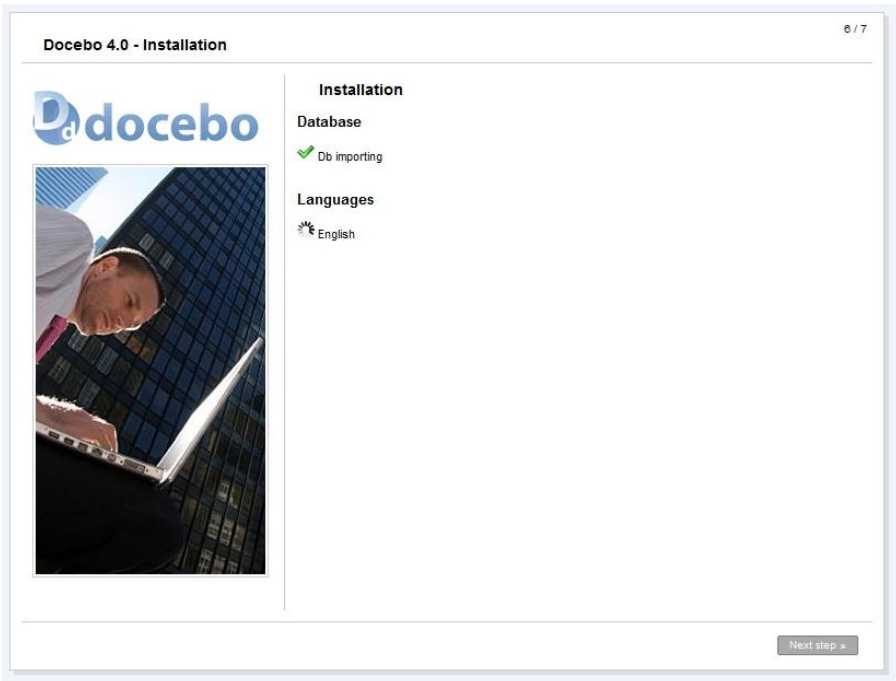
The system will check the data as it is being entered and indicate any errors in the feedback area beside the "next step >>" button.

Step 5 – Account and languages



At this point you will be asked to create an administrator account. This account will be used for all the following steps that will allow you to configure and manage your e-learning platform. You can also specify the language in which the software will be installed.

Step 6 – Creating the database



In this step the installer will perform the actual installation process:

- creating the necessary database structure
- populating the structure that has just been created
- loading the software translations for the selected languages

When these automatic operations have finished you can continue with the final step.

Step 7 – Installation complete

Congratulations! You have successfully completed the installation. This page displays the address at which the application can be reached and the super administrator account you have created.

Various useful addresses are also listed in order to easily locate this manual, the docebo.org forum and other available training resources.

Final configuration

Some final steps are necessary at the end of the installation:

- delete the install/ directory
- delete the upgrade/ directory
- delete the xml_language/ directory
- Set the permissions for the admin.php, config.php and index.php files to 644
- Set the permissions for the .htaccess file in the files/ directory to 644
- Set the permissions for the .htaccess file in the main directory to 644

Upgrades and Patches

Updating Docebo

Just a few simple steps are needed to update a version of Docebo to a newer version.

1. Overwrite all the files **except config.php**
2. Run http://www.yourdomain.com/upgrade/
3. Follow the instructions on the screen
4. Delete the following directories:
    - upgrade/
    - /install.
    - xml_language/
    - all the .txt files

Notes for migration from a 3.x to a 4.x version

Docebo 4.0 introduces a series of significant improvements from previous versions and, with a view towards continual evolution in the constantly changing field of web-based applications, its basic files and directory structure has been revised. For this reason, the best way to perform an upgrade is to remove the old folders and files from the *"files/"* directory and the config.php file, and the config.php file should also be changed by adding the writing permissions.

Once the new files have been loaded and you can proceed with the second point of the normal updating process, the config.php file will be automatically updated.

Installing patches in Docebo 3.x

There are two types of patches, one that only substitutes files and another that also changes the database structure. With the first type it is sufficient to overwrite the files, as indicated in the patch. With the second, however, the SQL queries contained in the patch on the Docebo database should be applied.

Backup

There are four types of backup:

1. **Files backup:** copying all the directory files; this will create a backup of learning objects, images, avatars and load files.
2. **Database backup:** with PHPMyAdmin you can make a complete database backup, in which case you would save only the data. Nevertheless, we advise you to use the **mysqldump** command line tool for a scheduled and proper backup.
3. **Total backup:** Download all the files and make a backup of the database

We recommend making a total backup periodically and database backups more often. It is also highly recommendable to use these backups to test the more demanding upgrades.

Problem management

Here are some of the more common errors that can be caused by wrong configurations.

When I try to load files or Scorm packages the system displays messages such as "_ERRORUPLOAD" or "imsmanifest.xml not found"

If the system displays messages such as "_ERRORUPLOAD" or "imsmanifest.xml not found" you can check:

Whether the SCORM package is too large; you can set the max_upload_filesize parameter in php.ini (check the manuals or the wiki to see how). If you cannot change the php.ini file you can:

1. Upload a Scorm package containing only the imsmanifest.xml file
2. Enter in FTP and upload the other files in the folder created in files/doceboLms/scorm/

Other problems can be connected with the safety configurations; for example, the "FS" uploading method with Scorm only works in safe_mode with the system set to off. You should check that the FTP parameters and paths specified in the config.php file are correct, and also the writing permissions.

It should also be remembered that the imsmanifest.xml file in a Scorm packet should always be located in the root of the zipped Scorm file.

Some errors have also been encountered with .htaccess files. The file upload problem can be solved by cancelling those contained in the files/ folder; doing so will lower the safety levels.

Accented characters and apostrophes etc. are not displayed correctly

This section should be referred to only if you have a version of Docebo 4 or higher.

Modify config.php, converting the following parameters:

$GLOBALS['db_conn_names'] = 'utf8';

$GLOBALS['db_conn_char_set'] = 'utf8';

to the correct ones, for example:

$GLOBALS['db_conn_names'] = 'latin1';

$GLOBALS['db_conn_char_set'] = 'latin1';

I do not have sufficient space on my server

Remember to delete the following directories:

- upgrade/
- install/
- xml_language/

there are no other directories that are not necessary for the functioning of Docebo.

Sent e-mails are formatted badly

Open the config.php file and change this variable:

$GLOBALS['mail_br'] =''\r\n'';

to

$GLOBALS['mail_br'] = ''\n'';

or

$GLOBALS['mail_br'] = ''\r'';

When I use Scorm objects I get errors such as "xmldoc has no properties" or other "strange" Javascript POPUPS

As a first attempt, deactivate the "debug mode" in the administration area.

If the errors continue, there is probably a server problem involving the inclusion of PEAR or SOAP (for example, in XAMPP). Go to doceboCore/addons/soap/pear.php and empty the file without deleting it.

The server slows down and sometimes stops when there are many connections

Apache has probably reached its maximum numbers of connections; this will be reported by error.log: “[error] server reached MaxClients setting, consider raising the MaxClients setting”.

Edit the Apache settings, increasing the maximum number to 150 or higher.

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Introduction

The Docebo platform is an Open Source e-learning platform (Learning Management System - LMS) that is used in a variety of contexts (corporate, university, public administration) to manage distance and blended training.

Docebo allows training courses to be provided in various didactic modes: self-study, blended learning, collaborative learning, social e-learning and models designed on the basis of clients' needs.

The platform is divided into two main areas:

- The administration area;
- The public distribution area.

The administration area is managed and viewed from two profiles:

- Super administrator: with total and unlimited rights over the LMS;
- Administrator: with rights that can be determined by the super administrator.

The public area is viewed from 7 levels of use:

- Administrator/super administrator
- Users

Within each course the users can be divided into 7 levels:

- Course administrator
- Teacher
- Mentor: a subject expert
- Tutor: a communication processes expert
- Student
- Guest (a guest user subscribed to the course with visual access rights only)
- Ghost (a user whose activity is not tracked by the system)

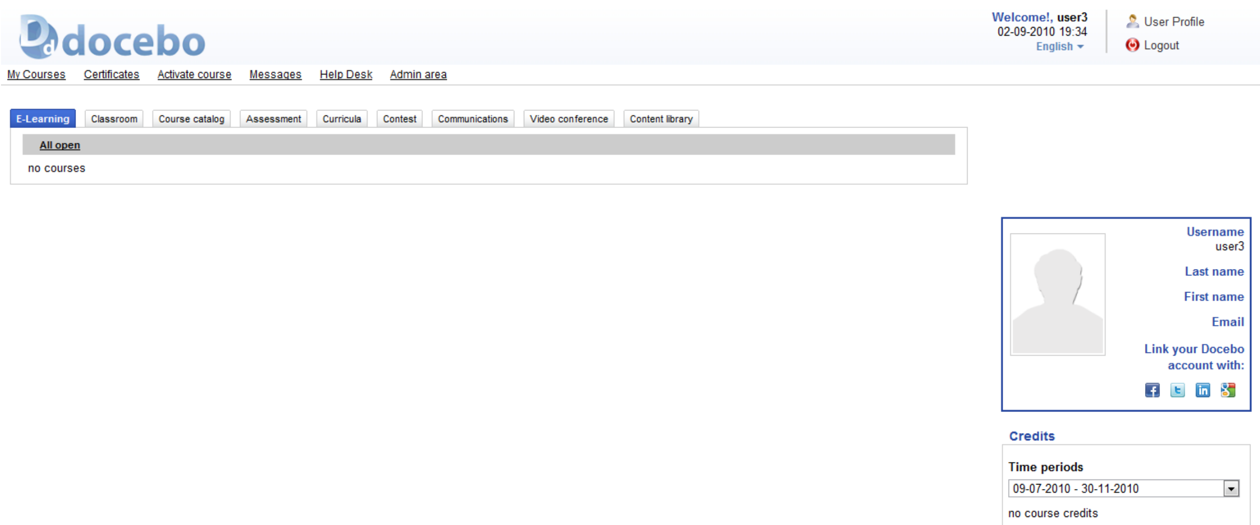
The same user can assume different roles in various courses.

Once you have reached the Docebo platform at the configured Internet address you will be directed to the login page:

First access

The first access takes place on the Super administrator user level created during the installation of the platform.

The first screen to appear is the *My courses* page.



Click *Admin area* on the menu to access the administration area. You can then begin to customise and populate the platform through the Main menu. The first page that appears is the Dashboard, which is divided into three main areas:

- Quick links
- Users
- Courses

The *Quick links* section allows you to quickly perform the operations most frequently used by the platform administrator:

Operations regarding users:

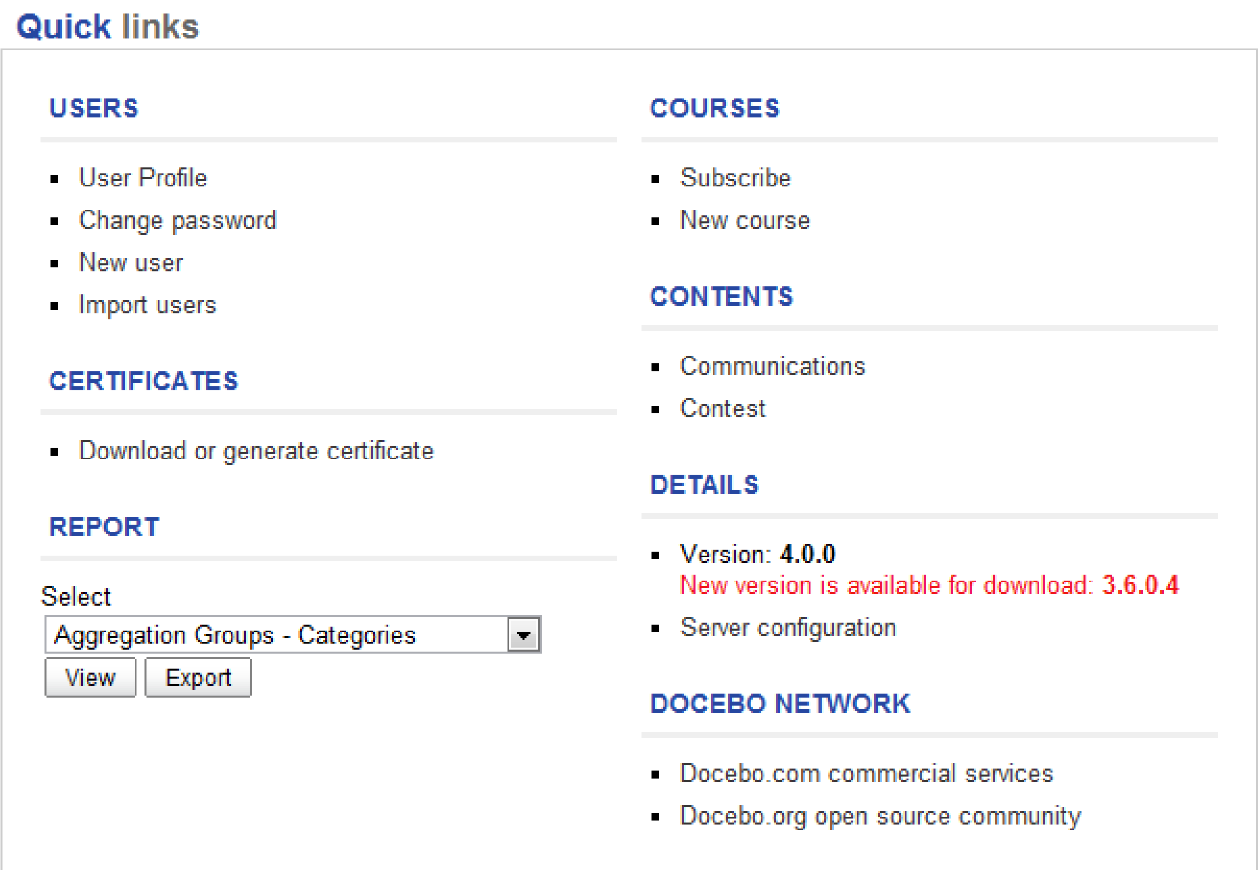
- View profile;
- Change password;
- Create new platform users;
- Import a list of platform users.

Operations regarding courses:

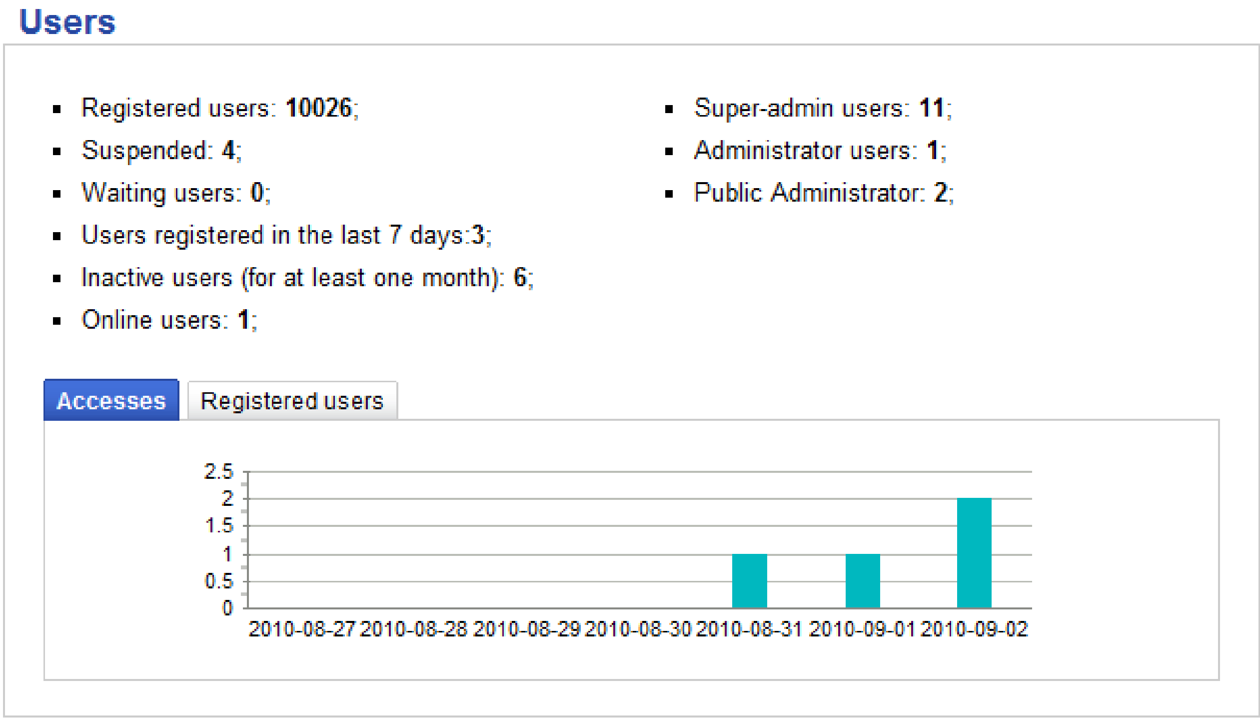
- Subscribe of new users to a course;
- Creation of new courses.

Issuing certificates.

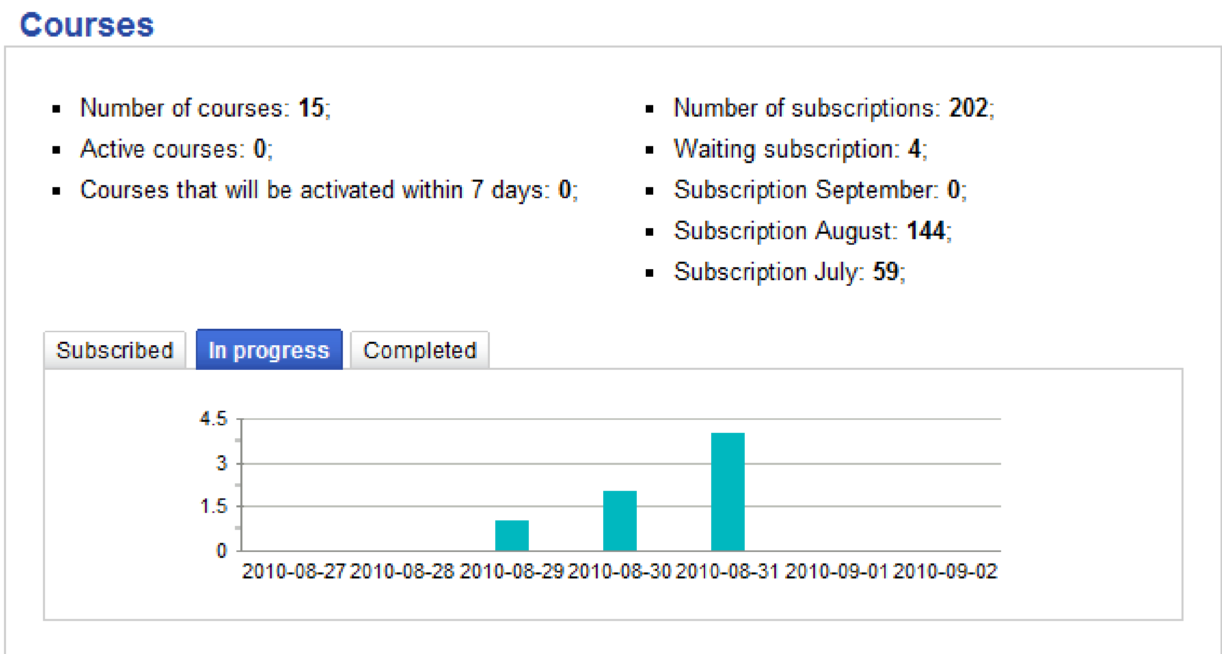
Publishing communications and contests.



The *Users* section permits monitoring of a series of data regarding platform users and graphic visualisation of the number of accesses and user registrations made during the previous week.



The course section provides an overview of the data regarding the courses published on the platform, offering a graphic representation of the number of users subscribed to the courses, that have started the course and that have completed the course.



We will now have a detailed look at all the Docebo platform functions and explore the menu provided in the administration area.

Main menu:

- user management;
- platform settings.

E-learning menu:

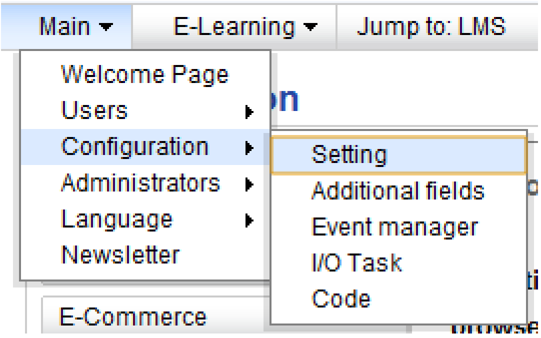
- course management;
- content management;
- report production.

Configuration

This section allows you to perform the preliminary operations for customising the platform.

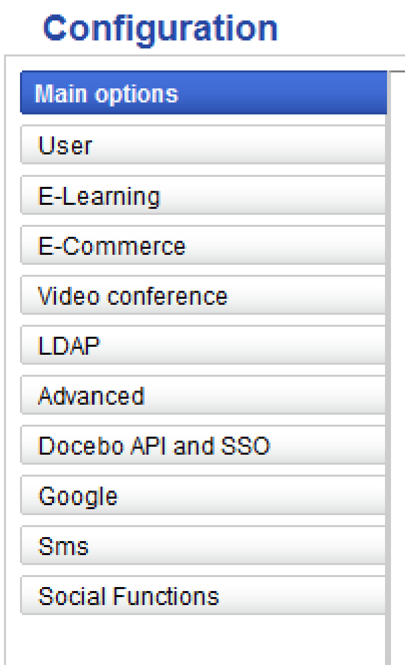
Settings

To change and define the platform settings go to Configuration - Setting on the Main menu:



From this section it is possible to change:

- The name that appears in the user's browser;
- The default template assigned to the installation;
- The platform’s URL;
- The language used in the platform;
- The e-mail address from which notifications are sent to users;
- The period of inactivity, after which a user is disconnected (session length);
- The text editor used.



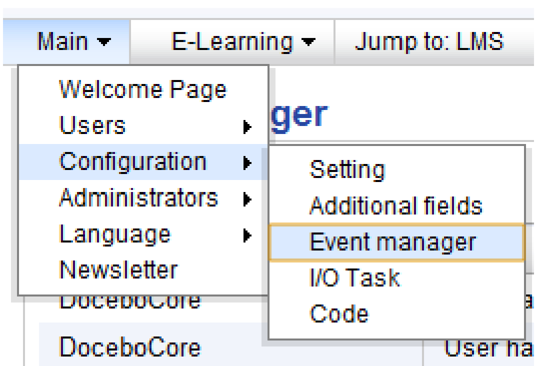
Through the menu on the left of this page it is also possible to change and set the data regarding:

- Specific setups for user registration and management modes on the platform;
- Specific setups for courses;
- Management of the e-commerce module;
- Interfacing with video conference systems compatible with the Docebo platform;
- LDAP authentication setups;
- Advanced functions;
- API and SSO;
- Activation of Google Analytics;
- Activation and configuration of the SMS service;
- Interfacing for login through social network sites.

Event manager

This platform allows notifications to be sent to users concerning particular events managed by the platform.

To manage this function, select Configuration - Event manager in the Main menu.



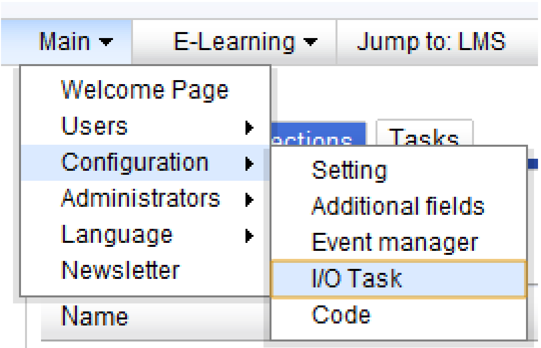
The system provides a list of events with which an e-mail or SMS notification can be associated and the final column indicates the user types to which the communication will be sent.

To choose the events with which notifications may be associated, click on the buttons in the "Mandatory" column.

The notification text can be customised through the Languages section of the platform (see paragraph on ENTERING A NAME/NUMBER)

Platform	Name	Not used	Mandatory	Email	SMS	Recipients
DoceboCore	User has been created	○	●	☑	☐	User
DoceboCore	User has been modified	●	○	☑	☐	User
DoceboCore	User has been deleted	●	○	☑	☐	User
DoceboCore	User waiting to be approved in platform subscription	●	○	☑	☐	Moderators and Super Admins
DoceboCore	User waiting to be subscribed in a group	●	○	☑	☐	Moderators and Super Admins
DoceboCore	User subscribed in a group	●	○	☑	☐	User
DoceboCore	User has been removed from a group	●	○	☑	☐	User
DoceboLMS-A	User waiting to be subscribed to a course	●	○	☑	☐	Moderators and Super Admins
DoceboLMS-A	User subscribed to a course	●	○	☑	☐	Instructors
DoceboLMS-A	User unsubscribed from a course	●	○	☑	☐	User
DoceboLMS-A	User level has been changed in a course	●	○	☑	☐	User
DoceboLMS-A	Student completed a course	○	●	☑	☐	User
DoceboLMS-A	Course properties have been changed	●	○	☑	☐	Instructors and Super Admins
DoceboLMS	New Announcement	●	○	☑	☐	All
DoceboLMS	New message received	●	○	☑	☐	All
DoceboLMS	New category	●	○	☑	☐	All
DoceboLMS	New thread	●	○	☑	☐	All
DoceboLMS	New reply	●	○	☑	☐	All
DoceboCore	User approval	●	○	☑	☐	User
DoceboLMS	User bought a course	●	○	☑	☐	User

I/O task



The I/O (Input Output) task system allows Docebo data to be exported to and imported from other applications.

There are pre-programmed tasks files that perform the following activities:

- Import/Export companies (connector.docebocompany.php);
- Import/Export organisation chart structure (connector.doceboorgchart.php);
- Import/Export organisation chart structure from an xml file (connector.xmlorgchart.php);
- Import/Export user-course relation (connector.docebocourseusers.php);
- Import/Export course list (connector.docebocourses.php);
- Import/Export SAP HR-compatible course list (connector.coursesap.php);
- Import/Export course report (connector.docebocoursereport.php);
- Import/Export CSV file (connector.csv.php);

- Import/Export Docebo users(connector.docebousers.php);
- Import/Export users report (connector.userreport.php);

Creating a connector means to activate it and make it operational (there is a file that manages a certain type of data).

Creating a connection means to assign a certain task to a connector, namely where to write or retrieve certain data, whether these are read from a file or stored in a DB.

To create a task means to associate the source connector to a destination connector and explain where to store (importing or exporting) certain data. For instance, writing data on CSV file or a database beginning with data in another database or CSV file.

Example: Importing from a CSV file uploaded nightly via FTP and writing the data in the Docebo user db.

Note: Connectors are usually designed to distinguish manually managed data from data managed automatically by the connector itself.

A set of activities can be scheduled through the Docebo input/output module that read .csv or .xml files uploaded via FTP from other applications or made available by Docebo to other applications.

Basic instructions for managing import/export of data in automatic mode:

- Activities are scheduled in the administration area using the I/O (input/output) module, which is located in admin/main/configuration/IO task

- .csv files are placed in the files/common/iofiles directory by Docebo or third-party applications through FTP access

- Import tasks are performed using Cron or a similar scheduler, which retrieves the doceboCore/tasks.php file

Importing user lists (e.g. filename users_aaaammdd.csv) User ID, Passwords (e.g. "claudio.erba", "pippo"). Many other cataloguing fields can be added. If these are to be managed through "drop-down menus" then the fixed fields must be "preloaded" in the LCMS system. If authentication is managed through systems such as LDAP, it is not necessary to import the passwords.

Importing course lists (e.g. filename courses_aaaammdd.csv) Course code, Course name (e.g. "001", "Maths"). Other fields can be added to the .csv file, such as: Difficulty, Course status, Subscription policies, Course language, Start date, End date, Course duration and Estimated time.

Importing automatic course subscription for users (e.g. filename AAAMMDDusercourses_data.csv) User ID, Course code (e.g. "claudio.erba", "001"). An optional field may also be added for the user level in the course. If this is not specified, the user will be listed as a student. 1 Ghost, 2 Guest, 3 Student, 4 Tutor, 5 Mentor, 6 Teacher, 7 Administrator.

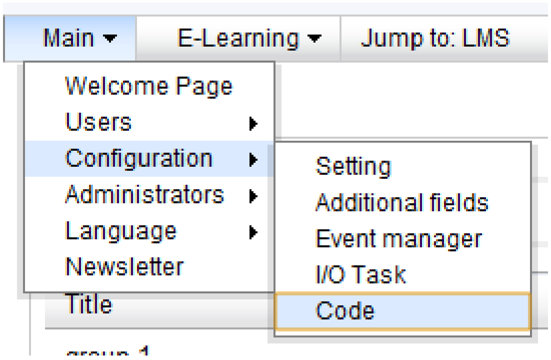
Code

The Code function generates codes to assign to users through which they can obtain automatic subscriptions to the platform and to a specific series of courses.

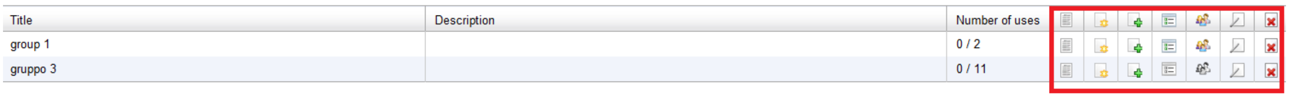
The code contains the course subscription information and can be distributed to a specific type of user for whom that programme is intended.

For example, in "product training" contexts a specific product can be associated to a code/card so that all the dealers that purchase it can be automatically registered on the platform (without passing through the administrator) and attend the courses assigned to that code.

To access the "Code" function, select Configuration – Code on the Main menu.



Add a new group of codes, assigning it a name and description.



Title	Description	Number of uses
group 1		0 / 2
gruppo 3		0 / 11

Through the active menu beside each group it is possible to:

- View the codes associated with each group;
- Generate new codes;
- Import an existing list of externally created codes, through a CSV file;
- Associate the courses to which the code owners will be subscribed;
- Assign the branch of the organisation chart to which the users will be subscribed;
- Change the group name and description;
- Delete the group.

User Management

When the platform configuration has been completed, the population phase must be carried out.

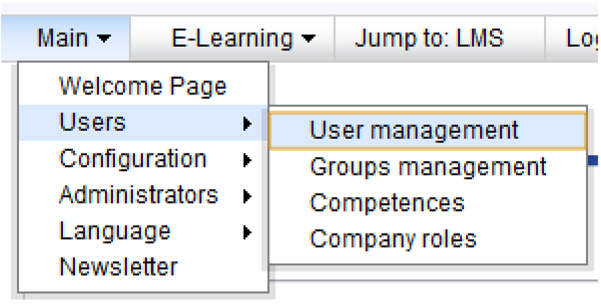
The user cataloguing policies should now be defined. This can be done in three ways:

- Standard field cataloguing: this uses the system's basic fields, which are: Username. Name, Surname and E-mail.
- Cataloguing with additional fields: it is possible to add previously created additional fields to the standard fields, associating them with the "root" of the structure. The additional fields can be in text, date, drop-down, yes/no or extended text format; all these fields may also be used as search filters.
- Cataloguing with additional fields + Organisation chart: if the groups are transversal, the organisation chart allows the users to be placed within a tree structure. The nodes of this tree can also have specific cataloguing fields. Depending on the policy used, a user can be either located in a single branch of the organisation chart or in several branches.

Organisation chart

By dividing the users into folders and subfolders, it is possible to create a user map with a configuration similar to the company's organisation chart or a tree reflecting the needs of the HR or Training office for managing subscription to the courses.

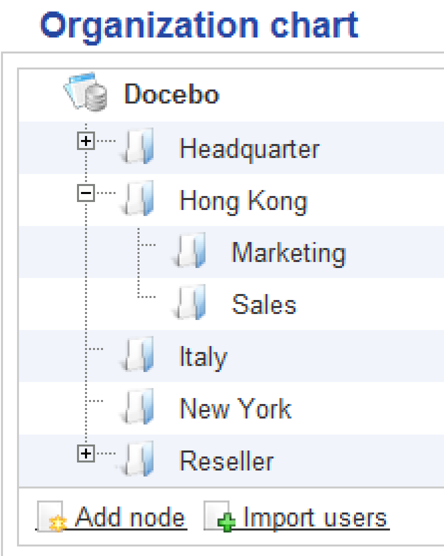
To create a user cataloguing tree, select Users - User management from the main menu.



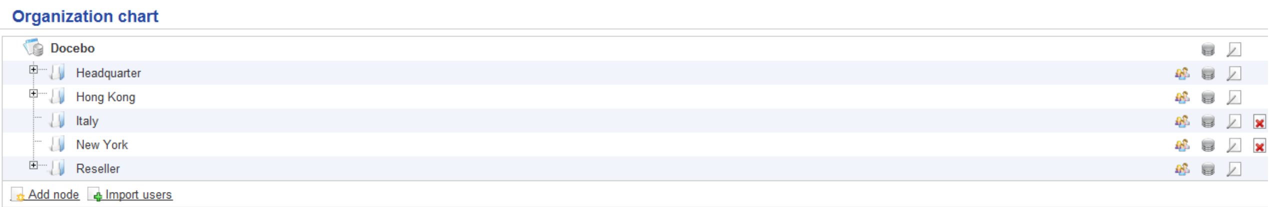
Then click Add node and insert a new branch in the organisation chart.

The branch can be assigned an identification code that is transversal to the languages in which the platform installation is translated in order to simplify external synchronisation of the structure and assignment of users.

Folder names can always be changed, subfolders created, by inserting a new branch within one that has been selected, and individual folders dragged and dropped inside others.



Note: a user may reside in several nodes of the organisation chart for administrative purposes. The users in any branch of the organisation chart are “virtual” and cannot be deleted. A complete user list can be obtained by clicking on the main node.



By clicking the icons in the active menu beside each folder, it is possible to:

- associate a branch of the organisation chart with a user already present in the platform (selecting the user from the list).
- to associate one or more supplementary fields with a single branch of the organisation chart;
- change the name of the branch;
- delete a branch from the organisation chart.

Note: when a branch is deleted from the organisation chart the users associated with it are not deleted.

Customising the personal information file

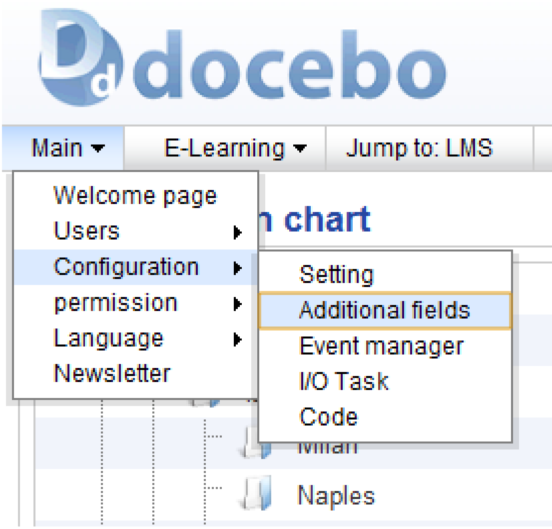
The users in the platform are catalogued according to different fields that are characterised as follows:

- mandatory/non-mandatory fields
- User-editable or non-user-editable fields

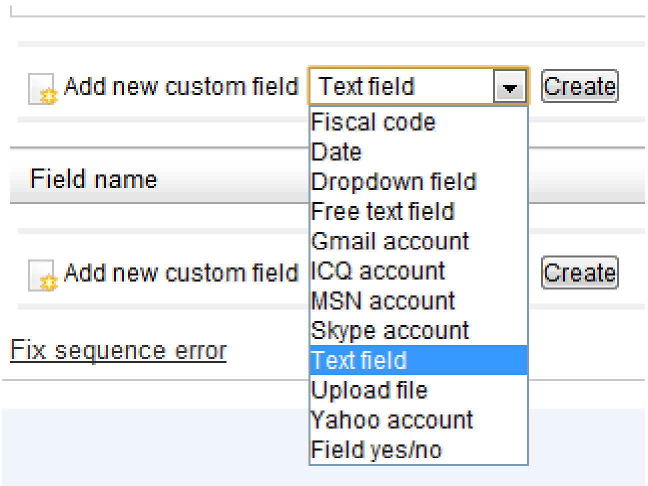
The standard users' personal information file includes the following fields: User ID, Name, Surname and E-mail.

Often the company needs to increase the set of fields for an individual user, adding entries regarding, for example, the user's matriculation number, department or tax code.

To add supplementary and customised fields, select the path indicated in the figure:



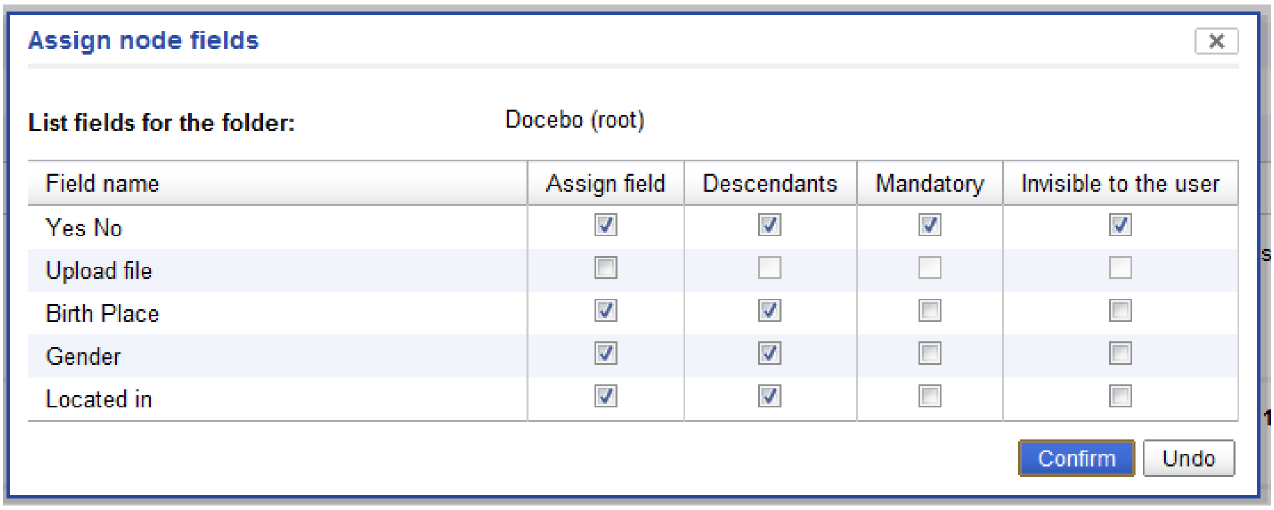
Select the type of field that you wish to add from the drop-down menu (for example, the Fiscal code field, a blank Text field or an MSN account) and enter the name you wish to assign to the new field, if this is different from that shown in the menu.



The new supplementary field must now be assigned to the user, the organisation chart branch or the entire organisation chart.

To perform this operation, click on the icon indicated in the figure:

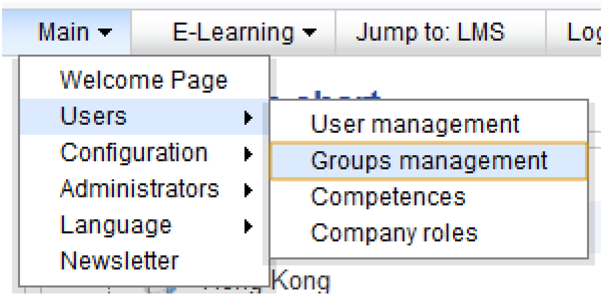
You may click either on one corresponding to a branch or the root, according to specific requirements.



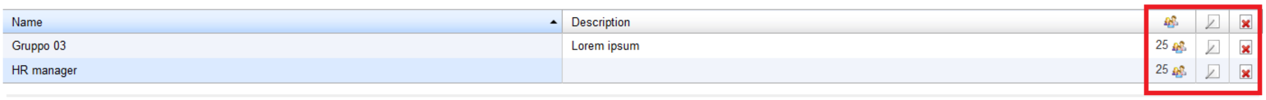
Groups

As well as through branches of the organisation chart, users can also be categorised on the basis of groups they belong to. The creation of groups is useful whenever a group of users with different characteristics than those determining the branches of the organisation chart is to be subscribed to a course.

To create a new group, select Users and Group Management from the Main menu.



Click New and then proceed to complete the form.



Through the active menu beside each group, it is possible to:

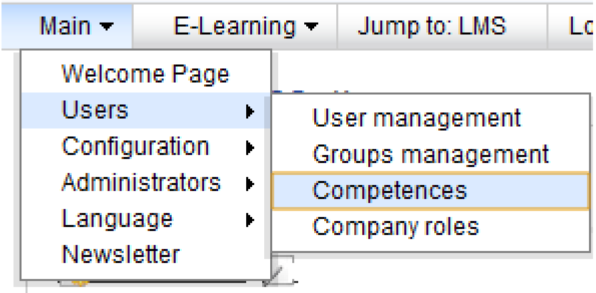
- associate users with a group;
- change the name and description of the group;
- delete the group.

Note: a user may be associated with more than one group.

Competences

Docebo can create and manage a system that matches the competencies that a user/group/*company roles* must obtain to a series of activities that the teacher/administrator determines as being necessary for acquiring them.

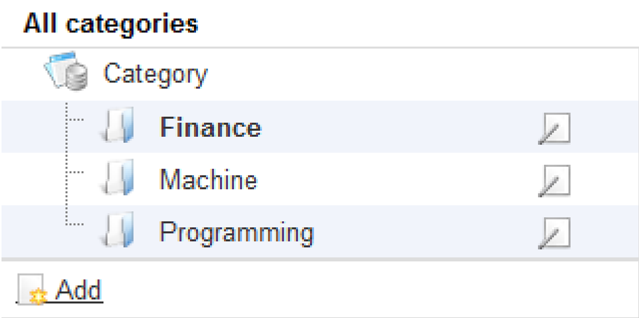
To access the "Competences" area, select Competences from the Main menu.



Creating and categorising competences is a preliminary operation for developing the system.

Categorisation is done by creating a tree divided into various folders, each of which corresponds to a category.

To create a new branch, click the *Add* button.



To create a competence, select the branch of the tree to which the competence belongs and click *Add new competence*.

Assign a Typology to the competence:

Skill: technical competencies

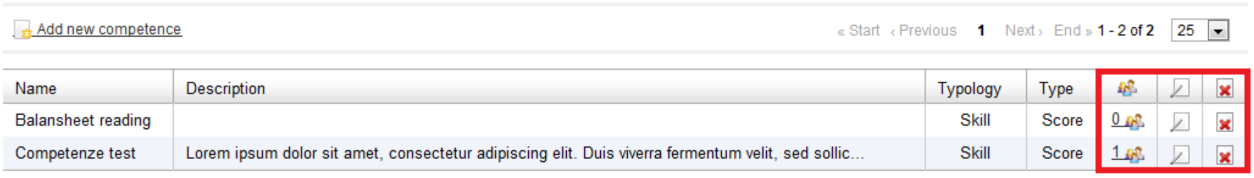
Attitude: behaviours

Knowledge: knowledge

and an Evaluation method:

Score: competencies with an assignable score

Check box: acquired / not acquired



Add new competence « Start ‹ Previous 1 Next › End » 1 - 2 of 2 25

Name	Description	Typology	Type			
Balansheet reading		Skill	Score	0		
Competenze test	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra fermentum velit, sed sollic...	Skill	Score	1		

Through the active menu beside each competency, it is possible to:

- view who has attained the competencies and assign them to users, manually specifying the score achieved;
- change the details regarding the competency;
- delete the competence.

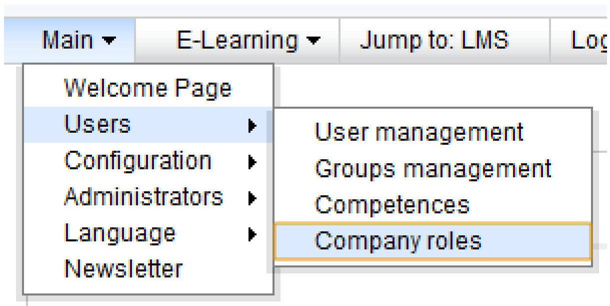
Company Roles

The competencies system can monitor the difference between competencies actually acquired by persons in a specific company position and the level of competencies considered as the ideal to attain (defined and set by the administrator).

In order make this assessment, Company roles must be created to which the respective competencies can be associated.

With more complex organisations, various roles can be grouped together for more streamlined management.

To access *Company roles* select Users - Company roles from the Main menu.



Create a role through the specific "Groups management" option.

Groups	Company roles	Description						
IT	Analysts		24	3				
Finance	Balansheet analysis		24	0				
Finance	Controller		49	0				
IT	Developers		23	2				

Through the active menu beside each role, it is possible to:

- associate the users occupying that role;
- associate the competencies assigned to the role;
- view the courses through which the competencies associated with the role can be acquired;
- perform a gap analysis to see the difference between the level of competence achieved by the user and the required level;
- change the name of the role;
- delete the role.

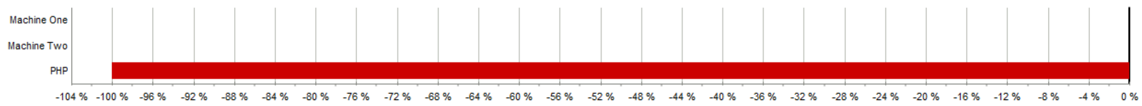
Gap analysis: by clicking the appropriate icon, the system displays an exportable table showing the analysis and monitoring.

Competence	User	Last name	First name	Score	Required score	Gap	Obtained on	Expire on	
Machine One	adrianne.dye	Dye	Adrianne		1	- 1			
Machine One	adrianne.yepez	Yepez	Adrianne		1	- 1			
Machine One	adrienne.adkins	Adkins	Adrienne		1	- 1			
Machine One	adrienne.fluker	Fluker	Adrienne		1	- 1			
Machine One	agatha.clifton	Clifton	Agatha		1	- 1			
Machine One	agatha.grimaldi	Grimaldi	Agatha		1	- 1			

By clicking the last icon (gap analysis), the system shows a detailed analysis for each user:

Company roles › Users: Analysts › Gap analysis: adrianne.dye

<< Back



« Start ‹ Previous 1 Next › End » 1 - 3 of 3 25

Competence	Score	Required score	Gap	Obtained on	Expire on
Machine One		✔			
Machine Two		✔			
PHP		4	- 4		

User subscription to the platform

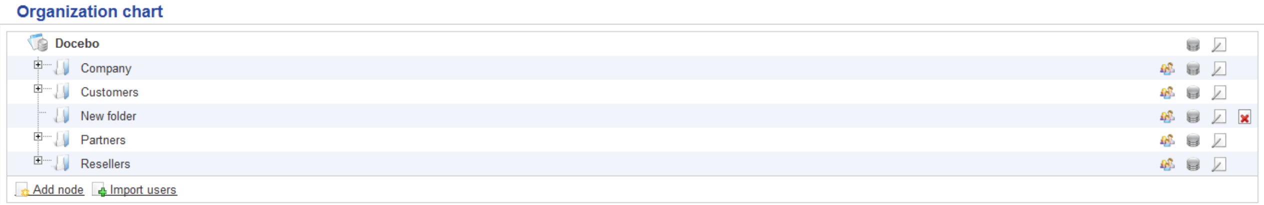
Once the organisation chart has been created, the users must be subscribed. Subscription can be done in four ways:

- Direct creation by an administrator/super administrator;
- “Moderated” creation by a sub-administrator (this must be confirmed by a higher level administrator);
- Free self-subscription to the platform;
- Moderated self-subscription to the platform (this must be confirmed by an administrator).

Direct subscription by an administrator can be done in various ways:

Importing through .CSV files

This function can be activated by clicking *Import Users*

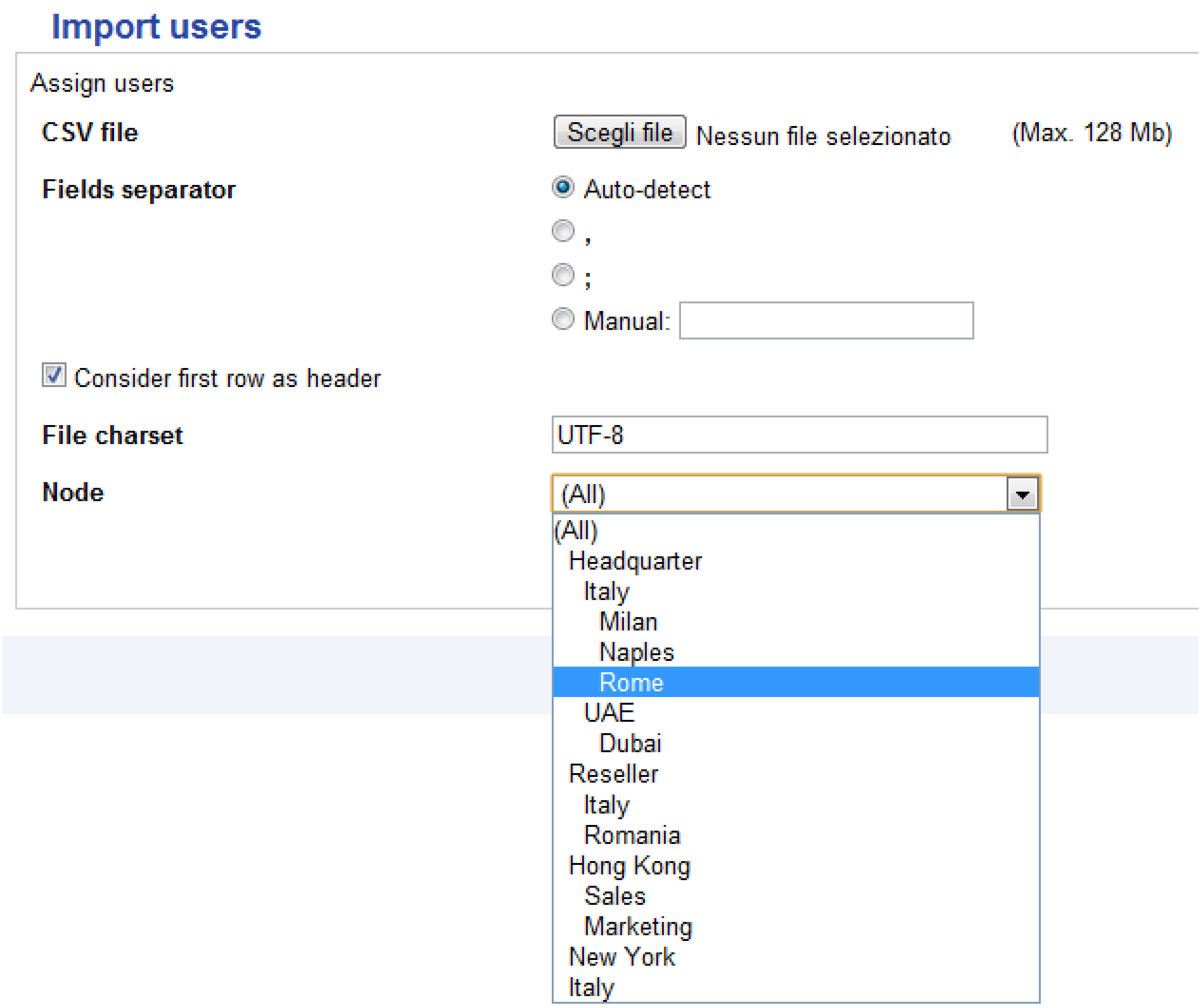


Choose the file to import. The system can automatically determine the separators to be used for separating fields (commas or semicolons), or else this can be set manually.

The first line of the table can be assigned as a heading for the imported file. If this is done, the first line of the file, which normally contains data headings, will then be ignored.

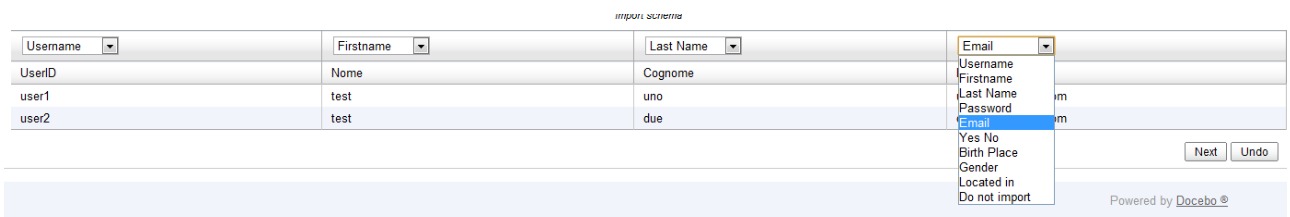
Assign the organisation chart node with which the users should be associated.

Note: if the default setting (All) is left, the users will populate the subscriptions without being assigned to any branch.



Once the file is imported, assign each column to the required values:

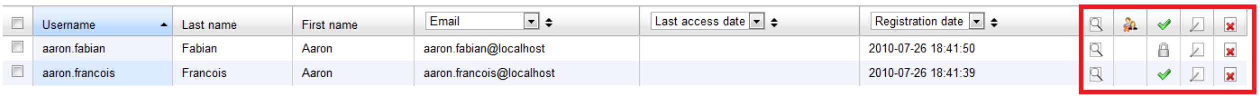
in the example shown in the figure, the imported file contains the first line as a header, making it is easier to recognise the values to assign to each column.



At the end of the process the system provides feedback on the number of users successfully imported or signals import errors.

Manual registration of individual users

The user or group of users can be assigned to a specific branch of the organisation chart, either by electing the destination folder and starting the subscription procedure or by entering the data regarding positioning on the tree at a later point during the subscription process.



	Username	Last name	First name	Email	Last access date	Registration date
	aaron.fabian	Fabian	Aaron	aaron.fabian@localhost		2010-07-26 18:41:50
	aaron.francois	Francois	Aaron	aaron.francois@localhost		2010-07-26 18:41:39

Once the users have been imported, changes can be made to each profile. It is possible to:

- View the users' personal information file;
- Delete associations with the organisation chart branch;
- Suspend and later reactivate users;
- Change data on the personal information file;
- Delete users from the platform.

User search/sort

In the User management page there are search filters allowing subscribers to be sorted or searches to be made through specific modes.

The system automatically displays the search by individual users and shows the list of all users subscribed to the platform.

To select the user to subscribe, use the search engine on the right and enter the user ID, name or surname of the user.

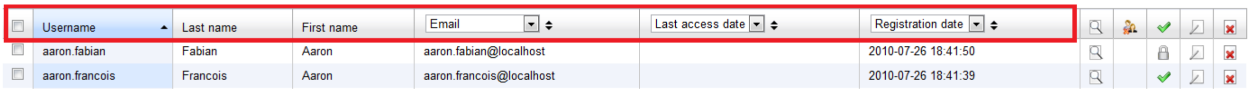
An advanced search can be activated through "Switch to advanced search".

This option enables a search to be made based on the fields of the personal information file used in the platform, including supplementary fields.

Select the search parameter from the drop down menu, click on the "Add" button, add the required data and then click on the "Apply dyn filter" button.

The system will show the name or names corresponding to the chosen search criteria.

The users can be listed by Name, Surname, e-mail, most recent access to the platform or subscription date, by clicking the buttons at the top of the users list.



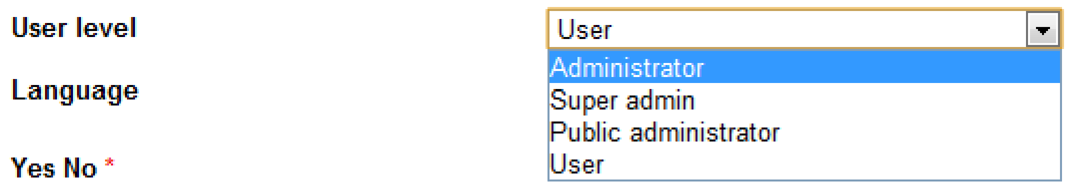
	Username	Last name	First name	Email	Last access date	Registration date
	aaron.fabian	Fabian	Aaron	aaron.fabian@localhost		2010-07-26 18:41:50
	aaron.francois	Francois	Aaron	aaron.francois@localhost		2010-07-26 18:41:39

If multiple users are selected, a series of "batch" operations can be performed. Clicking on the "More functions" button provides the options of: suspending, restoring or cancelling selected users, exporting a .CSV file for the selected users containing all the data fields, or disassociating the group of users from the present branch.

Administrator management

Administrators

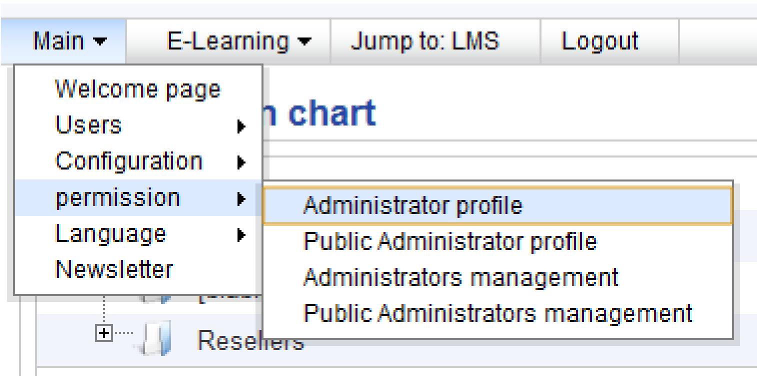
To create an administrator, the level of the designated user must be raised by changing his/her profile:



Two fundamental tasks must be performed in order to define the administrator's roles and powers:

- creating the administrator profile, with assignment of the respective permissions to each profile;
- associating the users branches and course categories to be managed with the profile.

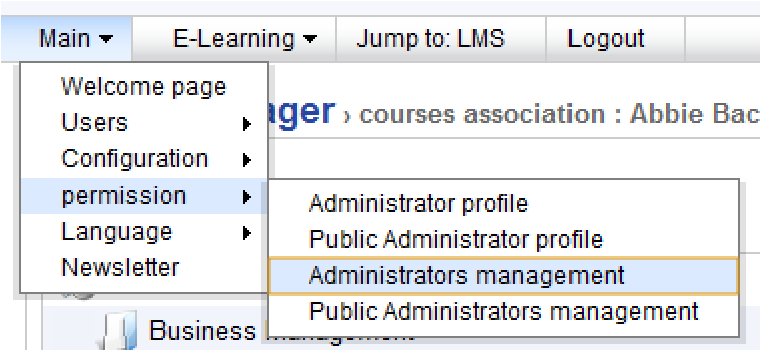
To create an Administrator profile from the: Main, Permission and Administrator Profile area.



The active menu beside each created profile allows you to:

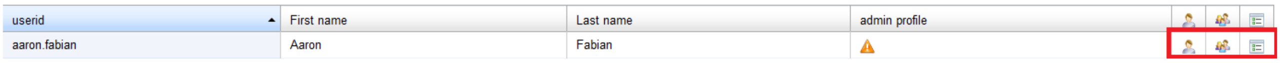
- manage the permissions for that profile;
- assign the administration and public area modules that the profile can manage;
- manage the languages that the profile can change;

To associate the users and courses to administrate to the profile, select Permission, Administrators management from the Main menu.



The active menu beside each administrator allows you to:

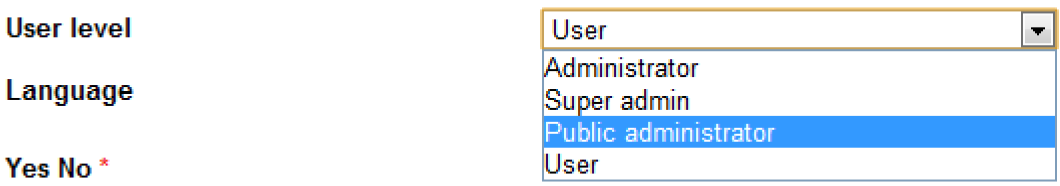
- assign a new administrator profile to the user (from those created in Administrator profile)
- assign manually selected users to the administrator according to organisation chart branch, group, or Company roles;
- assign the courses that the administrator can manage.



Public administrators

The public administrator is an administrator with limited powers who does not have access to the administration area but can access his administrative functions through a panel in the public area.

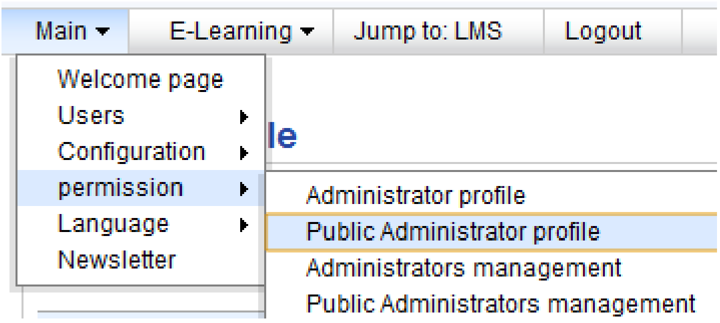
In order to create a public administrator, the level of the designated user must be raised by changing his/her profile:



As with administrators, for public administrators it is also necessary to:

- create an administrator profile, assigning the respective permissions to each profile;
- associate the users branches and course categories to be managed with the profile.

To create a public administrator profile, select Permission and Public Administrator profile from the Main menu

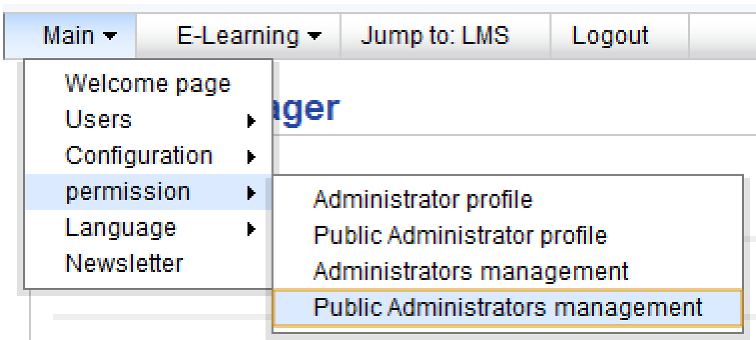


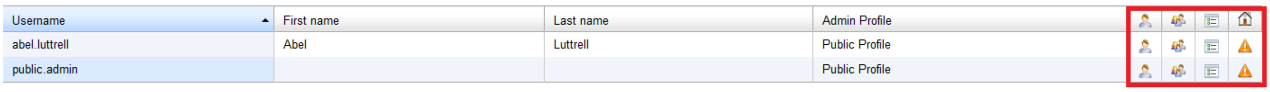
create a profile by clicking *Add*

The active menu beside each created profile allows you to:

- manage the permissions for that profile;
- assign the modules that the profile can manage;

To associate the users and courses to be administered with the profile select Permission, Public Administrators management from the Main menu.



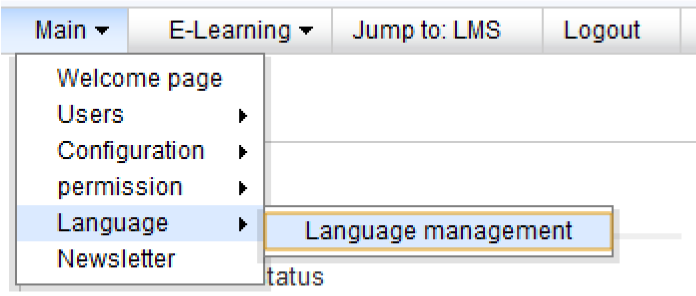


The active menu beside each administrator allows you to:

- change the public administrator profile to the user (from those created in Public Administrator profile)
- assign the public administrator the users he can manage;
- assign the courses that the public administrator can manage.

Language Management

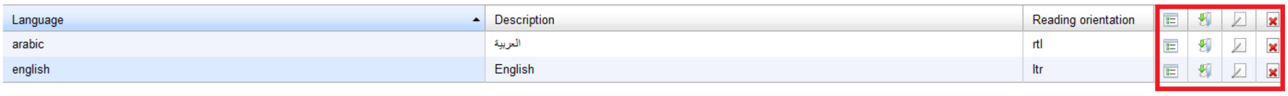
To activate management of the languages in the platform you must select Language, Language management from the Main menu.



To add a new language, click the "Add" button and fill out the fields on the screen.

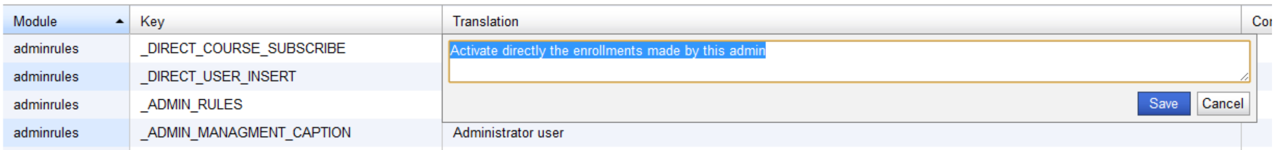
To import a new language, click the "Import" button and proceed with the file upload, indicating whether already existing terms should be overwritten and new translations that are not present online should be added.

To change a language, click the "Change" button, search for the word to be changed through the search engine and then replace the term.



Through the active menu beside each language it is possible to:

- view all the translations included in platform and change the text by clicking on the required translation;

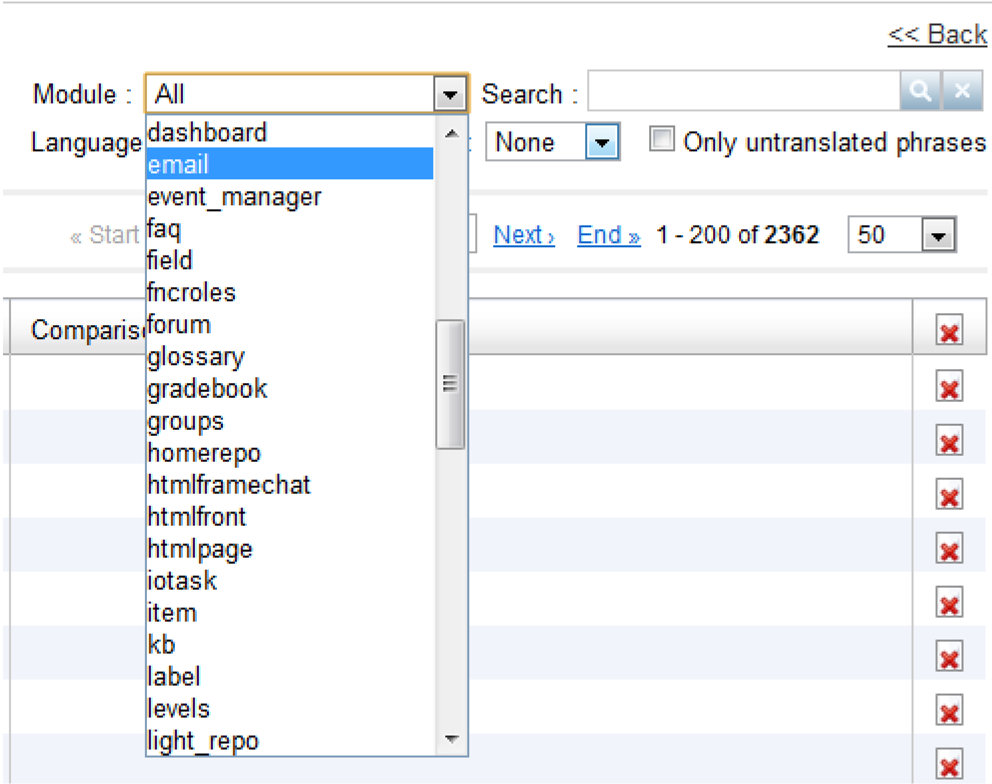


- export the entire translation to import it into another program;
- modify the language data (name and description);
- delete the language.

The search engine can be used to search for the word in the translation. Simply enter the word that you wish to change in the text.

The search can also consult the "Modules" search engine, by specifying the module in which the text to be changed is located.

Note: the text of notifications sent to the users can also be edited through this function, by choosing from the "email" modules.



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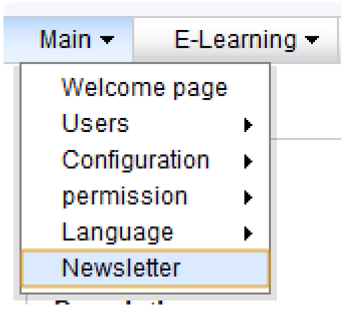
Module :
All
Search :
Language
dashboard
email
event_manager
faq
field
fncroles
forum
glossary
gradebook
groups
homerepo
htmlframechat
htmlfront
htmlpage
iotask
item
kb
label
levels
light_repo
None
Only untranslated phrases
« Start
Next ›
End »
1 - 200 of 2362
50
Comparis

Newsletters

The Docebo platform allows you to send newsletters directly from the administration to all the LMS users or to just a specific group of them.

To activate this function, select Newsletter from the Main menu:



Define the sender, the subject and the message of the communication.

One or more attachments may be included in the newsletter.

It is also possible to choose which users to send the communication to based on the language in which the platform is configured.

The communication can be sent by both e-mail and SMS.

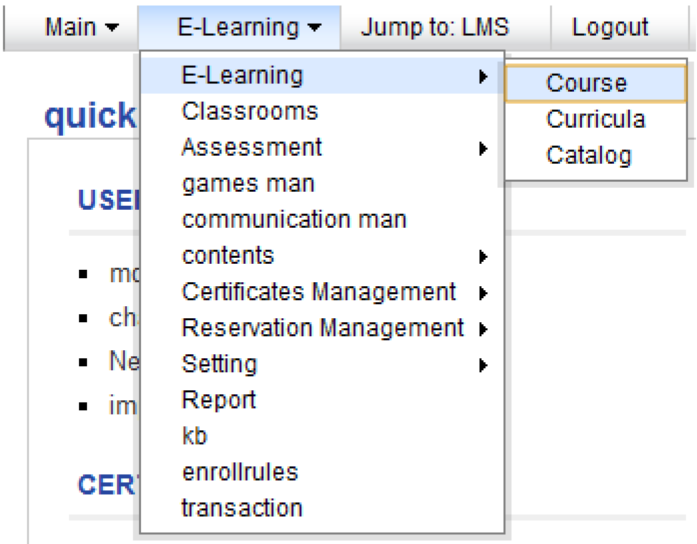
Note: the SMS function needs to be specially configured.

Courses

Course categories

A course classification can be created in a similar way to the organisation of the users.

To access the "course categories" area, select Course on the E-learning menu.



The system allows you to create a folder system for cataloguing the courses.

To create a new folder, select "new category".

The corresponding icons can be used to change the folders.

Course management

To create a new course, you must select the appropriate folder from "course category" or else leave the main root selected, if you do not wish to place the course in a specific category.

Select "new" to start the creation process and then fill out the required fields.

Note: the Code field refers to a specific alphanumeric code by which the course is identified.

After having assigned the name and code to the course, its characteristics should be defined:

Type of course:

- e-learning: a course studied online
- e-learning with editions: an online course divided into editions
- classroom: a course that can be studied in the classroom or in a blended formula with which the management of physical classrooms can be associated.

Course **status**:

- Confirmed/ Available: the course is accessible to the users;
- In preparation: the course is only accessible to the users responsible for preparing its content (normally teachers, tutors, mentors and/or administrators);
- Concluded: the course is finished and only those users who have concluded it have access;
- Cancelled: the course is no longer accessible, and registration from the course catalogue is no longer possible.

Options of use:

- direct access to the first learning object of the course;
- direct access to the statistics link for the first learning object of the course.

expanding the menus:

numerous **characteristics** can be assigned to the course, including:

- course language;
- level of difficulty;
- a label;
- a predefined menu;

it is also possible to manage the course **subscription policies**, defining whether:

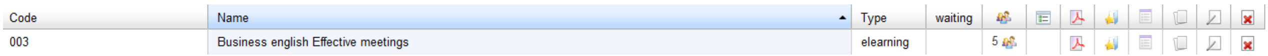
- subscription is free, in self-registration;
- subscription is subject to the approval of an administrator;
- subscription is exclusively reserved to the administrator;
- to limit subscriptions to a predefined period of time;
- to assign a minimum and maximum number of subscriptions;
- to allow overbooking;

It is possible to determine the variables connected with the sale of the courses and to give the course a logo.

Course material can be directly uploaded by the administration if so desired.

Modifying courses

Through the menu corresponding to the course, it is possible to:



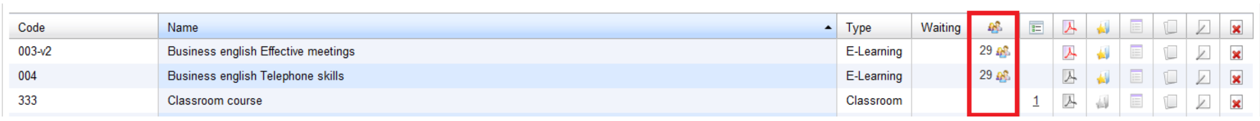
- Monitor the number of users awaiting subscription ("waiting" column);
- Subscribe users;
- Manage the editions of the course;
- Assign and manage the certificate assigned to the course;
- Manage competencies;
- Assign a new menu;
- Duplicate a course, choosing which contents to use (documents, certificates, learning objects…);
- Change the name of the course and the parameters assigned when it was created;
- Delete the course.

Course subscription

Users may be subscribed to a course through various procedures, in accordance with different needs:

- Manual subscription;
- Rapid subscription;
- Subscription through CSV;
- Subscription through a duplicated subscribers' list from another course.

Once the course to which new users are to be subscribed has been determined from the list, select the preferred subscription method.



Click on the first icon to proceed.

We will examine the individual procedures in detail.

Manual subscription

Manual subscription is activated by clicking "Add"

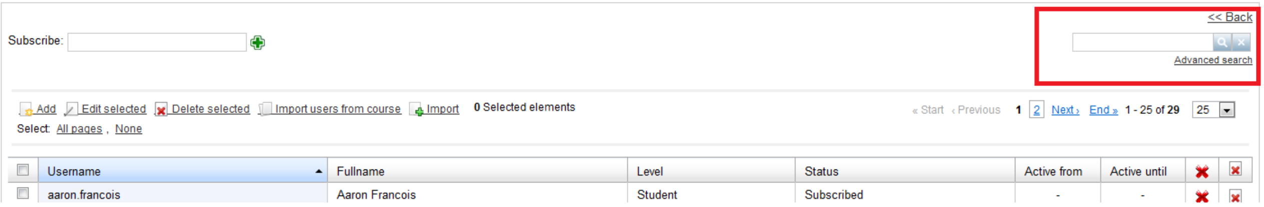
The system will display a screen from which the users to be subscribed in the course can be selected.

The users can be selected individually, or by *Groups*, *Organisation chart branches* or *Company roles*.

The system automatically displays the search by individual users and a list of all users subscribed to the platform.

The search engine to the right can be used to select the user to subscribe, entering the user ID, name or surname of the user.

An advanced search can be activated through "advanced search".



IMG:advsearch

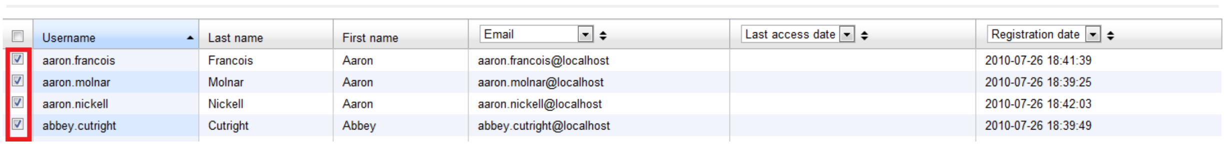
This type of search allows you to select the user on the basis of one of the fields in the personal information file used in the platform, including supplementary fields.

Select the search parameter from the drop down menu, click the "Add" button, add the required data and then click the "Apply dyn filter" button.

The system will show the name or names that correspond to the chosen search criteria.

To subscribe the user to the course, click the check box beside his/her name and click "Next".

Note: an e-mail informing the user of the subscription can be sent by selecting "Send an alert to subscribed users".



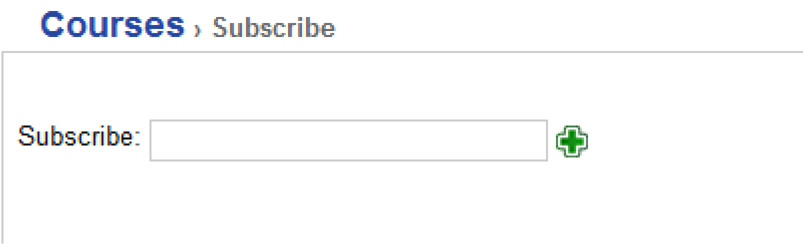
Select the level at which you wish to subscribe the user from those available (administrator, teacher, mentor, tutor, student, guest, ghost).

Note: the system automatically presents the subscription of a user as student. If a different level is required, click on the button for the desired category.

To select the users by *Group*, *Organisation chart branch* or *Company role*, click on the corresponding label and proceed as with subscription of a single user.

Rapid course subscription

Rapid subscription allows the user to be quickly subscribed to the designated course by directly selecting his/her name from the “fast subscribe” box.



Once the user's name, or part of the name, has been entered, the system will display a drop-down menu showing the results corresponding to the search criteria.

Select the desired user and click on the green button beside the box.

Subscription to courses through CSV

User subscription using .csv files allows group entry of a list of users as a single block.

Click “Import from .CSV”.

Click on the “Choose file” button and choose the file containing the list of users for subscription to the course from your own PC (one username for each line of the file).

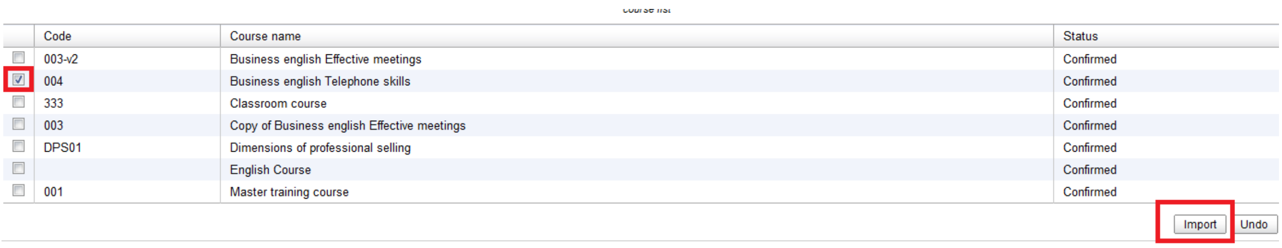
The system provides feedback on the completed subscriptions.

Subscription through a list duplicated from another course

This type of subscription allows you to directly copy lists of those subscribed to another course.

Click “Import from course”.

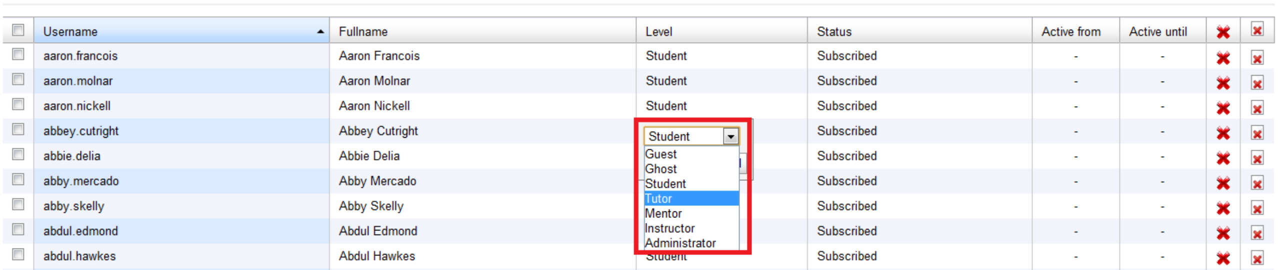
Select the course from which you wish to copy the subscribers list by checking the box and clicking on the “Import” button



	Code	Course name	Status
☐	003-v2	Business english Effective meetings	Confirmed
☑	004	Business english Telephone skills	Confirmed
☐	333	Classroom course	Confirmed
☐	003	Copy of Business english Effective meetings	Confirmed
☐	DPS01	Dimensions of professional selling	Confirmed
☐		English Course	Confirmed
☐	001	Master training course	Confirmed

To change a course user’s level, you must search for the user in the course subscribers’ list; click on the user level and choose the new level to assign to the user from the drop-down menu.

The same type of operation applies to the: *Status, active from* and *active until* fields.



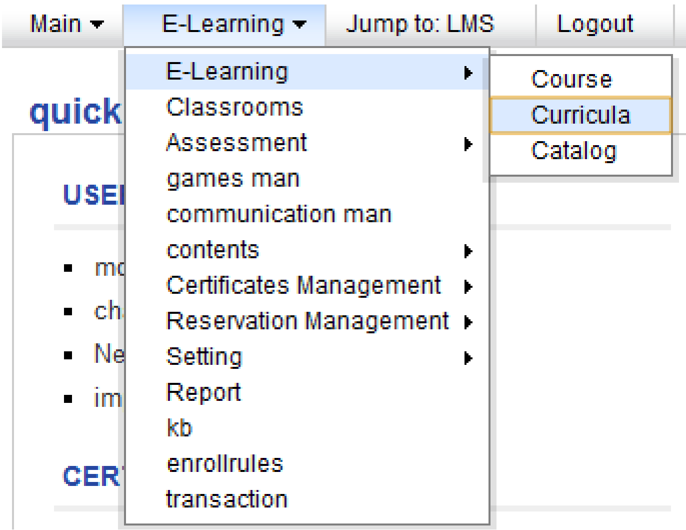
	Username	Fullname	Level	Status	Active from	Active until		
☐	aaron.francois	Aaron Francois	Student	Subscribed	-	-		
☐	aaron.molnar	Aaron Molnar	Student	Subscribed	-	-		
☐	aaron.nickell	Aaron Nickell	Student	Subscribed	-	-		
☐	abbey.cutright	Abbey Cutright	Student	Subscribed	-	-		
☐	abbie.delia	Abbie Delia		Subscribed	-	-		
☐	abby.mercado	Abby Mercado		Subscribed	-	-		
☐	abby.skelly	Abby Skelly		Subscribed	-	-		
☐	abdul.edmond	Abdul Edmond		Subscribed	-	-		
☐	abdul.hawkes	Abdul Hawkes	Student	Subscribed	-	-		

Curricula

The Docebo platform allows you to create mandatory educational programmes (curricula) to assign to individual users, organisation chart branches or groups.

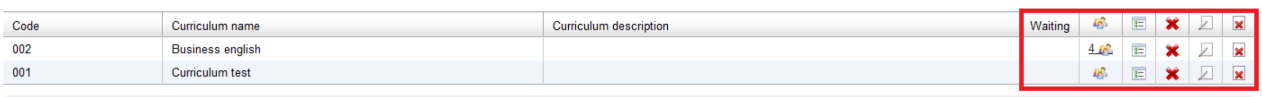
The programme consists of a list of courses that the user must follow in the given order through a system that regulates the level of necessity and access.

To create a curriculum, select curricula from the E-learning menu.



Create a new curriculum by selecting "New curriculum" and then assign it a code, a name and a description. Specify the programme subscription method, choosing from:

- Free subscription;
- Subscription managed by an administrator;
- Free subscription subject to approval by a manager.



Through the active menu beside the curriculum, it is possible to:

- Monitor the number of users awaiting subscription;
- Subscribe users to the programme;
- Assign courses to the curriculum, establishing their priorities and whether they are mandatory;
- Delete completed subscriptions;
- Modify data: code, name, description and subscription policy;
- Delete the curriculum.

Defining obligation criteria:

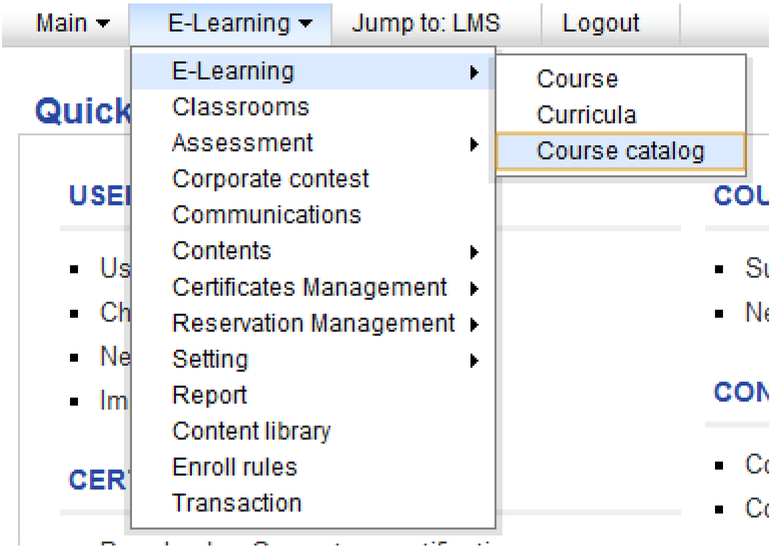
to define the order in which the user is obliged to take the courses in the curriculum, click the respective button and once the courses have been imported, select the desired prerequisites for each one, or select the courses the user should already have taken or passed to gain admission to them.

Catalogue

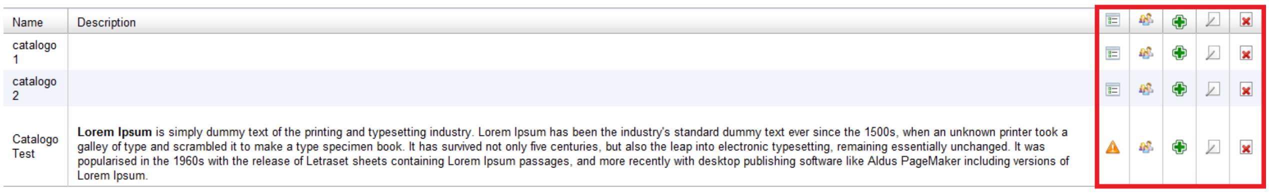
The catalogue allows the creation of various course lists divided into types.

It can be useful to create different catalogues according to user types or topics, in line with the company policies that determine users' course subscription choices.

To create a catalogue, select Course Catalogue from the E-learning menu.



Create a new catalogue by selecting "*New catalog*", and assign it a code, a name and a description.



Through the active menu beside each catalogue, it is possible to:

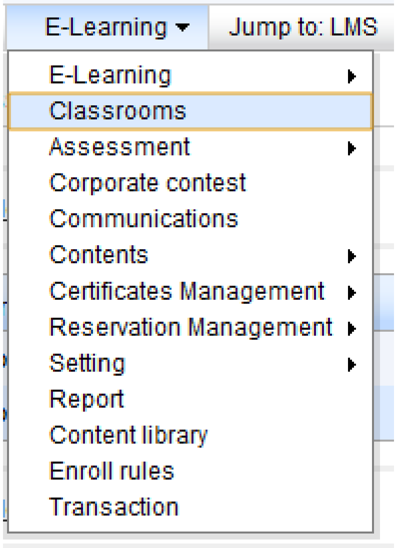
- add and change the courses to include in the catalogue;
- assign users to the catalogue; users can view the catalogue courses and subscribe independently when permitted to do so by the policy assigned to the course;
- subscribe users to the catalogue; users are directly subscribed to all the courses in the catalogue;
- change the catalogue name and description;
- delete the catalogue.

Note: before assigning or subscribing users, the courses must first be added to the catalogue.

Classroom management

Through the classroom function you can directly manage the reservation of physical classes from the e-learning platform.

To access the classroom area, select Classrooms from the E-Learning menu.

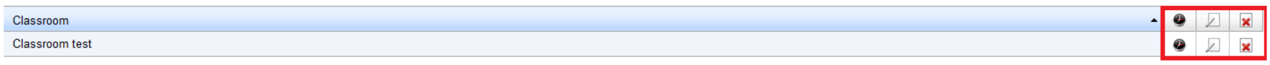


Click *"Add"* to create a new *location,* or site in which classrooms are located.

Through the active menu beside each location, it is possible to add one or more classrooms to the same location, providing details for each classroom, such as: name, description, layout, subject, capacity and equipment.

There is an active menu beside each classroom that allows you to:

- view the classroom reservations;
- change the classroom details;
- delete the item.



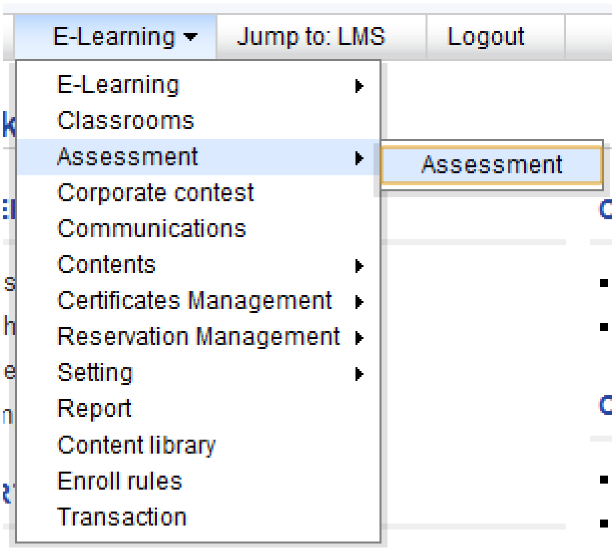
Classroom reservations are made automatically when dates and times are assigned during the creation of a classroom course. Available locations and classrooms can be chosen at that moment and the reservations calendar is automatically updated.

Assessments

An assessment is an evaluation test used during training processes, normally to assess users' preliminary knowledge level regarding a specific topic.

By creating a new assessment in the Docebo platform, a new course is also created, containing a test in which the teacher can include questions and feedback according to needs.

To access the *assessment* area, select Assessment – Assessment from the E-learning menu.



To create a new assessment, select "*Create new assessment"* and assign it a code, a name and a description.

Through the active menu beside each assessment it is possible to:

- create the assessment test (the system directs the user directly to the public area of the platform);
- assign one or more teachers to it;
- subscribe users to the assessment individually, or by groups, organisation chart branches or company roles;
- modify the data regarding the code, the name and the description of the assessment;
- delete the assessment.

Contests

Contests are particular courses, transversal to the catalogue and didactic programmes, in which content can be uploaded to stimulate competition among the participants and make result rankings visible to the users. These are particularly effective in contexts where use is made of business games or video learning games, because these provide an interface in which users can easily check their own results in comparison with the other participants.

To access the Contest area, select Contest from the E-Learning menu.

To create a game, click Add and enter the name, defining the starting and finishing dates and the policy of use.

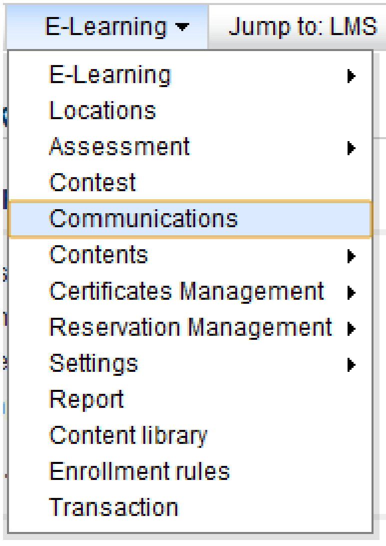
Through the active menu beside each game, it is possible to:

- view the duration of the contest and the type of object used;
- categorise the object on the basis of the Content Library;
- subscribe users;
- change the details;
- delete the game.

Communications

The Communications function allows an information area to be created in the platform, transversal to all courses, in which textual communications, documents and SCORM objects can be placed and users' reading of these communications can be monitored.

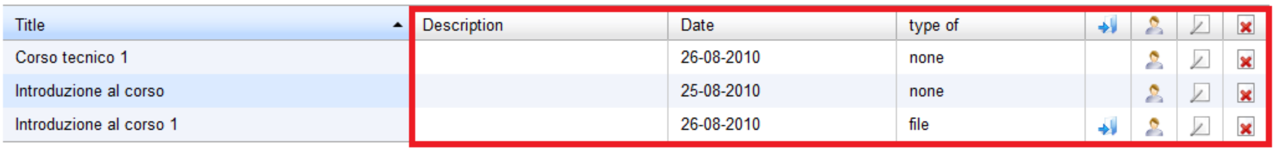
To activate the Communications function, select Communications from the E-learning menu.



A series of folders divided into topics can be created for each information category to provide a clearer organisation for posting competitions.

To create/add a new category, click "New category" and assign it a name.

To insert a new communication, select the appropriate folder and click "Add".



Title	Description	Date	type of				
Corso tecnico 1		26-08-2010	none				
Introduzione al corso		25-08-2010	none				
Introduzione al corso 1		26-08-2010	file				

Through the active menu beside each communication, it is possible to:

- read the description, publication date and type of communication uploaded;
- categorise the communication on the basis of the content library;
- select the users that will have access to the communication;
- change the details;
- delete the communication.

To monitor reading of the communications, it is necessary to consult the reports.

Contents

The “Contents” area allows information pages to be created internally and externally to the platform.

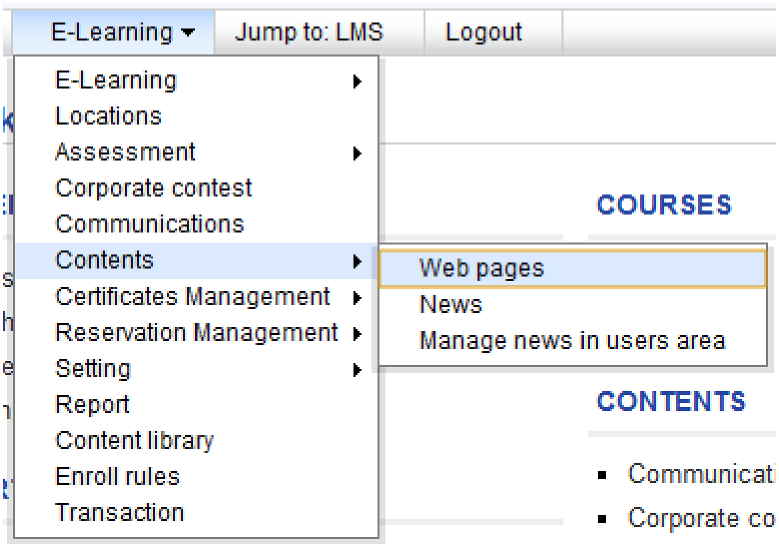
Three types of content can be managed:

- web pages outside of the platform;
- news published on the Login page
- news published inside the platform, on the entrance page.

Let us see the three types in detail.

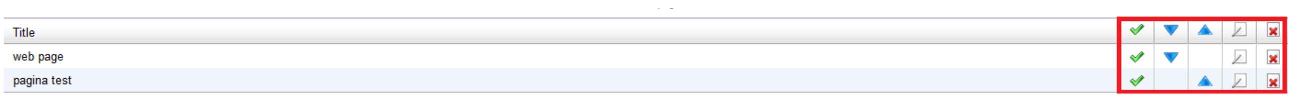
Web pages

To create a new web page, select Contents – Web pages from the E-learning menu.



To insert a new page, click *“insert new page”.*

Give the page a title, insert text and decide whether to publish the page directly (by selecting *Direct Publish*) or at a later stage.



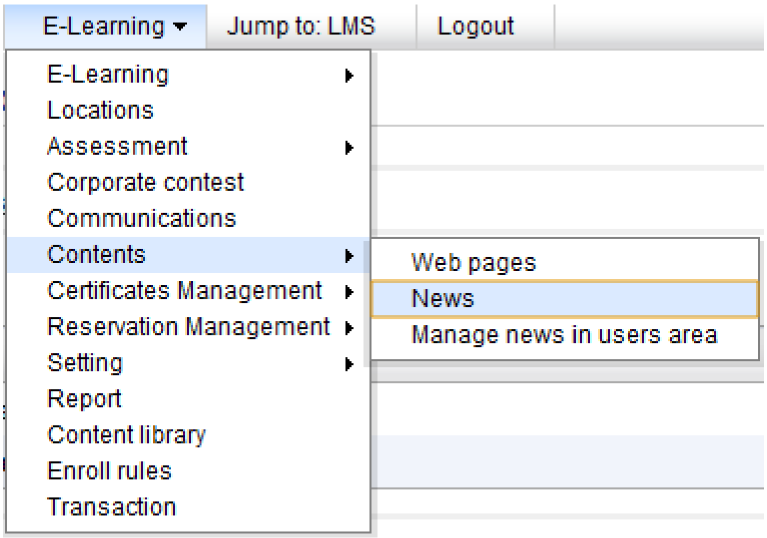
Through the active menu beside each page, it is possible to:

- publish/hide the page;
- change the page order (using the arrows);
- change the text;
- delete the page.

News

News refers to news items that can be published on the Login page.

To create a news item, select Contents – News from the E-learning menu.



Click *"New"* and insert the title and text for the news item.

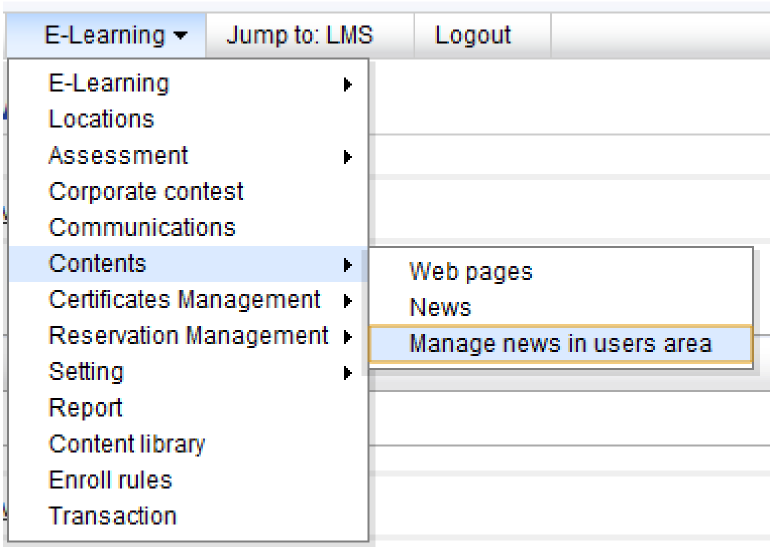
Two versions of the news item can be entered: a short text and an extended text.

The information can be marked as important to give it greater visibility.

News items are published on the Login page.

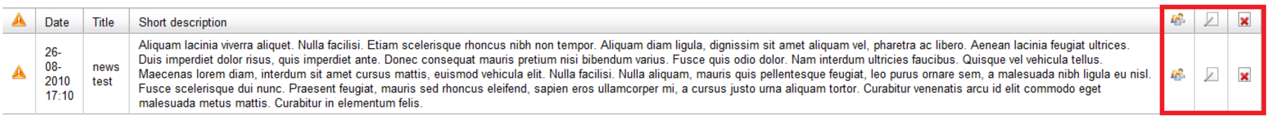
Internal news

To create a news item that can be viewed on the "My courses" page select Contents – Manage news in users area from the E-learning menu.



Click *New* and insert the title and text for the news.

The information can be marked as important to give it greater visibility.



Through the active menu beside each news item, it is possible to:

- select the users to whom the news item will be made available;
- change the details;
- delete the news item.

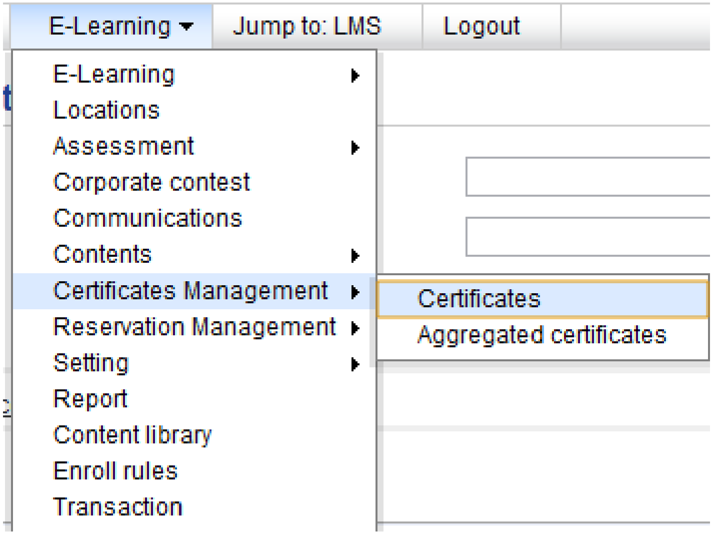
Management of Certificates

Certificates

The platform allows you to create certificates to award users for completing activities.

Certificates are forms whose content can be customised on the basis of the course with which they are to be associated.

To access the Certificates function, select Certificates Management – Certificates from the E-learning menu.



To create a new certificate model, click *"New certificate" and* assign it a code, a name and a description.

Then create the content:

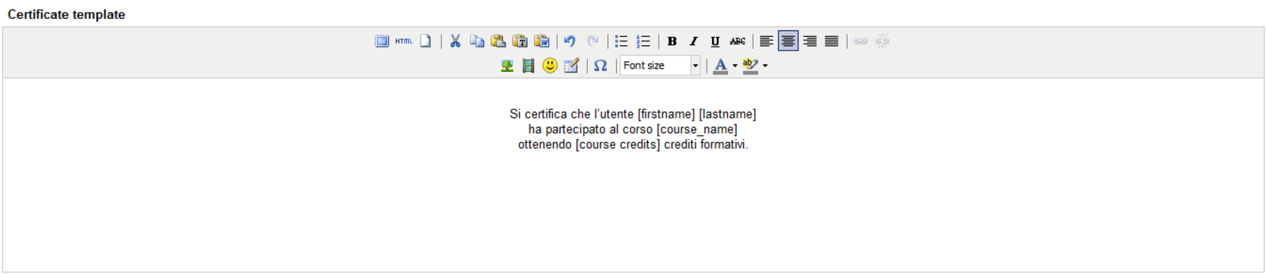
enter the text for the certificate in the *certificate template* box; by adding the items listed in square brackets [] at the foot of the page, the system will automatically create a certificate displaying that specific data for each user.

Here is a list of customisable data:

[course_name]	Course name
[course_description]	Course description
[date_begin]	Course starting date
[date_end]	Course end date
[medium_time]	course medium time
[ed_date_begin]	ed date begin
[ed_classroom]	ed classroom
[teacher_list]	teacher list
[teacher_list_inverse]	teacher list inverse
[course_credits]	Credits
[today]	Date of certificate
[year]	Year of certificate
[display_name]	if not available, user name, write name and last name, username will be shown
[username]	Username
[firstname]	First name
[lastname]	Last name
[userfield_1]	userfield "Yes No"
[userfield_2]	userfield "Upload file"
[userfield_3]	userfield "Birth Place"
[userfield_5]	userfield "Gender"
[date_enroll]	Course subscription date
[date_first_access]	First access date
[date_complete]	Date when course was completed
[total_time]	Total time spent in the course
[total_time_hour]	Total time spent in the course (only hours)
[total_time_minute]	Total time spent in the course (only minutes)
[total_time_second]	total seconds
[test_score_start]	Initial Learning Object score
[test_score_start_max]	Maximum initial Learning Object score
[test_score_final]	Final Learning Object score
[test_score_final_max]	Maximum final Learning Object score
[course_score_final]	Final score

An example of the text could be:

I certify that the user [firstname] [lastname] has participated in the course [course_name] and gained [course credits] training credits.



A background image can be added to the certificate and it can be customised with, for example, a company or course logo.

Note: it is advisable to only use background images and not to import HTML images by entering tags such as < p >, < div >, < center >, as errors could occur due to limitations in the PDF conversion.

Code	Name	Description
0000	Certificate Sample	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
00001	certificato test	

Through the active menu beside each certificate, it is possible to:

- view and download an example of the model;
- change the model;
- change the code, title and description;
- verify the courses to which the certificate has been assigned, checking how many users have created it for each course.

By selecting the name of a course to which the certificate has been assigned, the administrator can verify the status of the course certificates in real-time for each subscribed user and create certificates for all of them or just for a group of users.

The administrator can download and, if necessary, delete certificates already created by users.

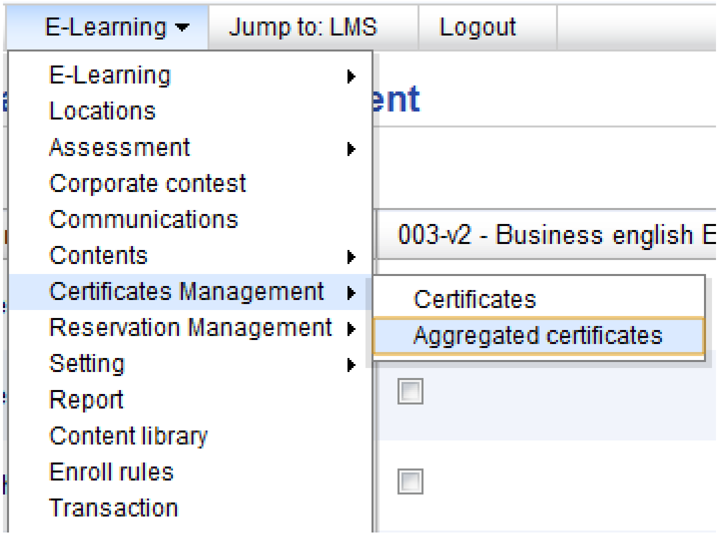
	Username	Last name	First name	Status	Date	Released		
	admin	The	Administrator	In progress			generate	
	fabio.pirovano	pirovano	fabio	In progress			generate	
	francesca.bossi	bossi	francesca	In progress		2010-07-28 15:15:16	Download	
	sorin		Sorin	In progress			generate	

generate all selected

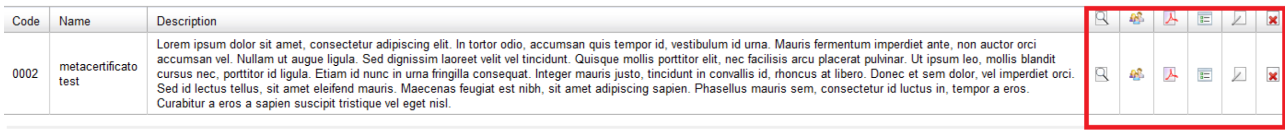
Meta certificates

Meta certificates allow you to create a certificate model that can be automatically assigned to a set of courses and users.

To create a meta certificate, select Certificates management - Aggregated certificates from the E-learning menu.



Create a meta certificate model following the same procedure shown for simple certificates.



Code	Name	Description						
0002	metacertificato test	Lorem ipsum dolor sit amet, consectetur adipiscing elit. In tortor odio, accumsan quis tempor id, vestibulum id urna. Mauris fermentum imperdiet ante, non auctor orci accumsan vel. Nullam ut augue ligula. Sed dignissim laoreet velit vel tincidunt. Quisque mollis porttitor elit, nec facilisis arcu placerat pulvinar. Ut ipsum leo, mollis blandit cursus nec, porttitor id ligula. Etiam id nunc in urna fringilla consequat. Integer mauris justo, tincidunt in convallis id, rhoncus at libero. Donec et sem dolor, vel imperdiet orci. Sed id lectus tellus, sit amet eleifend mauris. Maecenas feugiat est nibh, sit amet adipiscing sapien. Phasellus mauris sem, consectetur id luctus in, tempor a eros. Curabitur a eros a sapien suscipit tristique vel eget nisl.						

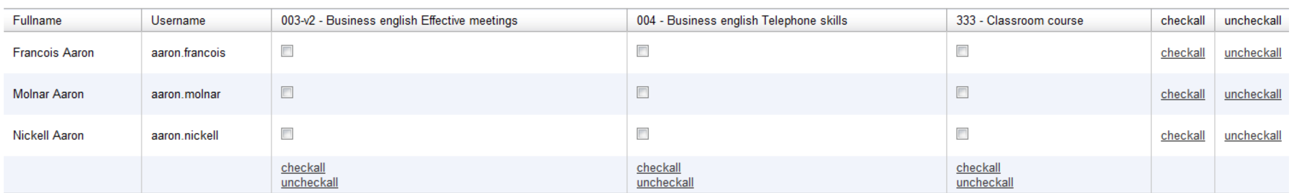
Through the active menu, it is possible to:

- view an example of the model;
- create an association between the certificate, the courses and the users;
- check which meta certificates are active in the courses and create them for each user;
- change the model;
- change the code, name and description;
- delete the model.

To create an association through the appropriate button, click “New association” and then enter a name and description.

By clicking on the “next” button, you can select the users to whom the certificate will be assigned and then the respective courses (by group, organisation chart branch, and company role, using a multiple selector).

Through the next screen:



Fullname	Username	003-v2 - Business english Effective meetings	004 - Business english Telephone skills	333 - Classroom course	checkall	uncheckall
Francois Aaron	aaron.francois				checkall	uncheckall
Molnar Aaron	aaron.molnar				checkall	uncheckall
Nickell Aaron	aaron.nickell				checkall	uncheckall
		checkall uncheckall	checkall uncheckall	checkall uncheckall		

A grid specifying the users and individual courses for which to activate the certificate can be created by clicking the appropriate check boxes.

Through the active menu for each association, it is possible to:

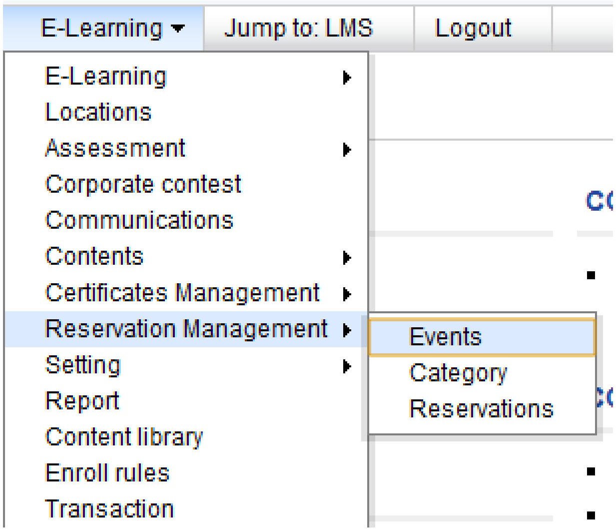
- view the data regarding the creation of the certificates, comparing user/course data;
- change the user/course association;
- change the data:
- delete the association.

Reservations

The reservation module allows teachers and administrators to create a system of physical events to which the users can subscribe through the platform.

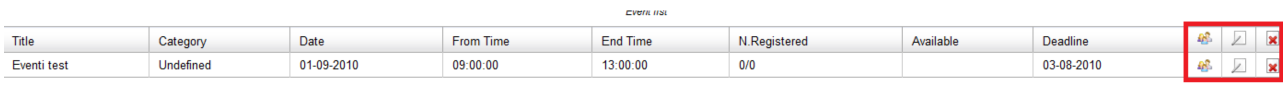
All created events must be correlated to a course in the platform.

Events



Create a new event through the appropriate menu item and enter the data regarding:

- name, description;
- course to which the event is associated;
- category;
- start and finish date for the event;
- time.



Event list

Title	Category	Date	From Time	End Time	N.Registered	Available	Deadline
Eventi test	Undefined	01-09-2010	09:00:00	13:00:00	0/0		03-08-2010

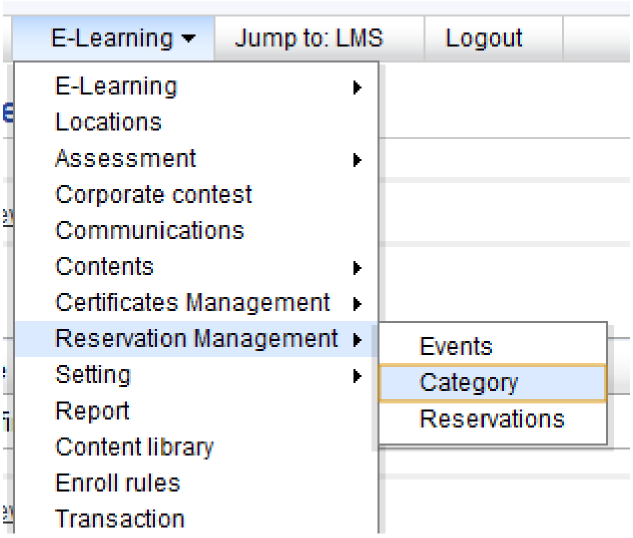
Through the active menu beside each event, it is possible to:

- assign the users that can subscribe to the event;
- change the data:
- delete the event.

Categories

Categories are used for classifying events.

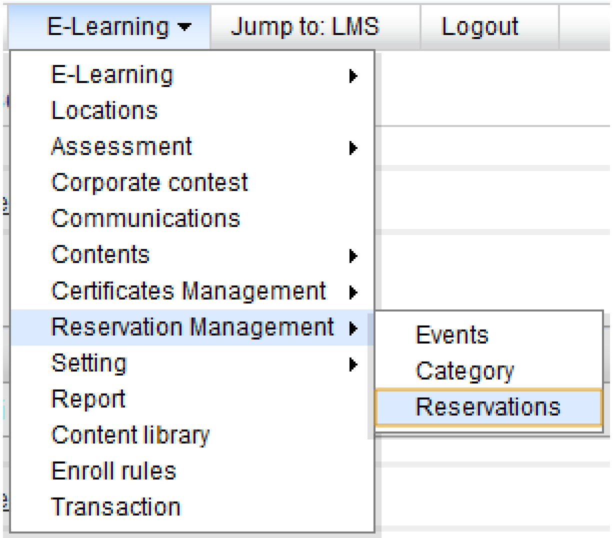
To access the *Categories* area, select Reservation management – Categories from the E-learning menu.



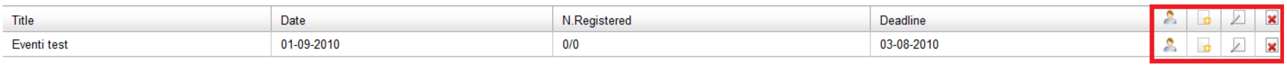
Create a new category through the appropriate item and enter the data regarding the name and maximum number of events with which you wish to associate the category.

Reservations

To manage event reservations, select Reservation Management – Reservations from the E-learning menu.



From this page, you can create new events or manage previously created events, by clicking on the active menu beside each event.



Title	Date	N.Registered	Deadline
Eventi test	01-09-2010	0/0	03-08-2010

It is possible to:

- check the list of those subscribed;
- directly subscribe users;
- change the details;
- delete the event.

Note: if the Reservation module is not included in the course menu, it will be impossible for users to subscribe to the correlated events.

Settings

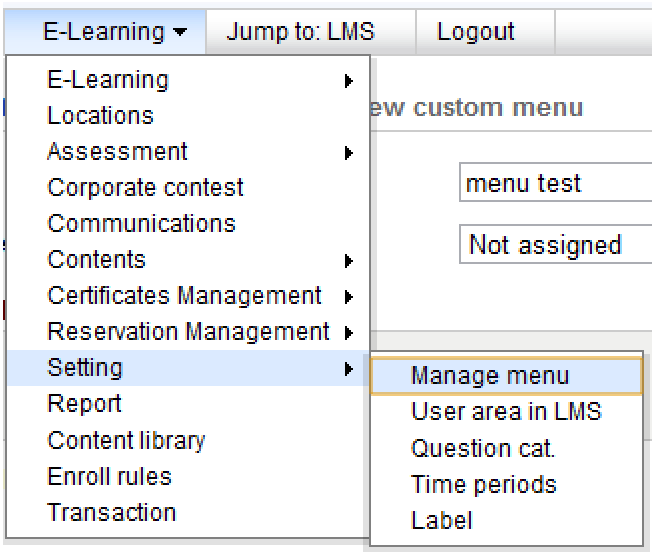
Several of the platform's characteristics can be determined and customised from this section.

Manage menu

This function allows you to create new customised menus to include when creating courses or changing existing menus.

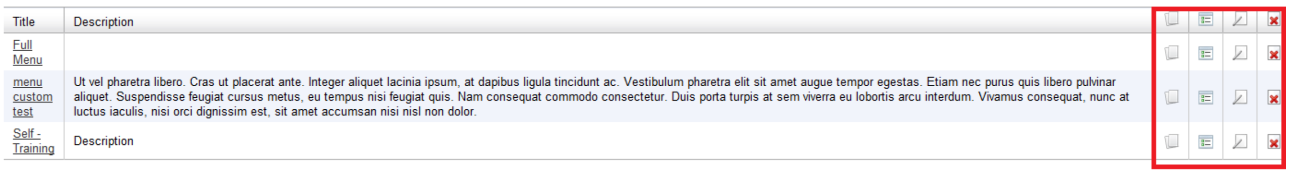
Creating a custom menu allows a menu model to be created that only contains the forms that will be used in specific types of courses, without having to manage and change the course menu in the public area after having created the course.

To access the *Manage menu* area, select Setting – Manage menu from the E-learning menu.



To add a new menu, select the appropriate item, giving it a name and a description.

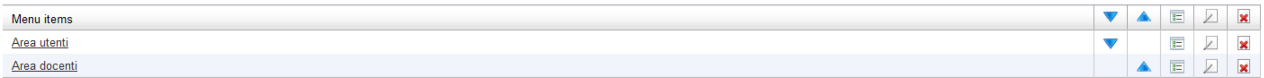
A new menu can be created by copying an existing model and then adapting it. This is a useful option for creating a new menu similar to one already in use and only requiring a few changes.



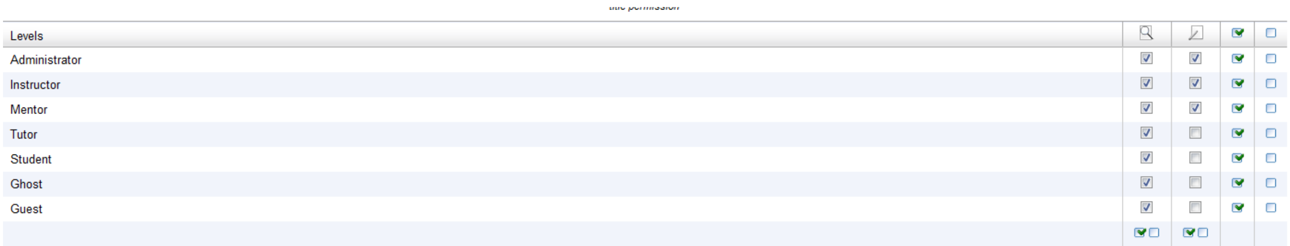
The menus can be managed through their respective active menus; it is possible to:

- duplicate a menu;
- insert menu items and assign the respective modules to them;
- change names and descriptions;
- delete menus.

To enter menu items and assign modules to them, click on the appropriate icon. One or more submenus to which the modules can be associated can be added afterwards by clicking the specific link for the module you wish to enter.



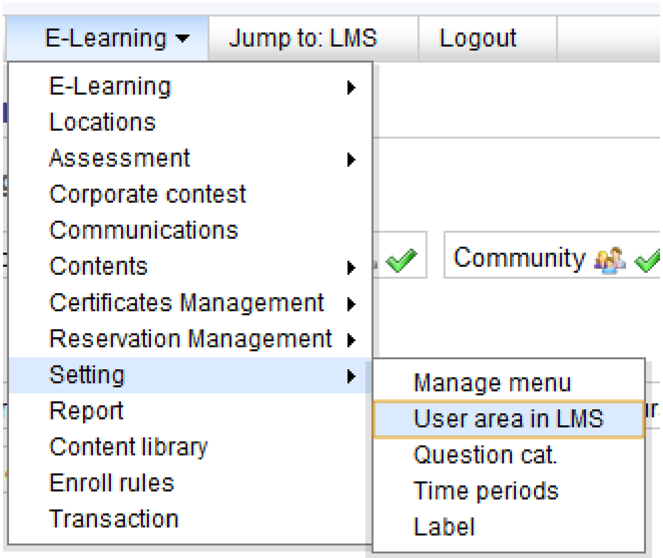
Management permissions must be associated with each module, selecting the type of action that can be performed for that module by each user type.



User area in LMS

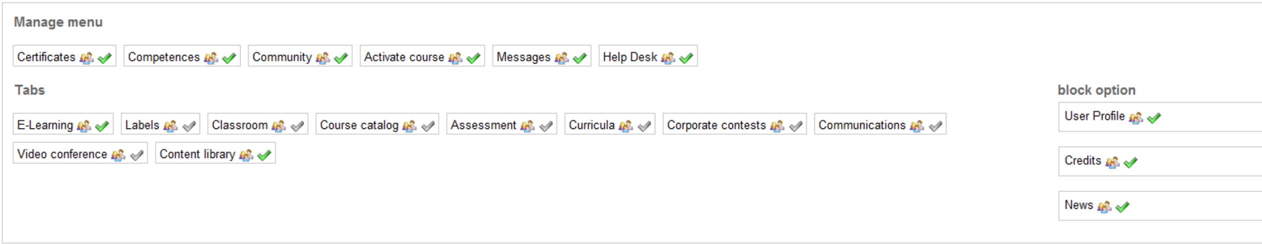
This function allows you to manage the platform modules that are visible to users in a public area.

To access it, select Setting – User area in LMS from the E-learning menu.



Select the first icon to define which users can see the activated function.

Click the green tick sign for the module you wish to publish in the user area.

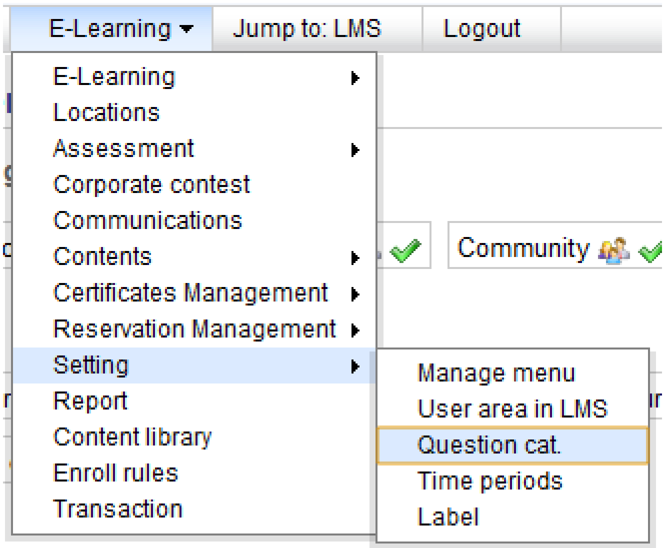


Question categories

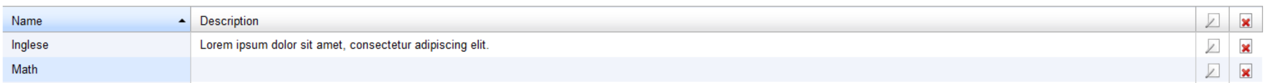
The tests managed in the platform courses allow management of the questions to be shown to users, dividing them into sets, each of which corresponds to a category.

Tests can be arranged so that users are set a specific number of randomly chosen questions in varying proportions from different categories.

To create a category, select Settings – Question categories from the E-learning menu.



Create a new category by clicking the appropriate item and entering a name and description.



Name	Description
Inglese	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
Math	

From the active menu it is possible to:

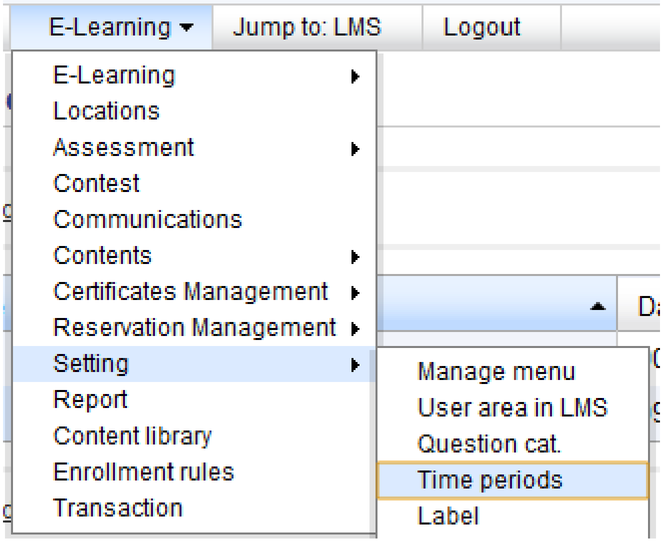
- change the description of the category;
- delete the category.

Note: if the category is being used in a test, it may not be deleted until the test or test question with which it is associated has been deleted.

Time period

"Time period" determines the periods of time in which the credits obtained in the courses are counted.

To access this function, select: Setting – Time periods from the E-learning menu.



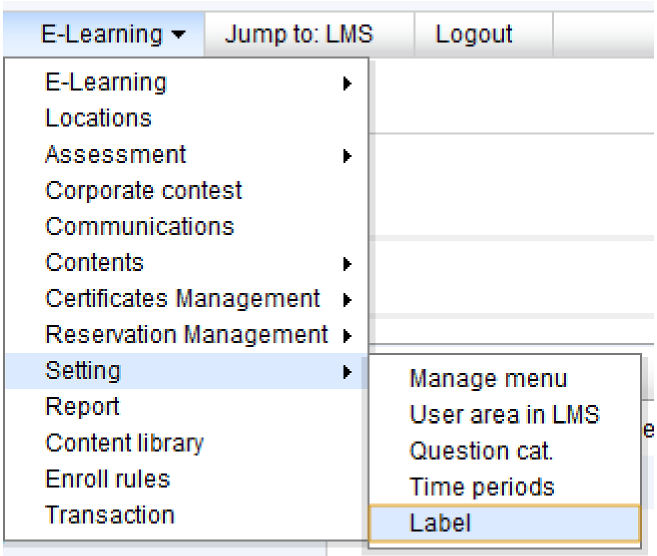
Click "Add" and create a new time period.

Assign it a name, and set the dates for it.

Labels

Labels allow you to group together the courses in the "My courses" page.

To access the label function, select Setting – label on the E-learning page.

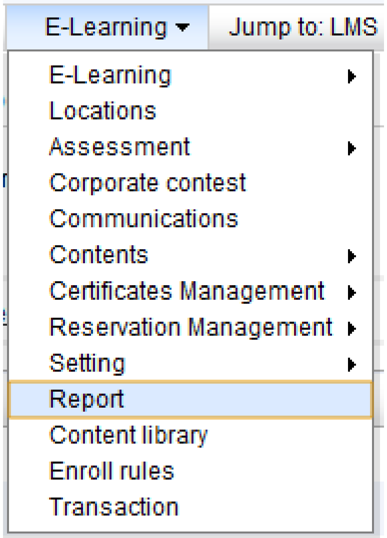


To add a new label, click "Add" and enter the name for the label and a description.

Labels can be customised by assigning them an image.

Reports

To obtain a Report monitoring the progress of training activity in the platform, select Report from the E-Learning menu.



It is possible to create a new report or view data from a previously created report updated in real-time.

To create a new report, click "Create a new report".

Assign it a name and type:

- Users;
- Courses;
- Aggregate.

Choose the users for whom you wish to create a report; all the users on the platform can be selected by clicking the specific check box.

Select the type of data you wish to include in the report.

User reports: these cover a specific group of users associated with the courses, showing details for each user;

Course reports: these cover a slot of courses in relation to the subscribed users;

Aggregate reports: these show the data regarding groups of users associated to course categories.

We will see an example from the first type, the one most commonly used, relating users to the courses.

The courses to associated users with can be chosen either by clicking "All courses", to automatically select all courses, or using the "Manual course selection" option to create a report for a specific group of courses.

Select the course or courses to be analysed in the report by clicking the check boxes.

Select which additional fields regarding users' personal information are to be included in the report through the appropriate check boxes.

Select the information about the courses; the most useful information for the RINA platform configuration is that regarding Typology.

Select which user information is to be viewed for the selected courses by clicking the appropriate check boxes.

Note: the "status" field shows whether a user has finished a course (Completed), has begun the course but has not yet completed it (ongoing) or has never entered the course (Subscribed).

The file can be saved and exported in three formats:

- HTML
- .csv
- .xls:

The files are normally saved in .xls format so that they can be changed using other filters and saved locally.

The html format allows files to be imported into other management systems for interfacing.

The active menu beside each report can be used for:

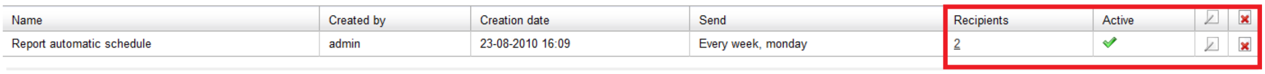
- Making the reports public for other administrators;
- Viewing and updating data;
- Exporting reports in .csv format;
- Exporting reports in .xls format;
- Making report schedules so that they are produced and sent to specific people at regular intervals;
- Change the data structure of a report;
- Delete reports.

To schedule automatic report delivery:

Select "Add new schedule for this report"

Give the schedule a name and specify how often the report should be created and sent to the person concerned.

Select the user to whom you wish to send the reports and conclude the operation by clicking on the "Create" button.



Through the active menu beside each schedule, it is possible to:

- Check the recipients of the report;
- Activate or disable the schedule;
- Change the settings;
- Delete the schedule.

Content Library

The Docebo platform allows you to index course content and make this library available in the Content Library function to make the content more manageable and simpler for users to locate.

This content library is a search engine through which users can search for a subject, either by entering a keyword or consulting content categories, and obtain a detailed list of all the courses and chapters concerning the research topic.

The indexable content includes SCORM objects, LOs managed by the Docebo platform (html pages, FAQs, uploaded files, glossaries), contests and communications.

To visualise the contents, click on the "Play object" icon corresponding to the desired content.

Filter for

All categories

Manuals (0) Induction (0)
Products (0)
Procedures (1)

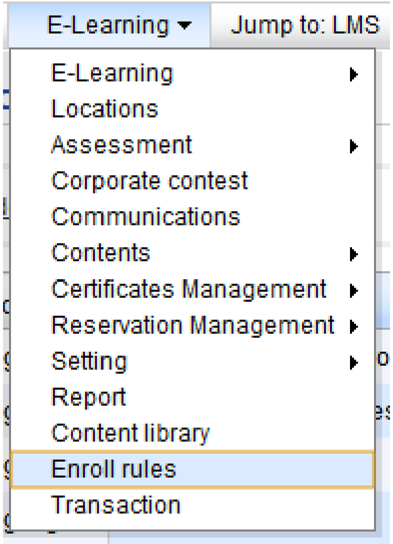
« Start ‹ Previous 1 Next › End » 1 - 12 of 12 25

Name	Type	Environment	Contained in	Language	Tags	
Business English: Communication skills	scorm	course_lo	Business english Communications skills	english	business english	
Business English: Effective Meetings	scorm	course_lo	Business english Effective meetings	english	business english	
Business English: Telephone skills	scorm	course_lo	Business english Telephone skills	english		
check list	file	course_lo	Master training course	english	check list	
Game test	scorm	games	Game test	english		
Helpdesk	faq	course_lo	Master training course	english		
Insider trading	glossary	course_lo	Master training course	english		
Introduzione al corso 1	file	communication	Introduzione al corso 1	english		
links	link	course_lo	Master training course	english		
Maritime Navigation	scorm	course_lo	Master training course	english		
Maritime Navigation	scorm	course_lo	Maritime navigation	english		
test page	htmlpage	course_lo	Master training course	english		

Enroll rules

This function allows you to create a system for automatically regulating user subscription to the courses.

To access this area, select Enroll rules from the E-learning menu.



Click "Add" to create a new rule, then assign it a name and specify the languages for which the rule is valid.

lang code	Title	rule type
all languages	Business English enrollment	Organization chart
all languages	IT staff enrollment rules	Name

Through the active menu beside each rule, it is possible to:

- Activate the rule;
- Configure the rule in relation to groups and courses;
- Change the details;
- Delete the rule.

To configure the rule, first select the appropriate icon in the menu and then click "add group" and "add course".

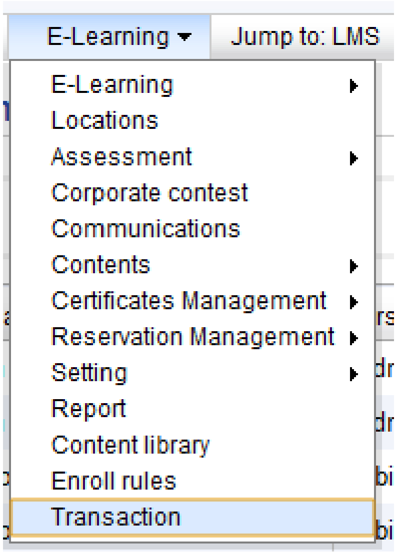
Then select the courses in which the users in the indicated group will be mandatorily subscribed by clicking the appropriate check boxes.

entity	Business english Effective meetings	Business english Telephone skills	Classroom course	Copy of Business english Effective meetings	Dimensions of professional selling
Gruppo 03					

Transactions

The Transactions function allows you to monitor payments and assign “paid” status to users who have purchased an available course through deferred payment so that they can take the course.

To access the Transactions area, select Transaction from the E-learning menu.



The list of users that have confirmed making the transaction will be displayed.

Username	First name	Last name	date creation	date activation	course prize		
admin	Administrator	The	17-08-2010 11:41	17-08-2010 11:41	25		
admin	Administrator	The	17-08-2010 11:01	17-08-2010 11:39	10		

Through the active menu, it is possible to:

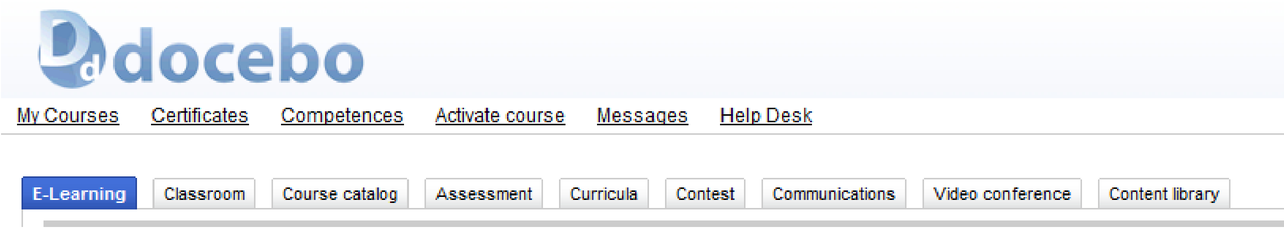
- verify whether a user has “paid” status;
- assign “paid” status to a user.

(this page has been intentionally left blank)

LMS: public area

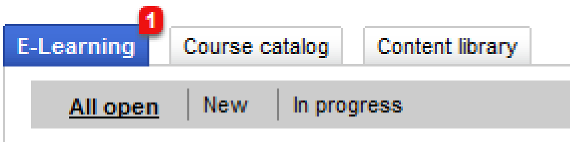
Users can take courses from the public area by entering the "my courses" area.

There is also an active menu showing all the tools that the administrator has activated for the users.

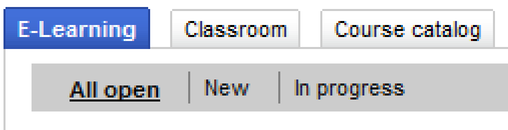


The menu at the top shows various platform functions, the menu on the second line contains the functions connected to the distribution of content.

The blue tab indicates which module the user has activated and the red number beside the tab indicates the presence and number of new elements in the module. In the examples shown in the figure, the user is assigned a new course from the e-learning courses.



My courses



The *E-learning* tab contains all the courses in which the user is subscribed, divided into three areas:

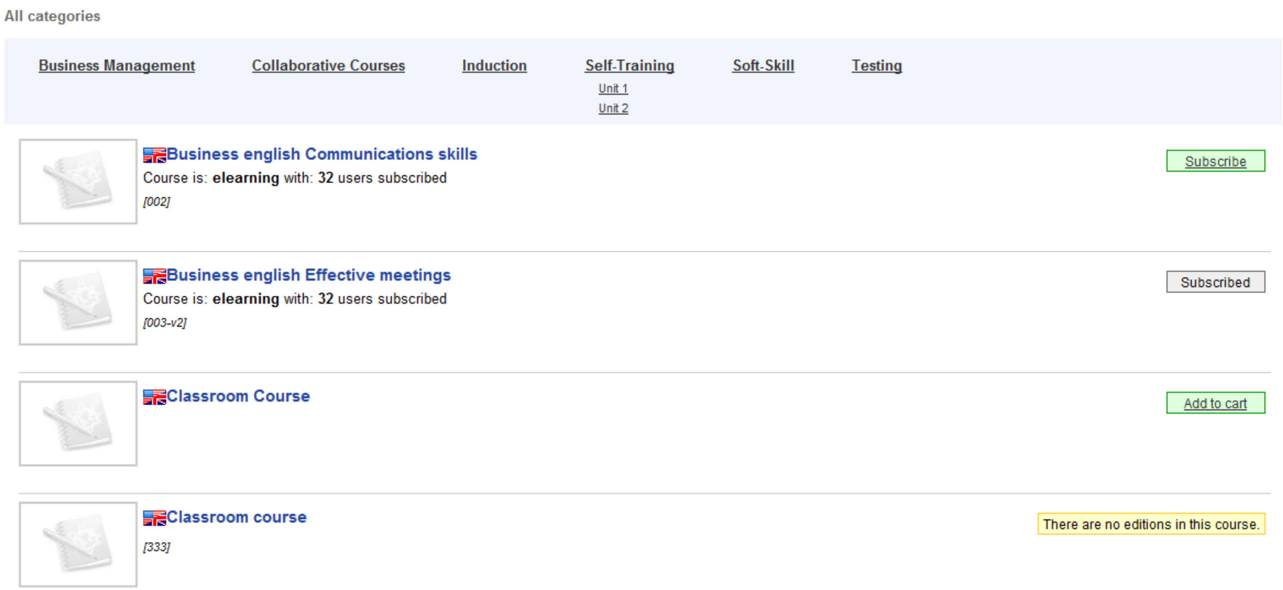
- all courses;
- courses that the user has never entered;
- courses the user has started but still not completed.

The *Classroom* tab contains a list of all the classroom courses in which the user is subscribed.

The *Course catalog* tab contains a list of the catalogues to which the user has subscribed.

Each catalogue is internally divided into categories; by selecting each category you can view the available courses and subscribe to them.

To subscribe to a free course, click on the green "Subscribe" button.



Access to courses:

To enter a course, select the course title.

The available tools are generally divided, according to the standard setup, into four submenus:

User area: contains the tools that allow users to view the course content;

Collaborative area: contains the collaborative tools for the course, through which the user can interact with the other course users;

Teacher area: contains the tools with which the teacher can manage the course;

Stat area: contains the course statistics.

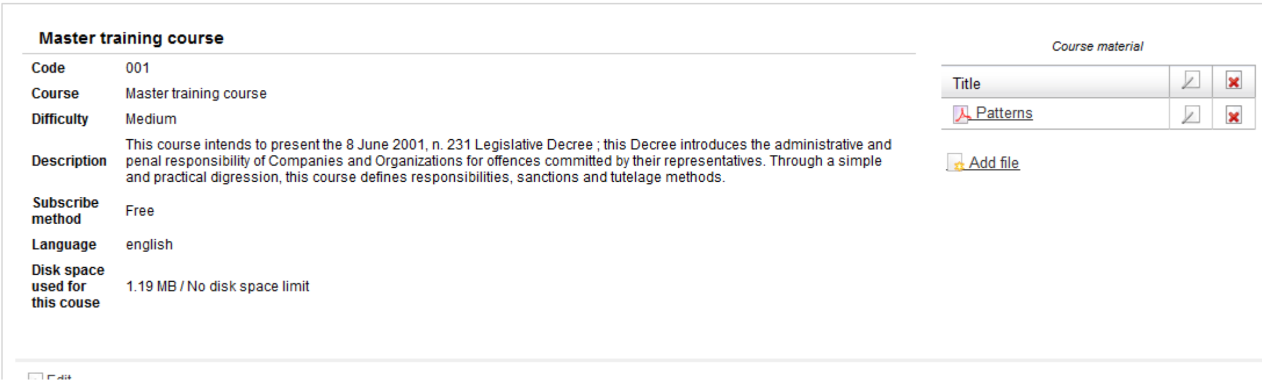
User area:

The following tools are found within the user area:

Course file

This provides the user with general information about the course, contains a course description and allows the contact details of those managing and organising the course to be added (links to the course administrator, teacher, tutor or mentor profiles).

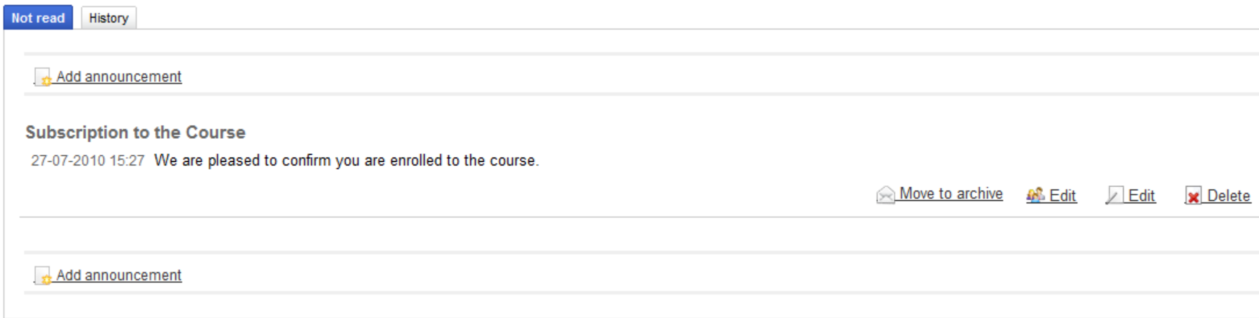
Files containing, for example, any additional course information or materials, may be uploaded.



Announcements

The announcements area allows the teacher or person managing the course to publish a communication for the students, sending a personal notification to each user's e-mail box.

Announcements can only be viewed by those subscribed to the course; the list of recipients, however, can always be customised.



It is possible to:

- preserve announcements, transferring them to the *History* tab;
- define the recipients;
- change a previously published announcement;
- delete announcements.

Documents

this area contains the course material:

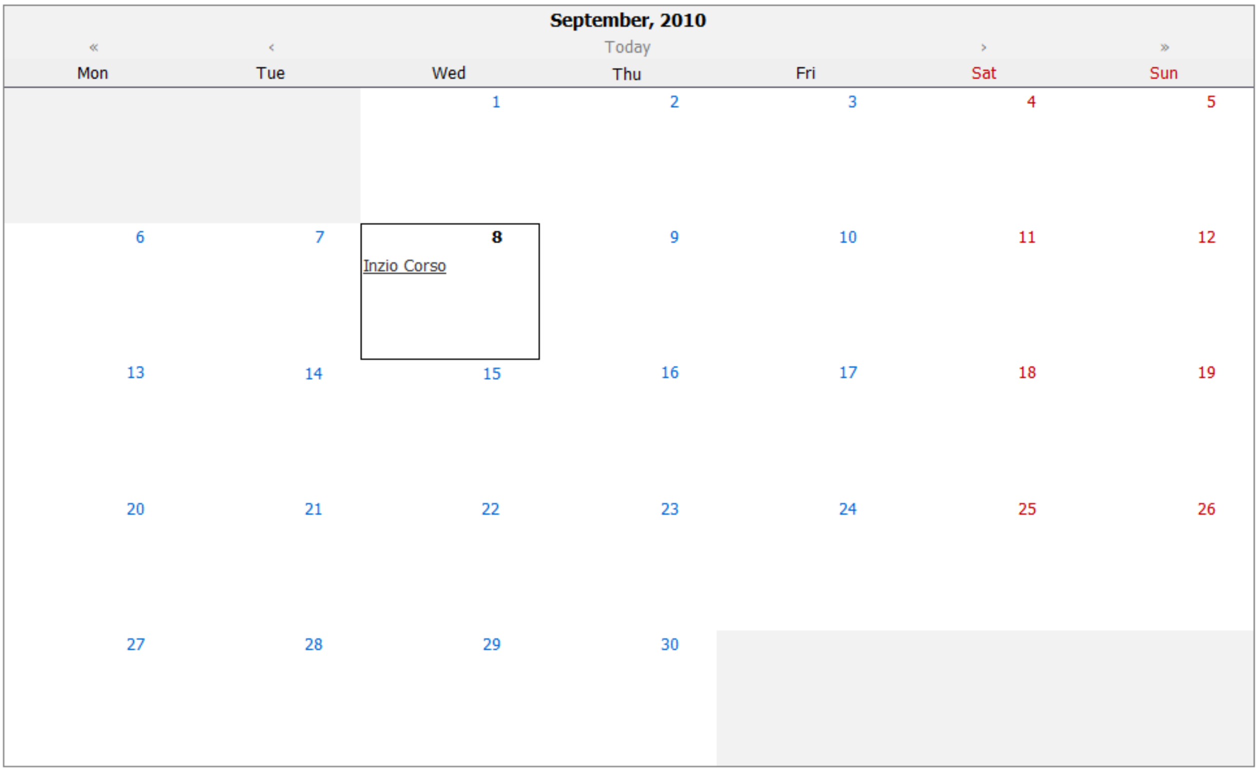
- SCORM learning objects;
- tests;
- questionnaires;
- Links;
- Uploaded files;
- Glossary;
- HTML pages.

The system indicates the status of an object through an icon:

- green tick: completed object;
- yellow tick: object not yet completed by the user.
- The *statistics* symbol indicates that individual users may check their results.

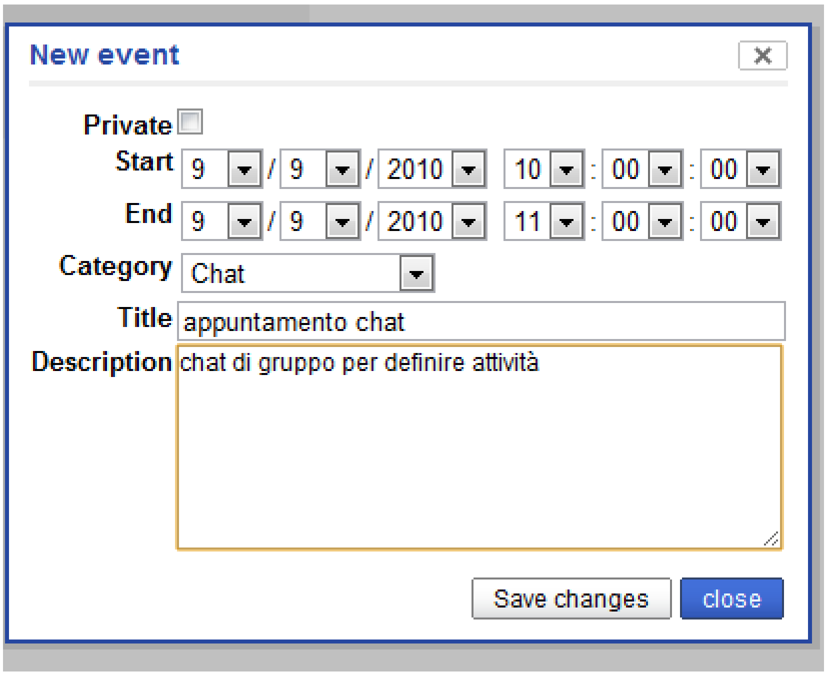
Calendar

The calendar is a tool that can be used by users and teachers, both in public and private mode, to record a series of events and classify them as public or private, depending on their function.



Public events are viewed by all course users and private events only by the person who added the event.

To add events, click on the desired day and the "new event" icon, and then fill out the form provided by the system.



Report card

The report card, in the user area, provides each individual with a report of their results from the courses tests.

Grade book

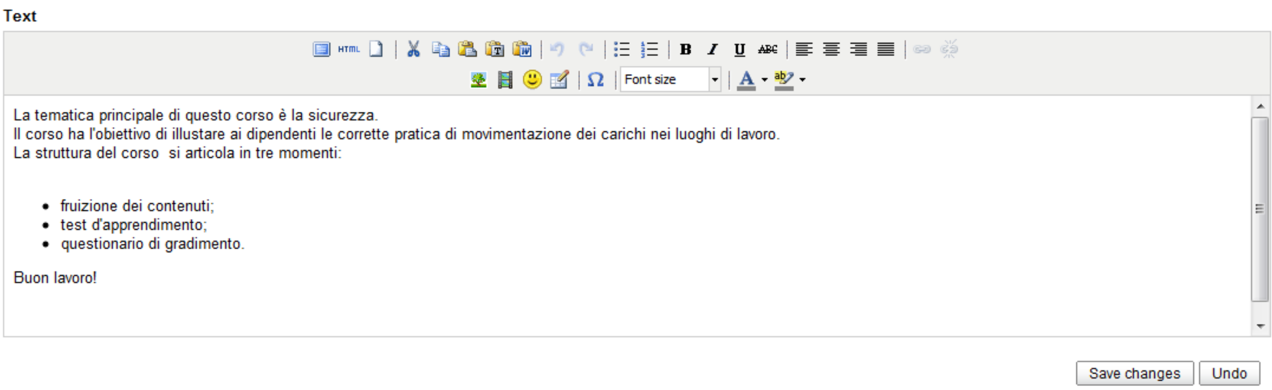
This is your score for the activities of this course

Title	Score	Required score	Date	Comments
Final Test	6 of 0	0	00-00-0000 00:00	Ottimo lavoro

Introduction

The introduction module is an editable page on which the teacher can place an introduction to the course, providing technical information or uploading meaningful and representative videos or images of the topics covered.

To create an introduction, simply use the text editor to insert text, images and video.

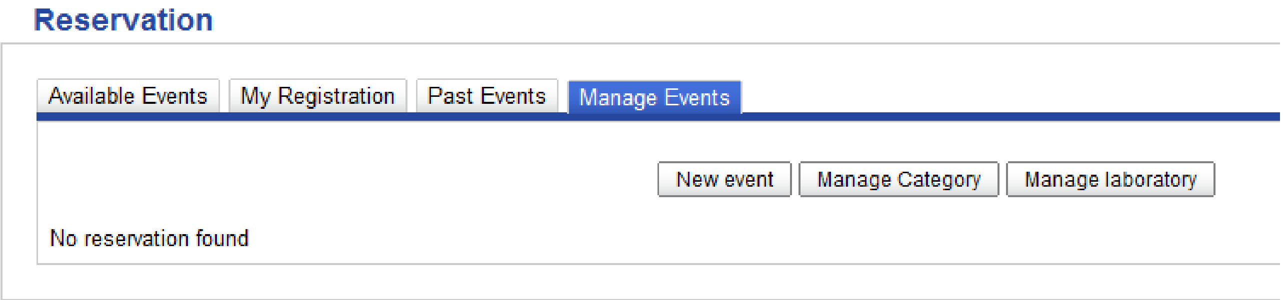


Reservations module

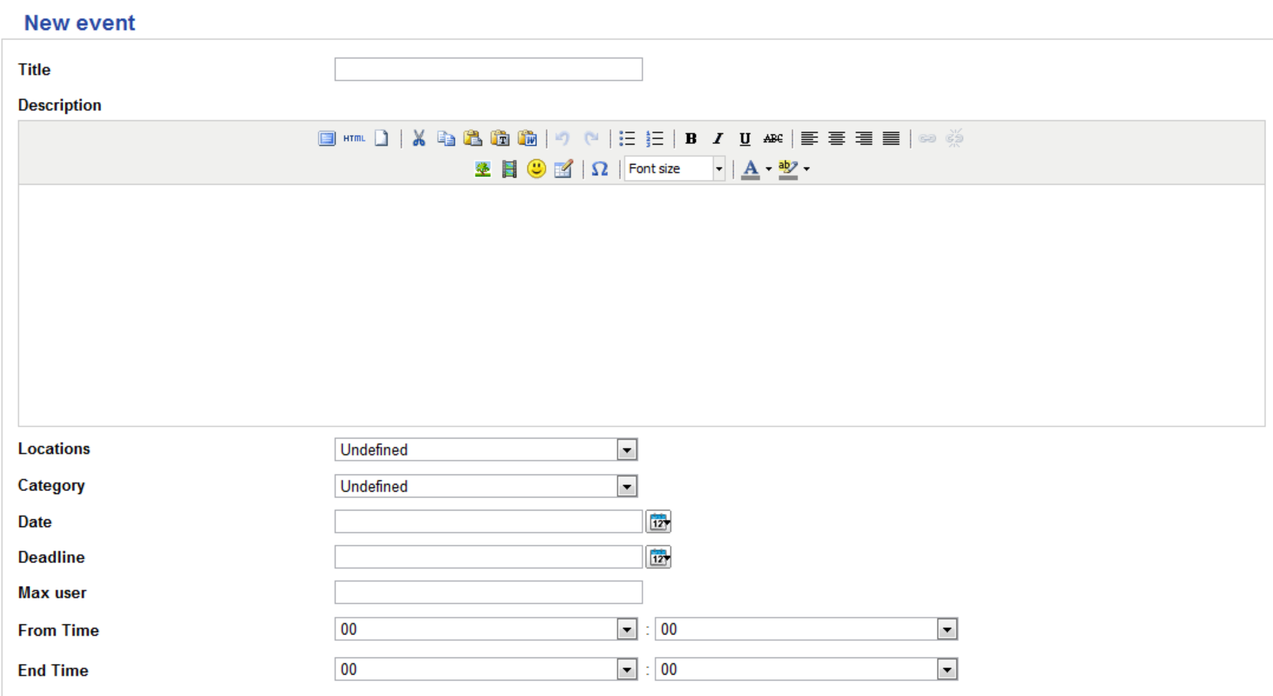
The reservations module allows you to create and manage user reservations for a series of events linked to the course and set up by the teacher.

The module is divided into four tabs:

- Available events;
- Events in which the user is registered;
- Past events;
- An events organiser.



From the "Manage Events" tab, the teacher can enter a new event and change previously created categories and workshops.



The event can be programmed either from the teachers' area or from the administration area; users can subscribed to courses that have not expired or are not full and the teacher can see who has subscribed to the event, contact these users via e-mail and export a list of participants in Excel format.

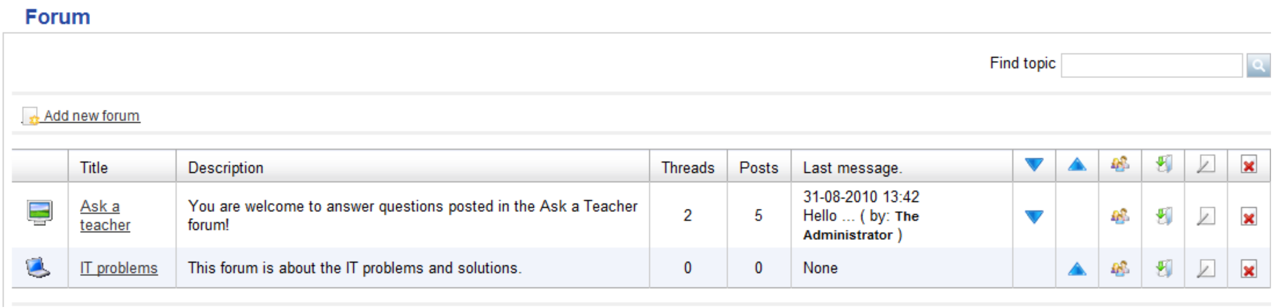
Collaborative area

The following tools are found within the collaborative area:

Forum

The forum is the main asynchronous communication tool used in collaborative learning.

This tool provides users with the possibility of creating constructive discussions regarding course content or starting educational activities that are managed and moderated by an e-tutor.



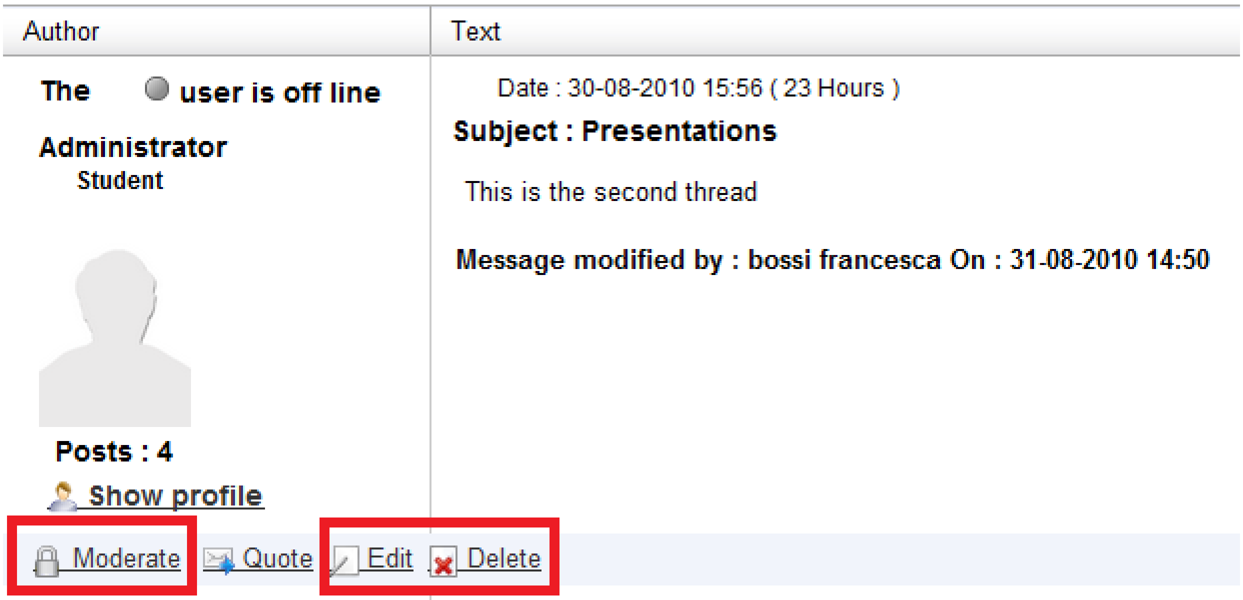
To add a new forum, click “Add new forum”.

The active menu beside each created forum allows you to:

- Change the order of the forums;
- Subscribe the users;
- Download a .csv file with the contents of the forum;
- Change the name and description;
- Delete the forum.

Note: if no specific users have been assigned by clicking on the respective icons, ALL the users involved in the course will be automatically registered in the forum.

Moderation options: forums can be moderated by: administrators, teachers, tutors and mentors, depending on the premises that were specified during the course setup phase (to change the level permissions, go to the Teacher area – Menu management).



The moderate commands allow you to:

- Block/unblock viewing of a published message (moderate button);
- Change the text in a user's message;
- Delete the message.

Other moderation commands placed above the discussions list allow you to:

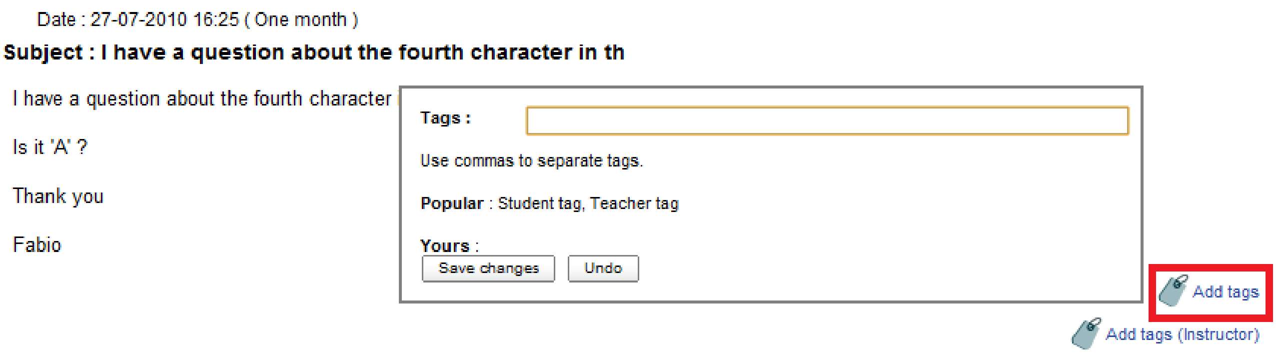
- Block the replies in a forum;
- Close the forum, making it inaccessible;
- Uncheck the box classifying the forum as "important".

Note: when a forum, discussion or message is deleted, all the data is cancelled from the database.

The tagging function can be activated from inside the forum to allow messages to be indexed with tags (semantic markers) of a few words. This makes searching for a specific concept or word within the forum much easier.

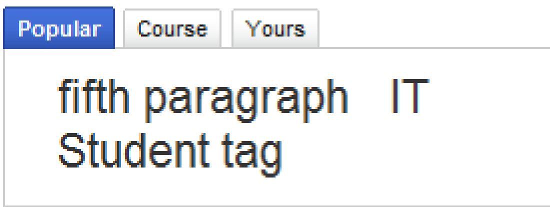
To tag a message inside a discussion, select "add tags" and enter the word or words with which you intend to mark the message in the form.

The tag can be assigned by users or by the course teachers/managers.



There is a menu on the forum page showing all the tags used in the forum, divided into:

- Most popular tags
- Course tags
- Tags assigned by the user



By selecting one of the words, the system will show the message or messages connected to it.

Wiki

The wiki is a very powerful textual collaboration tool, different from other wikis in that it does not use specific tags (codes) but simple HTML characters that can be formatted with a text editor.

The only tag used is the double "[[" to open and close the name of a new page "]]" (without separating them with spaces).

The page is red if empty and blue if it contains text.

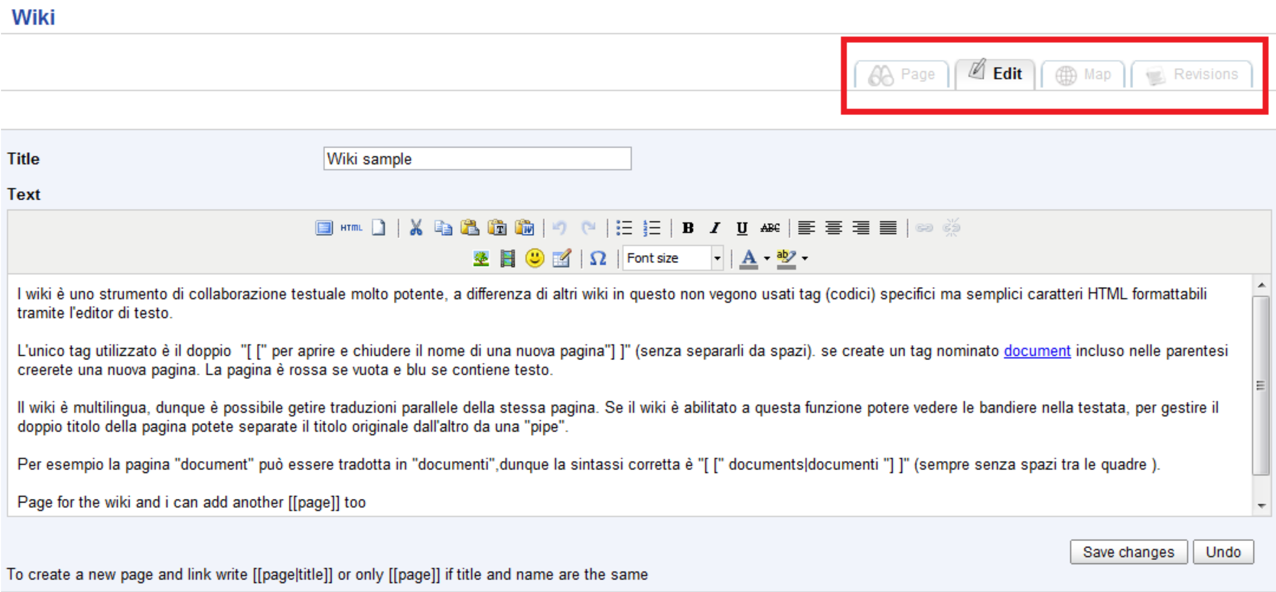
The wiki is multilingual, making it possible to manage parallel translations of the same page. If the wiki is enabled for this function, the boxes will be checked in the heading. To manage the double title of the page, the original title can be separated from the second one with a "pipe".

For example, the "documents" page can be translated as "documenti"; the correct syntax, therefore, would be "[[" documents|documenti "]]" (always without spaces between the square brackets).

The wiki menu allows you to:

- View pages that have been created;

- Modify the pages;
- View the map of the entire wiki;
- View the page revision chronology.



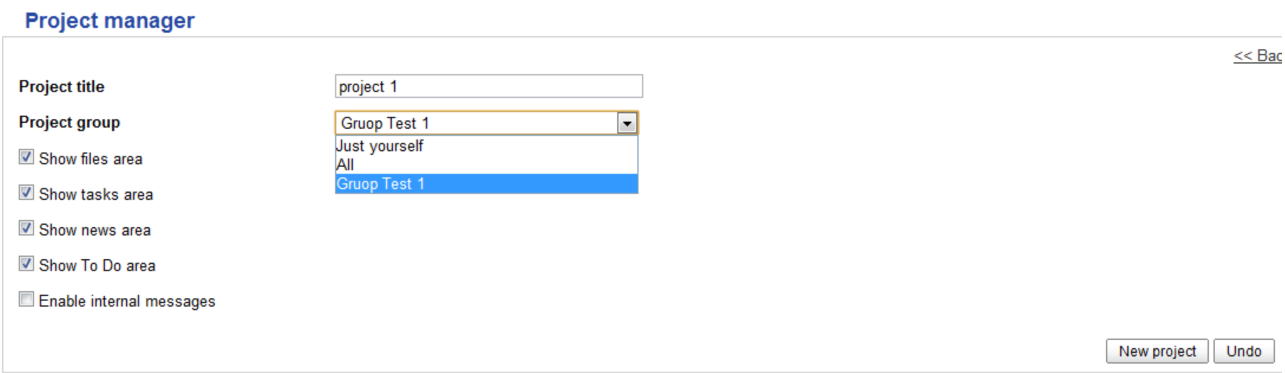
Project management

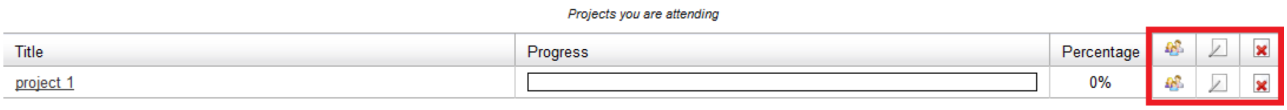
The project area allows workgroups, subgroups of those subscribed to the course, to work in an area where a whole series of online collaboration tools is available for them to draft a work project, for example.

A preliminary operation for using the project area is the creation of a group from the Teachers area - Group management.

Once the groups have been created, you can click on the project manager module and create a new project through the appropriate item.

Select the name of the group you wish to associate with the project and enable the available tools by clicking the check box.





Through the active menu beside each project, it is possible to:

- check the workgroup's progress;
- promote the group members to project administrators;
- change the project details;
- delete the project.

Note: for the users to work inside this area they must first be promoted to the status of project administrators.

Chat

The chat module allows users subscribed to the course to communicate with each other through a synchronous tool.

In a didactic environment, chat can be used to establish moments of interaction, either with or without the teacher's presence, through appointments made in the forums or convoked through announcements and communications.

Chat is conducted in xhtml + javascriptn in this version of Docebo; the functions are:

- User list
- Emoticons

Repository

The repository is a very useful tool to help teachers gather the documentation sent by the users in an orderly manner, without having to use e-mail, with all the risks that this involves (for example, mail boxes filling up and uncertainty on the part of those who sent the documents as to whether they have been received).

To create a new repository, click on the appropriate item and give it a name and description.

To view the files contained in the repository, click on their names,

A list of all the users subscribed to the course, the number of files uploaded and the icon that allows the teacher to download files will appear.

Teacher’s area:

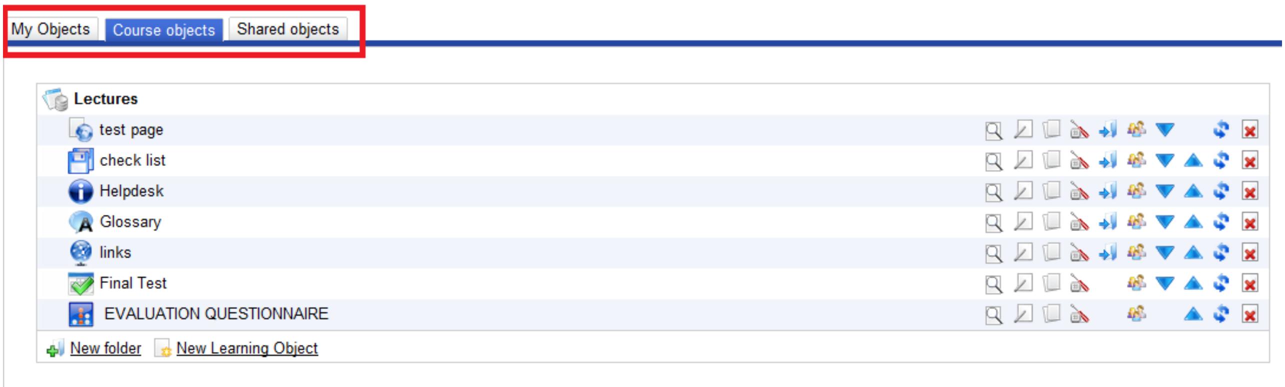
Learning Object Management

The learning objects to be uploaded for the course are managed from this page, which allows you to:

- Organise the LO in folders;
- Create multiple types of LO;
- Create SCORM objects;
- Manage the object properties.

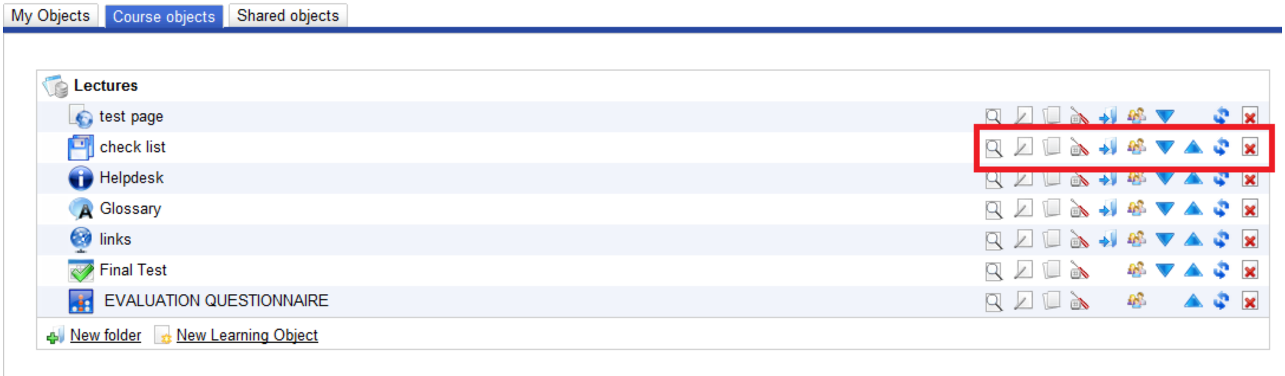
The page allows you to manage teaching objects under three tabs:

- My objects: A private area for teachers in which they can store their own objects, create new objects or import objects from other teachers. It is an inter-course area in the sense that the objects placed there can be viewed from any of the courses managed by the teacher. Objects can be organised into folders/subfolders in order to have a more rational classification.
- Course objects: These are the objects that the students will see in the lessons area. They can be directly created from this area or imported either from the teacher's home page or from the public area.
- Shared objects: This is the area where teachers can share teaching objects with other teachers, who can import them to their own homepages or directly to the courses section. Note: Importing entails making a new copy of the imported object, which will therefore be treated as a completely new object



Creation and organisation of teaching objects can be done from all three areas; the area dedicated to the course, however, has extra functions, namely the rules for students’ use of the teaching objects. This area can be viewed by students from the “Materials” module in the lessons area without the editing buttons and with restriction symbols.

To create a new object, select the appropriate item, define the type of object you wish to upload and then upload it. A close examination of the individual objects will be made in the following chapter.



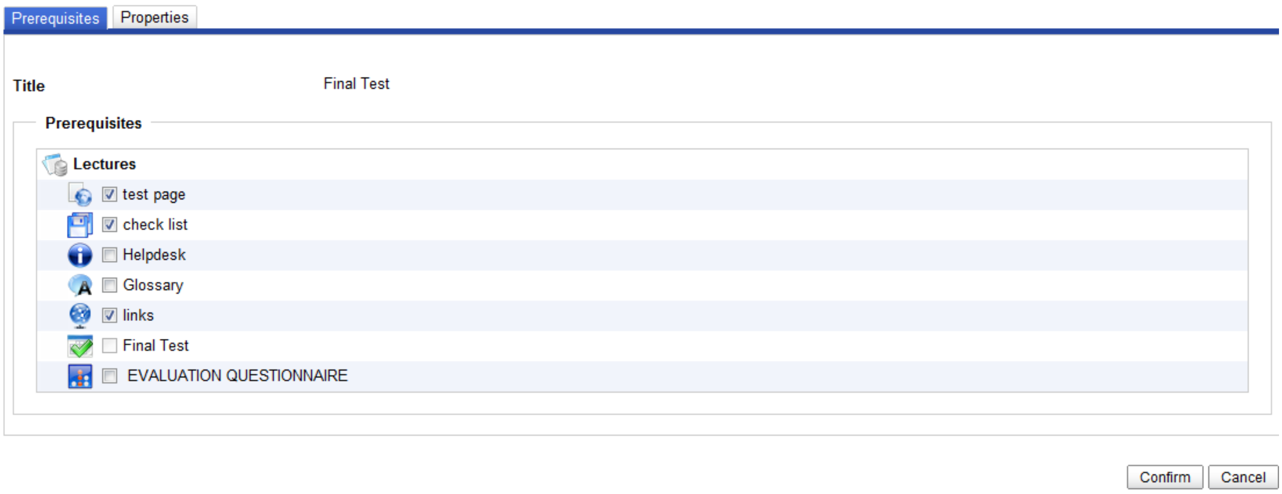
The active menu beside each LO allows you to:

- View the uploaded object;
- Modify the object data;
- Copy the object (for example, to move it to another tab);
- Set the object prerequisites and properties;
- Categorise the object content in the Content Library;
- Assign the users that can view the object. Note: if users are not assigned using this button, ALL subscribers to the course will be able to view the object;
- Move the object within the materials area;
- Delete the object.

Assigning properties and prerequisites:

by selecting the appropriate icon you can determine which other objects the user must have first completed before having access to a particular object.

For example, to have access to the final test, the user must first have used and passed the objects selected in the figure.

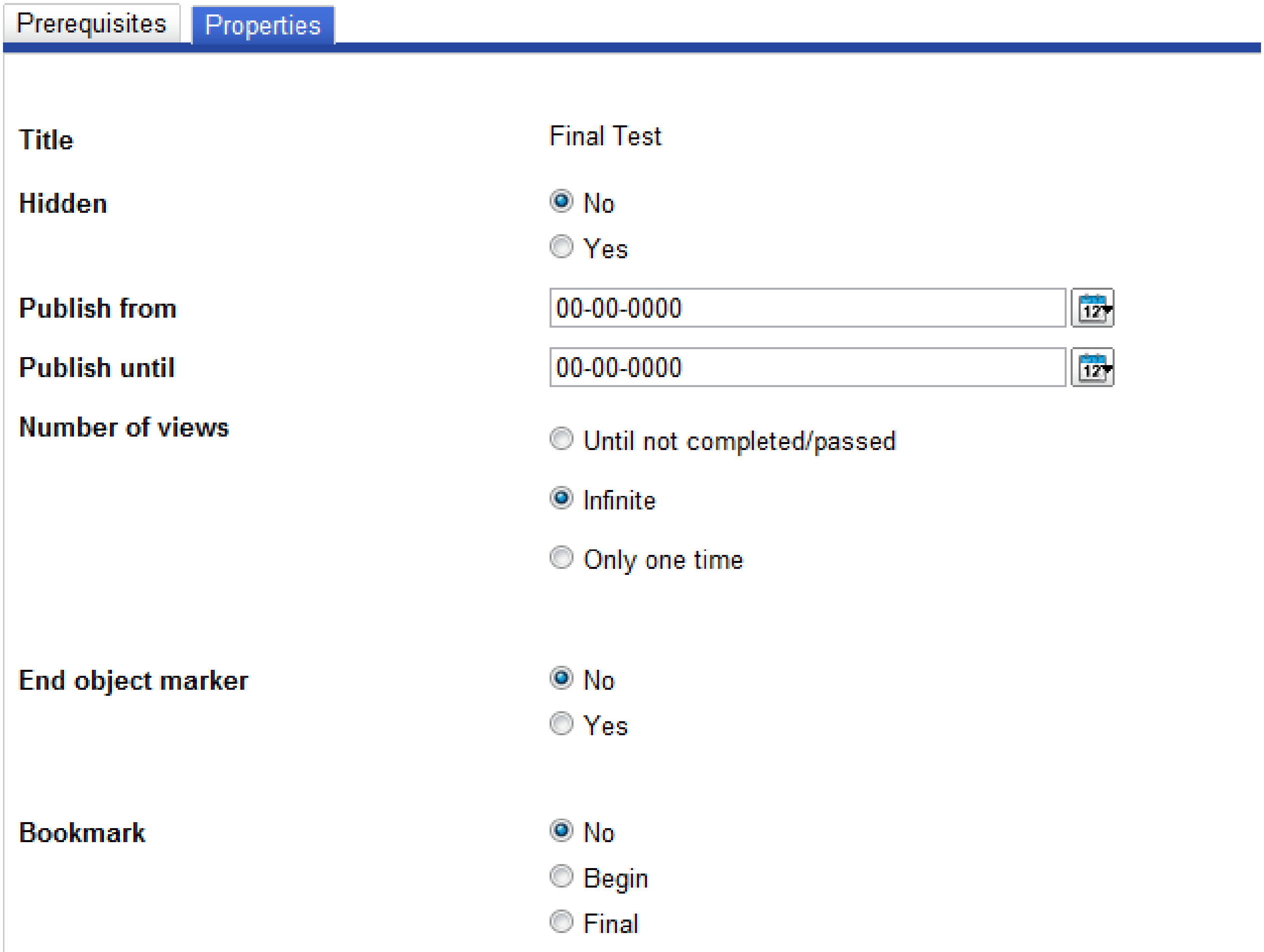


To assign properties to the object, select the corresponding tab; from this screen it is possible to:

- Specify whether the object should be temporarily hidden from the users;
- Assign a publication period to the object;
- Define how many times the object may be visited by users;
- Designate the object as an "end of course marker"

- Assign the final or initial course bookmark property to the object.

Note: on the basis of this setup, at the statistical level, users will result as having started or finished the course once they have completed the object marked as a bookmark.

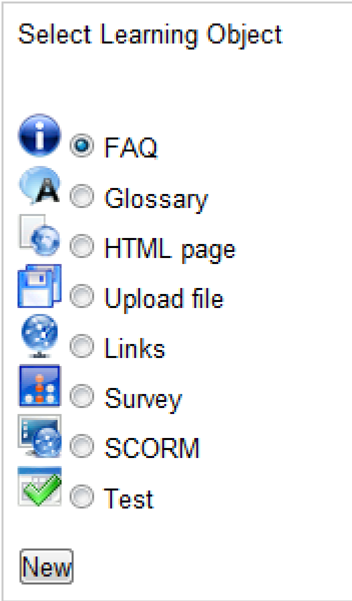


LO Types

The object types supported by the platform are:

- FAQs
- Glossaries
- HTML pages
- Files (Uploading)
- Links
- Surveys
- Scorm 1.2 and 1.3 objects (Uploading)
- Tests

To create one of these objects, first click "New Learning Object", and then click on the button to select the desired object.



FAQ: Frequently Asked Questions

Enter a name and description for the category of FAQ to be created, clicking on the "modify" icon from the active menu beside the name of the FAQ that has just been created

Enter the question, answer and keywords to assign to the FAQ, to facilitate users' search.

The FAQ module has two viewing modes, the classic mode (question/answer) and the Help mode (navigation according to keywords).

Glossary:

Enter a name and description for the Glossary you wish to create, selecting the "modify" icon from the active menu beside the name of the object that has just been created

Add the words to be entered and their definitions.

HTML page:

The teacher is able to compose html pages directly online. Publishing HTML Pages means to publish content composed of formatted text, links and images that can be viewed from the Internet as an individual page. The teacher can also create a personal image bank for future use on HTML pages.

File loading:

This function is one of the most frequently used and allows any type of file, for example .pdf, word, .ppt or any other material that can provide support for the course, to be uploaded to the materials area.

Assign a name and description to the object you wish to upload and then upload the file, locating it on your own pc through the classic "browse" procedure.

Links:

This object provides the user with a series of useful links to search for material relevant to the course.

Enter a name and description for the Links object you wish to create, then click on the "modify" icon from the active menu beside the name of the object that has just been created

Insert the link and a description, to explain why the link is important for the study of that material, and add a keyword to facilitate users' search.

The Link module also has two viewing modes, the classic mode and the Help mode (navigation according to keywords).

Test:

This module has the following main functions:

- Support for 8 types of question (Single answer, Multiple answer, Insert extended text, Text, Choice in line, Select the wrong word, Upload file, Association)
- Page breaks between questions
- Time limit for test or question
- Casual questions

After having created a test, you can proceed with the configuration of the three main options:

Test options:

- The test can be viewed on single or multiple pages;
- The questions can be arranged in the original order, at random or with a random choice from a subgroup of questions among those present in the cluster/category (defining how many questions out of the total);
- Multiple answers can be displayed in the established order or at random;
- The user can change answers already given while the test is being done;
- The user can freely browse through the test pages or is obliged to follow a sequence;
- The user can save the test and retake it on another occasion;
- It is possible to define how many times the user can retake or postpone the test;
- It is possible to define whether the answers are mandatory;
- A further completion of the test requirements may be asked after the user has reached the maximum number of failed attempts.
- The user can view the results obtained;
- The user can view the results obtained divided into question categories;
- The user can see the answers that have been given;
- The user can see whether the answers given were right or wrong.

Time options:

- No time limit
- A time limit per question
- An overall time limit for the test

Points management:

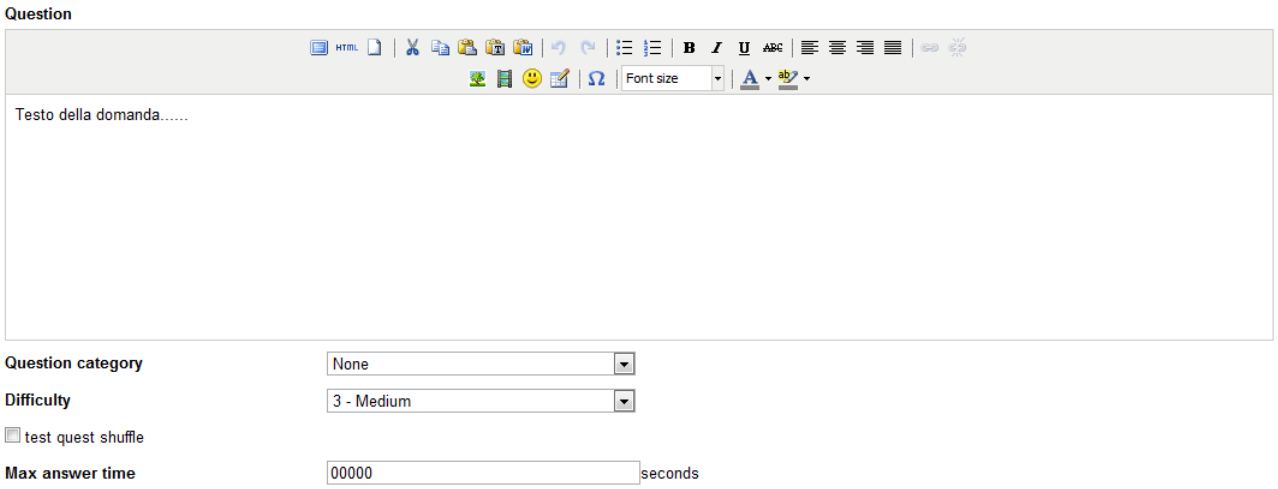
- A required score for the test to be considered as "passed"
- Grading by marks or percentage
- Set score per individual question;
- Resetting the maximum score;
- Dividing the maximum score by question, evaluated according to the difficulty level assigned to the question, score assigned to individual questions.
- Possibility of assigning textual feedback according to the score attained;
- Possibility of assigning the achievement of a competency;
- Subscription to a specific course depending on the result.

To create the test question, click on the “Modify” button from the active menu corresponding to the test.

Select the type of question to insert in the text.

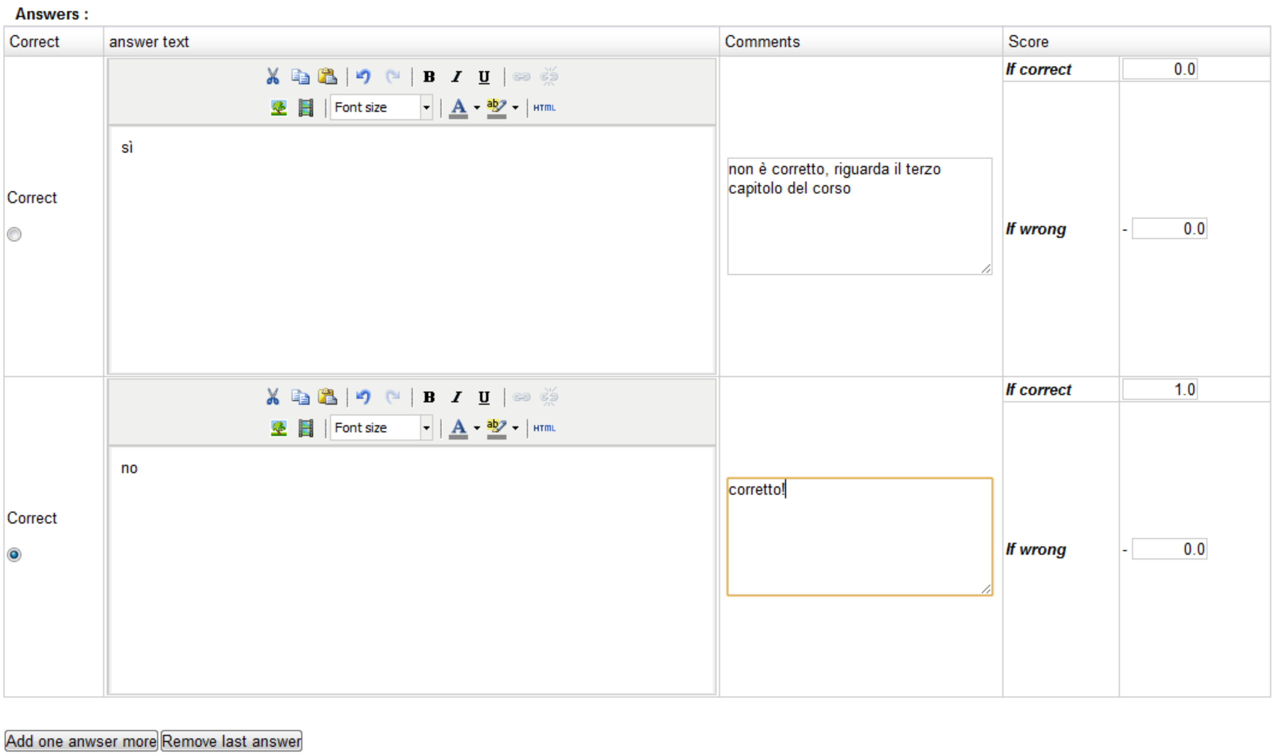
Single answer question is normally the most frequently used option for creating tests.

Insert the question text.



Insert the answers. The system provides two answer possibilities; to add one or more options, select the “Add answer” button.

Feedback can be assigned to the answers in the comments field. This will be visible to the user should it be decided to show the answers to the user once the test has been completed.



Select the correct answer from those provided, by clicking on the button.

A score can be directly assigned for each question, according to the arrangements decided for the test.

After having specified all the test questions, define the administering policies: Modes of use, Allocated completion time, and Scores and feedback.

Questionnaire:

Questionnaires, generally used for evaluating course satisfaction, are structured in a similar way to tests but have fewer question types:

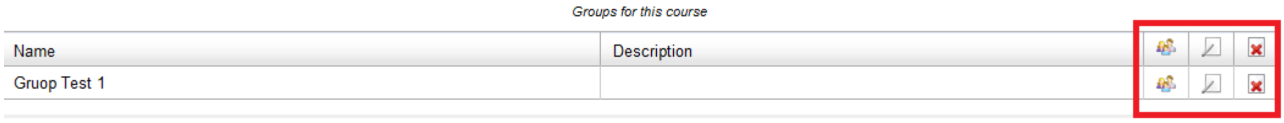
- Single answer;
- Multiple answer;
- Free text
- Teacher' s evaluation, which may be used to find an overall average
- Course evaluation to establish an overall average

The results of the survey may be viewed by consulting the "statistics by object" of the course; by clicking on the questionnaire title, the system will provide the aggregate results of the evaluation.

Group management

This function allows the creation of groups from those subscribed to the course, normally for creating dedicated forums or assigning a project area.

To create a new group, click "New".



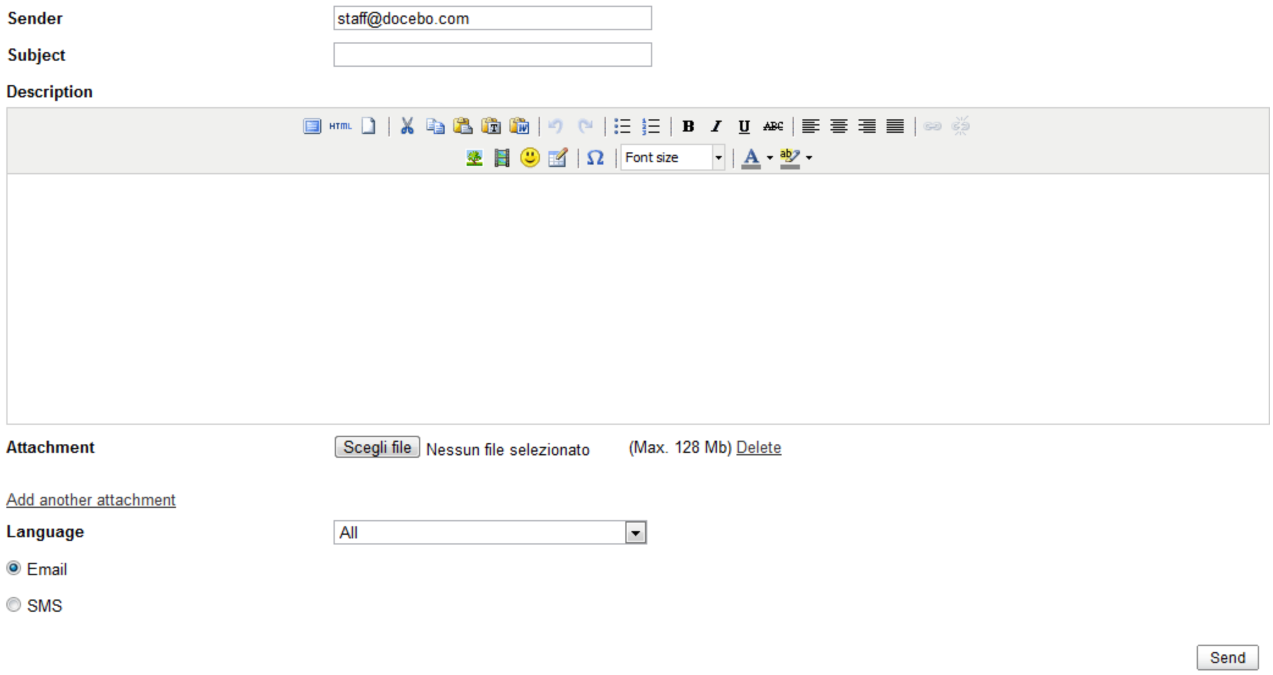
Through the active menu that corresponds to the group, it is possible to:

- assign users to the group;
- change the group name and description;
- delete the group.

Newsletter

The newsletter allows an e-mail to be sent directly to all the course users, assigning a specific sender.

The communication can be sent either by e-mail or SMS (when this service is managed by the platform).



Questbank

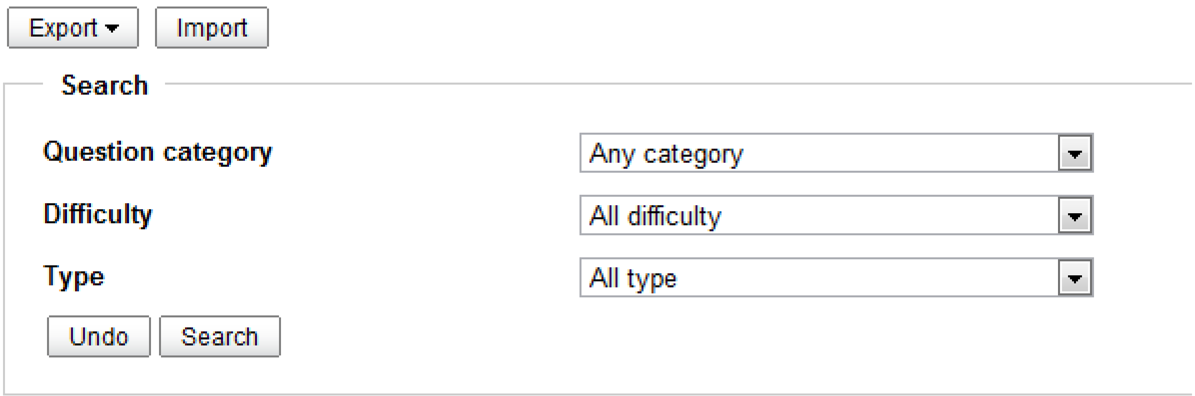
This module helps the teacher create a shared repository of questions that can be used for producing tests.

The system manages the import and export of previously prepared question files.

The new questions to be entered in the questbank can be categorised on the basis of:

- correspondence to a specific category created by the administration (see the relevant chapter);
- level of difficulty;
- question types (single choice, multiple choice…)

to enter a question, click on the *add* button and fill out all the required fields.



Grade book

The grade book allows the teacher to monitor course progress and check the course test results.

A SCORM LO chapter with a score can also be added to the grade book for viewing the results.

The grade book is divided into three sections:

Details: from this section the teacher can view the data arranged according to each test.

Details	Final Test	Final score
	Round	• Re-calculate • Round
Max score	0	100
Required score	0	60
Weight	100	100
Show to user	Yes	No
Use for final score	Yes	No

The active menu can be used to change the settings for each test or view the test statistics.

Students: from this section the teacher can view the data arranged according to individual users.

Student's scores

Students	Final Test	Final score
utente.docebo	6 (0)	-
Beckett Abe	-	-
bossi francesca	-	-
frigeri alessio	-	-
liziero moreno	-	-
pirovano fabio	0 (0)	-
The Administrator	Not checked	-

Through the active menu the teacher can:

- check each student's answers;
- manually change the score assigned to each answer;
- view “open” answers given by the student.

Statistics: from this section the teacher can view the general aggregate data for the tests.

Statistics	Final Test	Final score
Passed	2	-
Not passed		-
Not checked	1	-
Average	3	-
Standard deviation	3	-
Max score	6	-
Min score		-

This active menu can be used to consult the answer percentages assigned to the individual test questions.

Manage menu

Through this function the teacher can modify the menu assigned to the course:

- changing the names and number of the submenus
- assigning or removing the modules to or from the submenus
- changing the permissions for the individual modules on each level.

See administration chapter

Stat area

Various types of statistics that monitor course progress can be consulted from inside this area; we will examine these in detail:

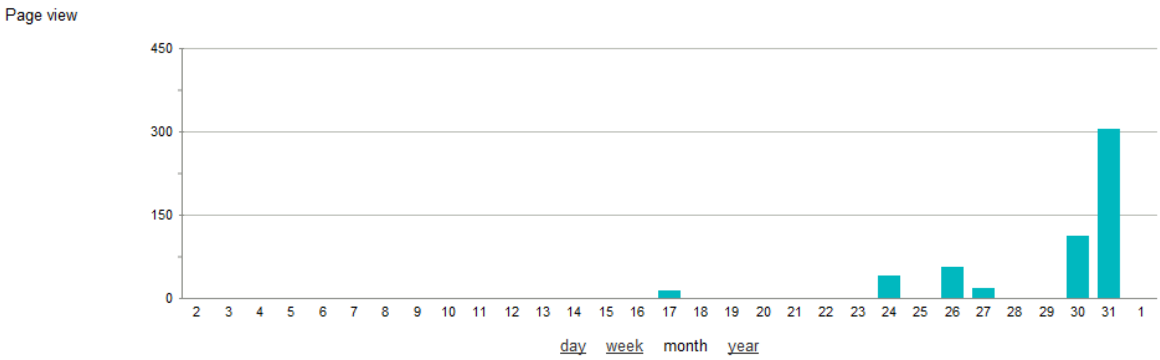
User statistics

User statistics provide the teacher with a report on the activities of each individual, highlighting their level of progress in the course.

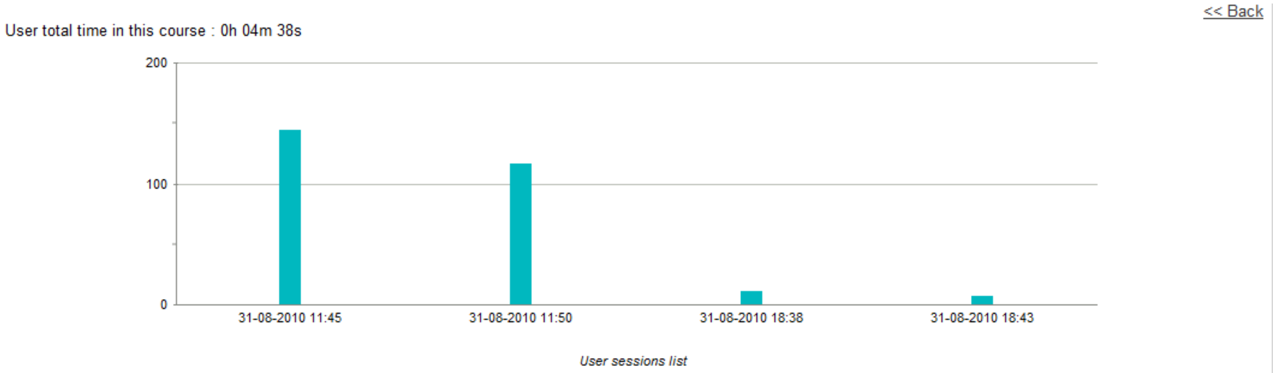
By selecting the name of each user, their progress status for each course object can be viewed.

Use statistics

Use statistics provide the teacher with a general overview of the users' presence and actions in the course through a graph.



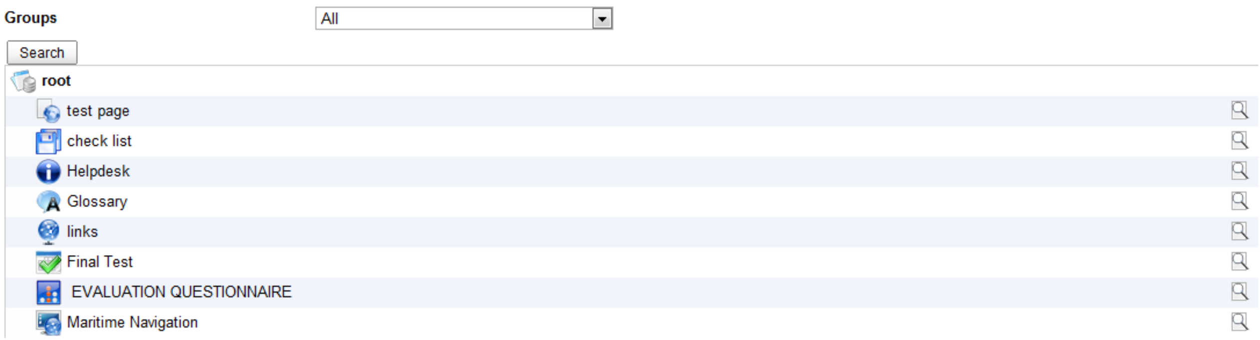
By clicking on the name of each user, a detailed view is given of the operations performed by the individual.



Session started at	Session end at	Duration	Number of op.	Last op.
31-08-2010 11:45	31-08-2010 11:47	0h 02m 24s	7	Logout [view]
31-08-2010 11:50	31-08-2010 11:52	0h 01m 56s	5	Logout [view]
31-08-2010 18:38	31-08-2010 18:39	0h 00m 11s	2	_COURSE_LIST [view]
31-08-2010 18:43	31-08-2010 18:43	0h 00m 07s	3	Logout [view]

Statistics by object

In statistics by object a comparison can be made regarding the status of a user in relation to a specific learning object. It is also possible to view the aggregate results of a survey through this interface. On the initial screen, the objects for which the comparison is to be made can be selected by clicking on the magnifying glasses.



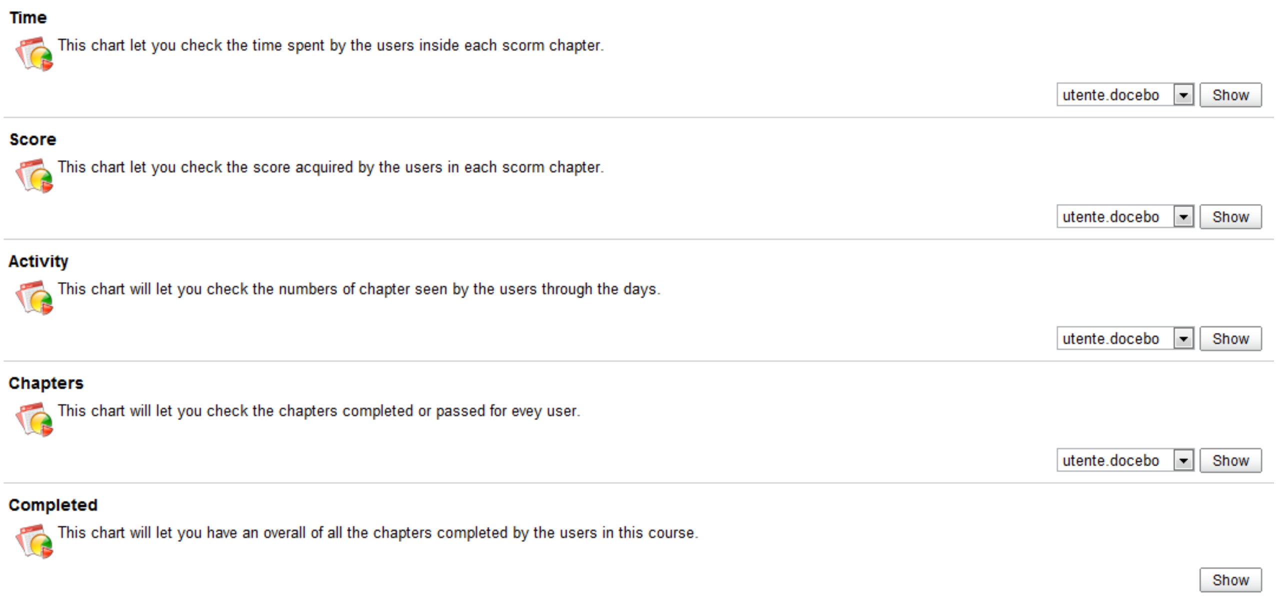
The next screen presents all the users for whom the comparison is being made, allowing them to be filtered by group or by status. In regard to surveys, the aggregate results can be viewed by clicking on the name of the survey.

Course Chart

The Course statistics chart provides a graphic view of information regarding the SCORM objects used in the course, with details on the individual chapters of the objects.

From the drop-down menu you can choose the users to whom the reports will be applied, comparing them with the average value for the users subscribed to the course.

There are five types of report:



Time:

the Time report has a graphic display showing the time spent in each chapter of the course by selected users, comparing this with the average time spent by all the subscribed users.

Score:

this report has a graphic display showing the score achieved by users in each chapter of the course, comparing this with the average score achieved by the other subscribed users.

Activities:

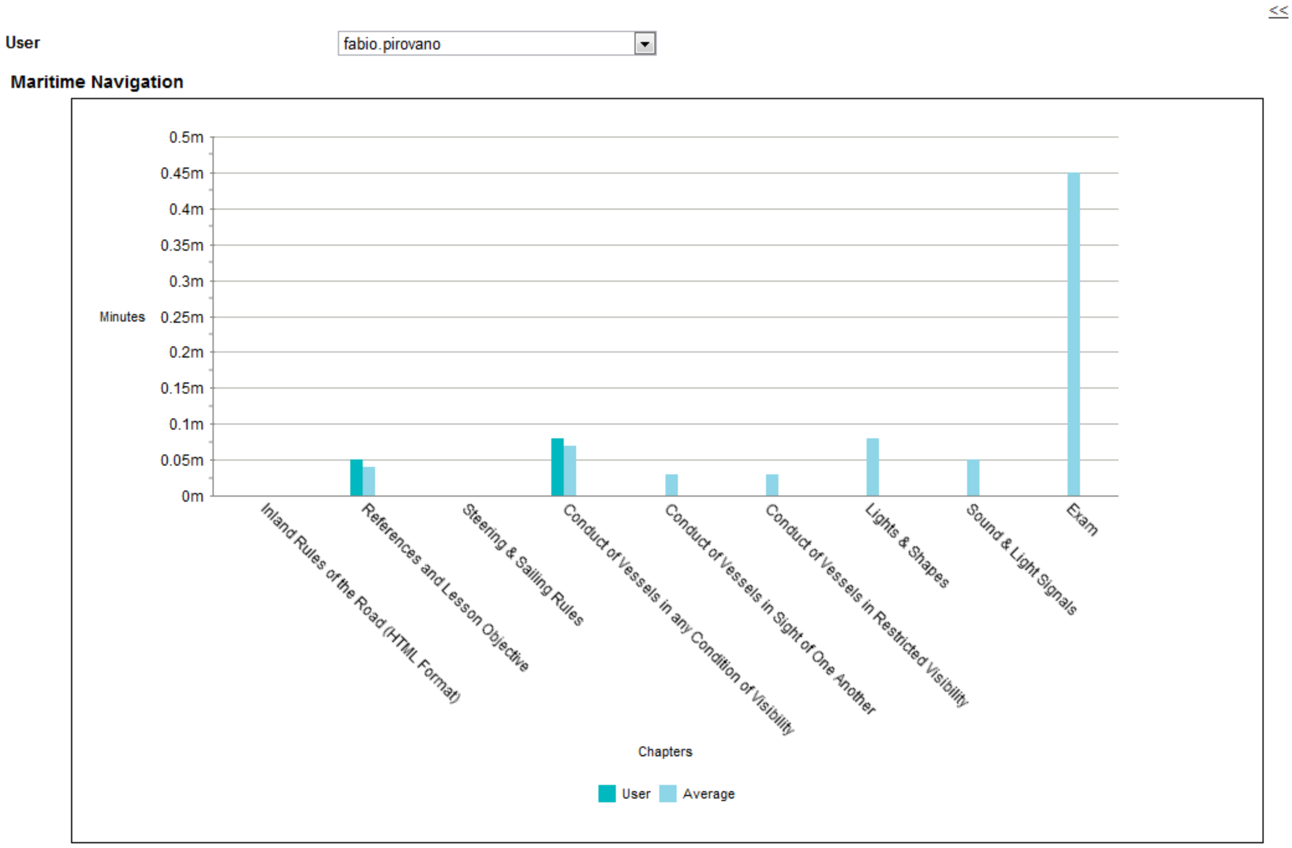
this report shows the number of chapters that the selected user has seen each day, comparing this with the average seen by the other users subscribed to the course.

Chapters:

this report shows which course chapters the selected user has passed or failed.

Completed:

this report shows the percentage of subscribers that have successfully completed each course chapter.



Course stats

The Course stats show a grid that matches the course learning objects in columns with the users by rows, showing the status (not started – started – completed) of each learning object for each user.

The final column on the right shows the number of course objects that have been completed, the bottom row shows the number and percentage of users that have completed each learning object.

Username	Name	Level	Status	EVALUATION QUESTIONNAIRE (poll)	check list (item)	Final Test (test)	Glossary (glossary)	Helpdesk (faq)	Completed
abe.beckett	Beckett Abe	Student	Subscribed	*Not started*	*Not started*	*Not started*	*Not started*	*Not started*	0 / 8
admin	The Administrator	Instructor	In progress	*Not started*	*Not started*	passed	*Not started*	completed	2 / 8
alessio.frigeri	frigeri alessio	Student	In progress	*Not started*	*Not started*	*Not started*	*Not started*	*Not started*	0 / 8
Amministratore	bossi francesca	Administrator	In progress	completed	completed	passed	completed	completed	7 / 8
fabio.pirovano	pirovano fabio	Administrator	In progress	completed	*Not started*	passed	completed	completed	6 / 8
moreno.liziero	liziero moreno	Student	Subscribed	*Not started*	*Not started*	*Not started*	*Not started*	*Not started*	0 / 8
utente.docebo		Student	In progress	*Not started*	*Not started*	passed	completed	completed	4 / 8
			Completed	**2 / 7**	**1 / 7**	**4 / 7**	**3 / 7**	**4 / 7**	
			Percentage	**0.29 %**	**0.14 %**	**0.57 %**	**0.43 %**	**0.57 %**	

Note: A .csv file of the Course stats report may be exported by selecting the appropriate item at the bottom left of the table.

By clicking the user's name, a detailed report of the activities for each learning object can be viewed.

<< Back

Username: utente.docebo
Status: In progress

Name:
First access date: 31-08-2010 11:45

Completed: None

Name	Type	Status	First access date	Last access date	Date first complete	Date last complete	Score
Final Test	test	passed	31-08-2010 11:45	31-08-2010 20:47			
Helpdesk	faq	completed	02-09-2010 21:13	02-09-2010 21:13	02-09-2010 21:13	02-09-2010 21:13	
Glossary	glossary	completed	02-09-2010 21:13	02-09-2010 21:13	02-09-2010 21:13	02-09-2010 21:13	
EVALUATION QUESTIONNAIRE	poll	not attempted					
check list	item	not attempted					
links	link	completed	02-09-2010 21:13	02-09-2010 21:13	02-09-2010 21:13	02-09-2010 21:13	
test page	htmlpage	not attempted					
Maritime Navigation	scormorg	not attempted					

Note: The fields regarding object status, access dates and course completion can be manually changed.

Similarly, by clicking on the completed or passed status of an object for a particular user in the main report,

utente.docebo	Student	In progress	*Not started*	*Not started*	passed	completed	completed	4 / 8

the details can be viewed and the tracking can be reset.

<< Back

Username: utente.docebo
Status:

Name:
First access date: 31-08-2010 11:45

Completed: None

Name: Final Test
Type: test
Status: passed
Score: -

First access date: 31-08-2010 11:45
Last access date: 31-08-2010 20:47
Date first complete:
Date last complete:

Reset

Aside from the courses, other available functions in the public area include:

Competencies

From the "Competencies" item, users can view the list of competencies that have been assigned to them.

Name	Typology	Type	competences score	Date last complete	Required
Competenze test	Skill	Score	3	30-08-2010 15:38	

Community

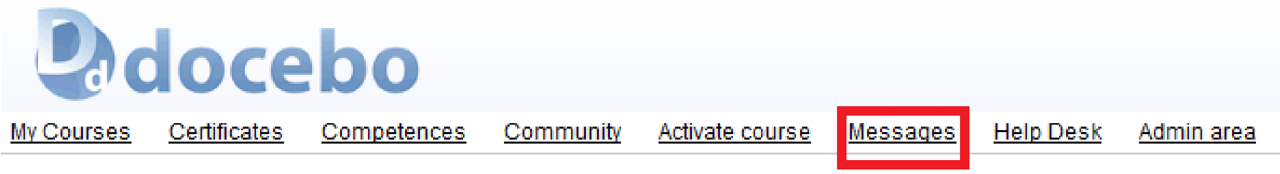
The community is a forum that is independent from the individual courses to which the users can have access if subscribed by the administrator.

It has the typical functions of a forum: the users can reply to messages and can open forums and new discussions, subject to the permissions assigned to the module by the administrator.

Messages

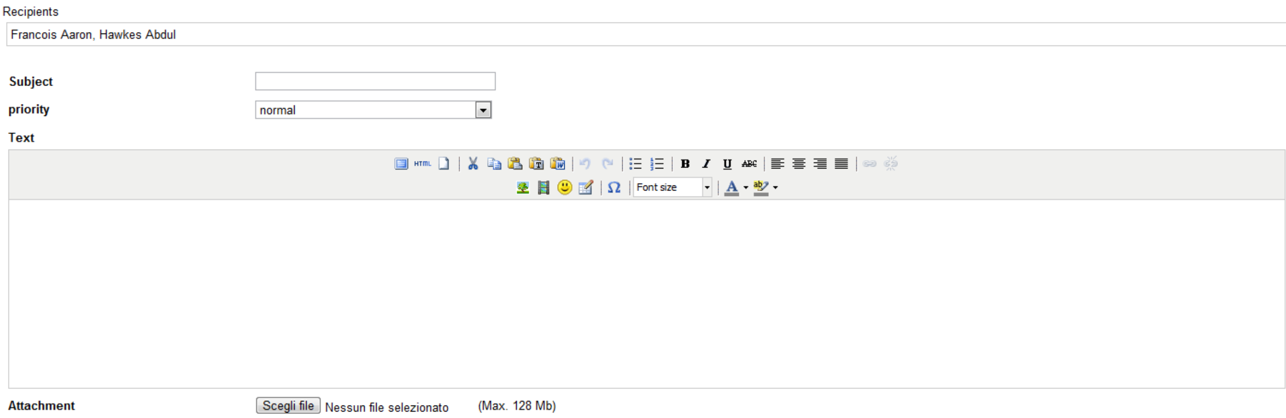
This platform allows users to send private messages within the system.

This can be done by accessing the messages area:



The system directly displays a list of the messages received by the user.

To send a new message, click “Send”, select the recipients from the list and compose the message.

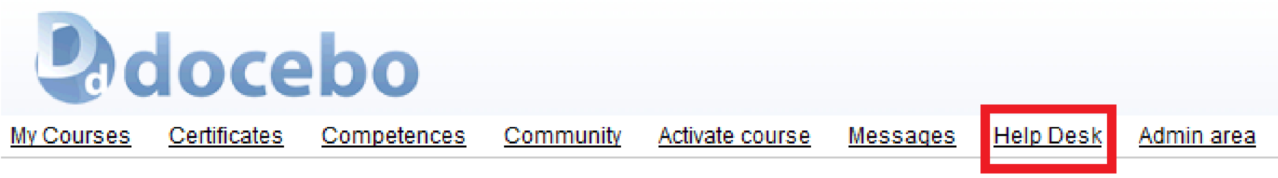


It is possible to assign a priority level and attach files to the message.

The sent messages list may be viewed by selecting the “sent” tab.

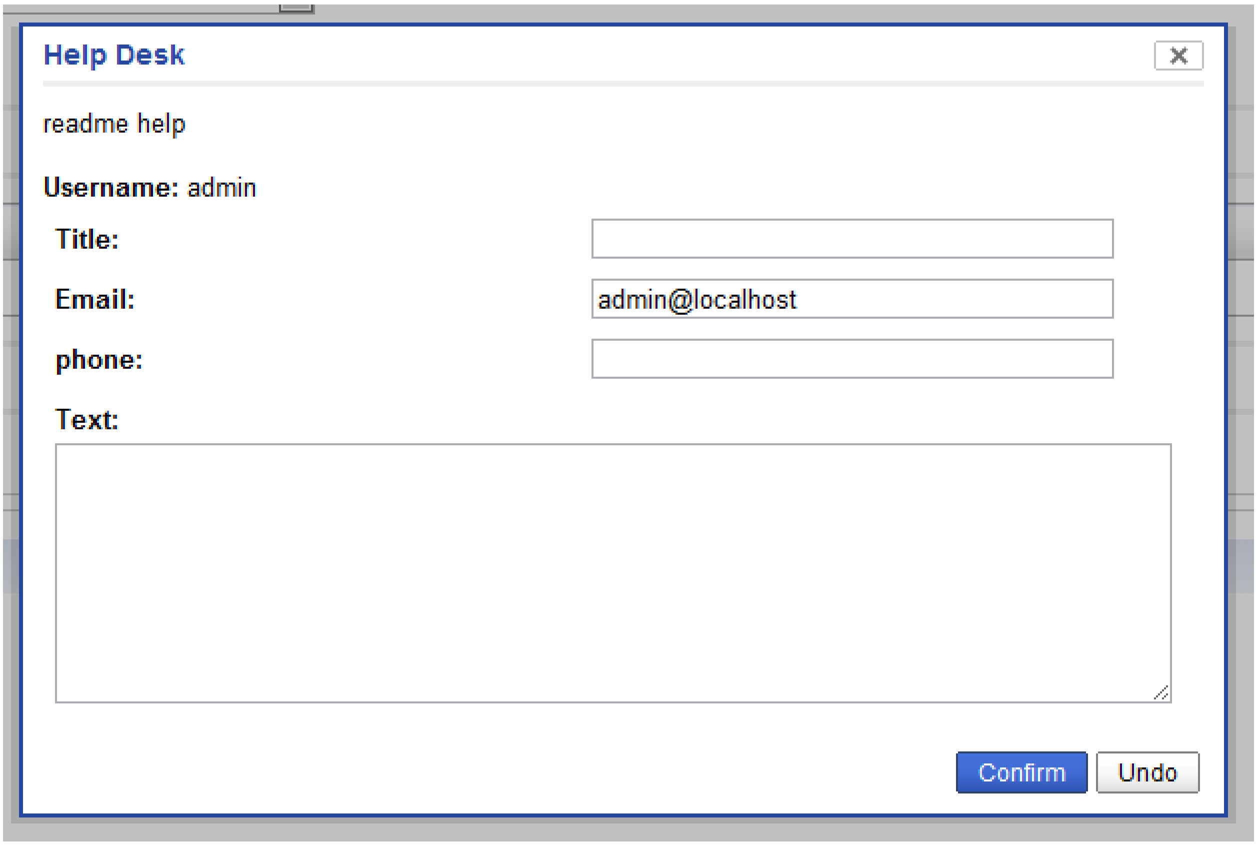
Helpdesk

A message may be sent directly to the platform's help desk system by selecting Helpdesk from the main menu:



Complete the form that opens automatically, entering the subject and specifying the problem.

Provide a contact telephone number and enter the message text.



The Helpdesk report will be sent to the address set by the administration.

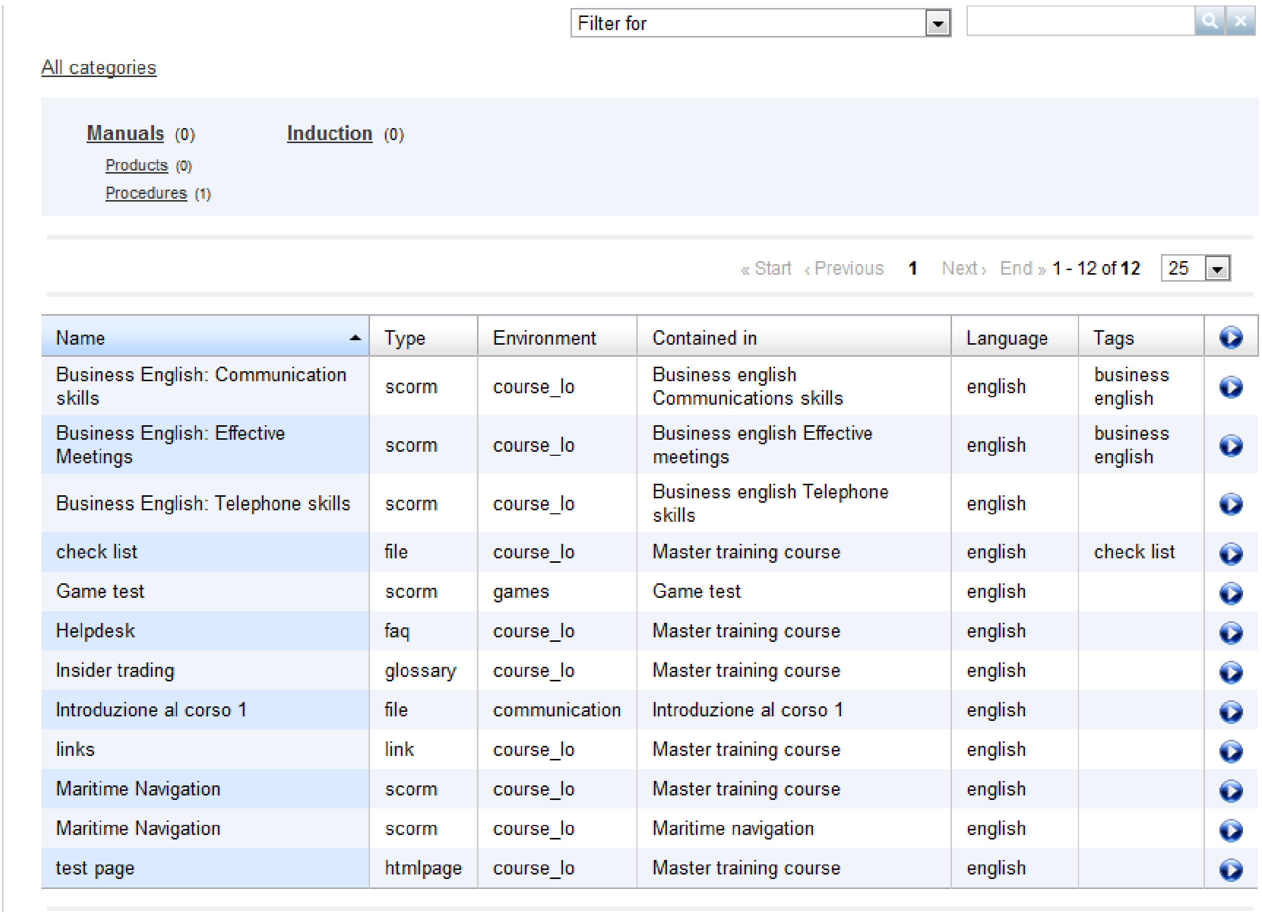
Content Library

The Docebo platform allows you to index course content and make this library available in the Content Library function, making the content more manageable and simpler for users to locate.

This content library is a search engine through which users can search for a subject, either by entering a keyword or consulting content categories, and obtain a detailed list of all the courses and chapters concerning the research topic.

Indexable content includes SCORM objects, LOs managed by the Docebo platform (html pages, FAQs, uploaded files, glossaries), contests and communications.

To visualise the contents, click on the "Play object" icon corresponding to the required content.



Name	Type	Environment	Contained in	Language	Tags	
Business English: Communication skills	scorm	course_lo	Business english Communications skills	english	business english	
Business English: Effective Meetings	scorm	course_lo	Business english Effective meetings	english	business english	
Business English: Telephone skills	scorm	course_lo	Business english Telephone skills	english		
check list	file	course_lo	Master training course	english	check list	
Game test	scorm	games	Game test	english		
Helpdesk	faq	course_lo	Master training course	english		
Insider trading	glossary	course_lo	Master training course	english		
Introduzione al corso 1	file	communication	Introduzione al corso 1	english		
links	link	course_lo	Master training course	english		
Maritime Navigation	scorm	course_lo	Master training course	english		
Maritime Navigation	scorm	course_lo	Maritime navigation	english		
test page	htmlpage	course_lo	Master training course	english		

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User manual

Access to the platform:

you can Log in by entering the credentials provided by the platform administrator (user ID and password) or by selecting Register if the system allows users to self-register in the platform.

The system allows authenticated log in through (person accounts on):

- Facebook
- Twitter
- LinkedIn
- Google

for users with social networking system accounts.

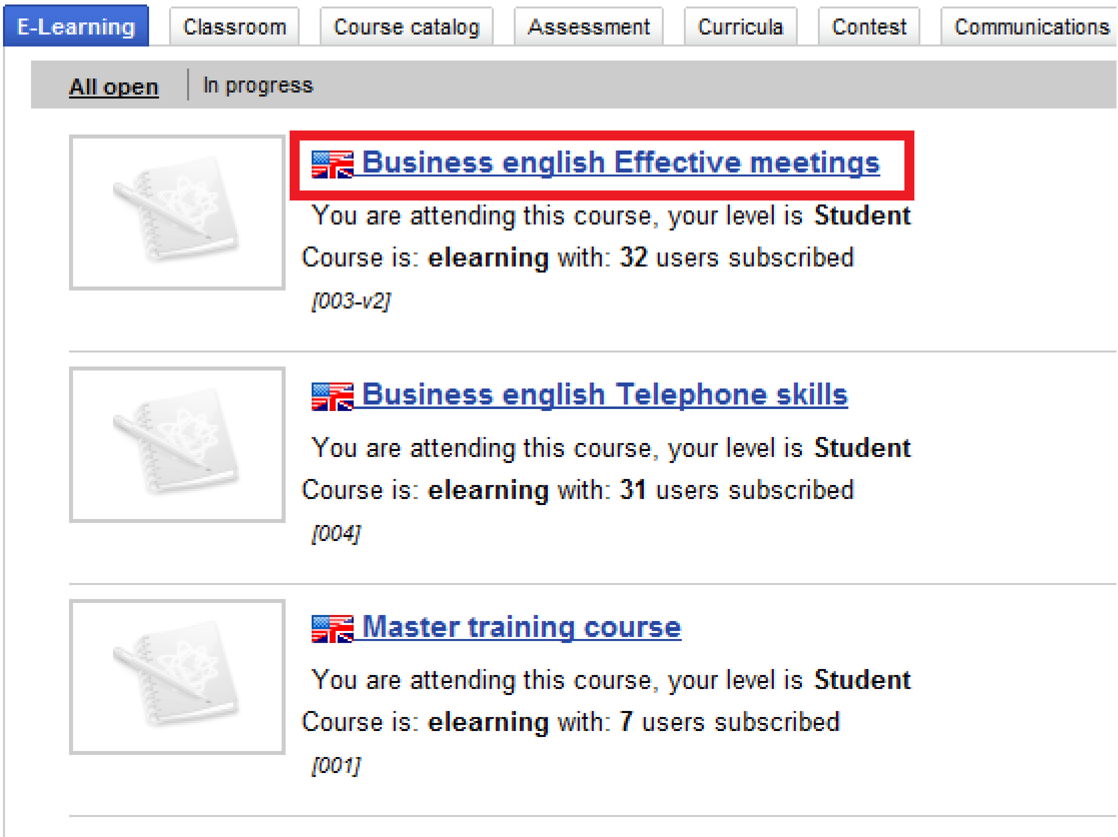
Access to courses

Once you have entered, the platform displays the “My courses” page from which all the platform functions can be accessed.

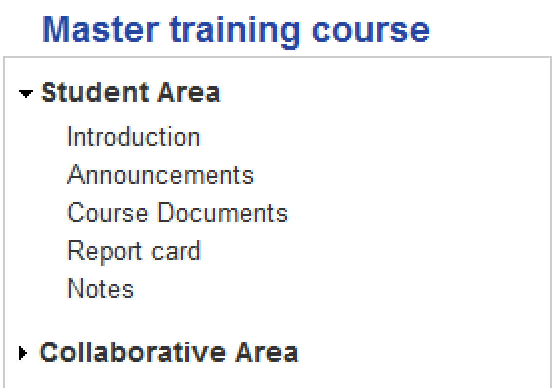
The courses are grouped together in the following areas:

- e-learning
- classroom (if present)
- catalogue (if active)
- curricula (if active)

to access a course, click on its title:



Select the required section from the course menu.



The learning objects for the course are located in the "Materials" section

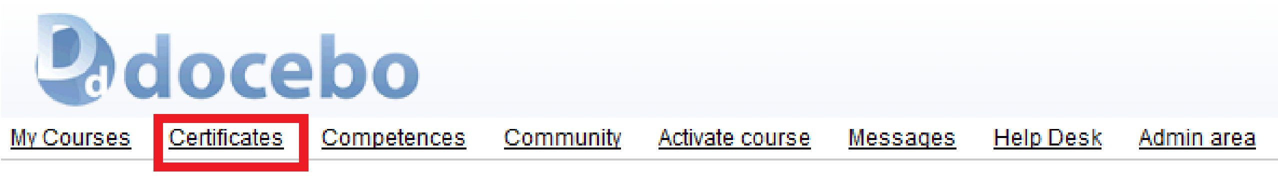
To access the learning object, click the appropriate title.

The green flag beside a learning object indicates the user's completion status for that LO.

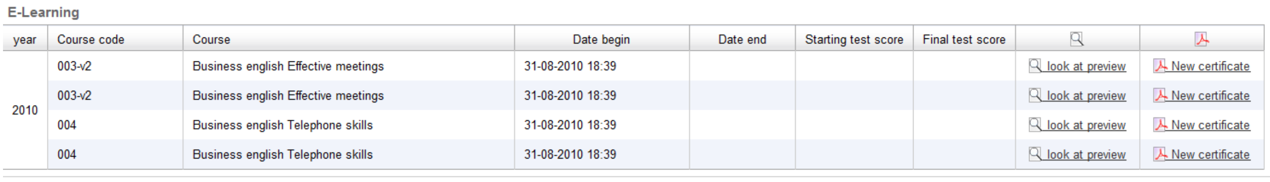
The “statistics” icon beside the test allows users to review their results.

Certificates

Certificates earned by users can be downloaded from the *My courses* page, by clicking on *Certificates*.



The user can see a preview of the certificate or directly create the certificate by clicking on the appropriate link.


E-Learning

year	Course code	Course	Date begin	Date end	Starting test score	Final test score		
2010	003-v2	Business english Effective meetings	31-08-2010 18:39				look at preview	New certificate
	003-v2	Business english Effective meetings	31-08-2010 18:39				look at preview	New certificate
	004	Business english Telephone skills	31-08-2010 18:39				look at preview	New certificate
	004	Business english Telephone skills	31-08-2010 18:39				look at preview	New certificate

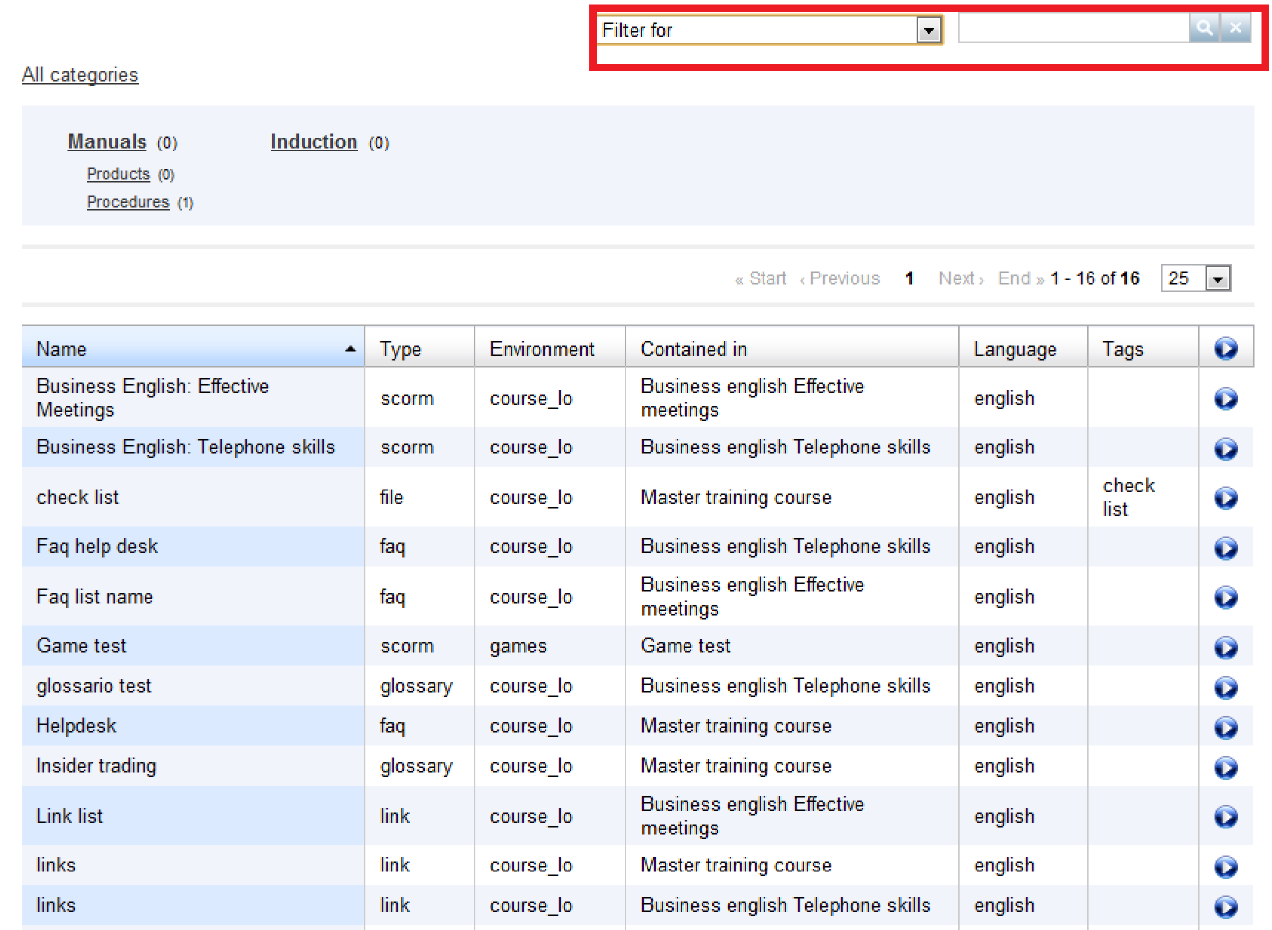
Content Library

Users can access the platform's content library by clicking on the Content Library tab.

Content can be searched through the search engine.

Searches can be filtered by course or set according to the categories by which the content is classified.

Searches are carried out on the content present in SCORM LOs, html pages, FAQs, uploaded files, glossaries, and in the contests and communications.

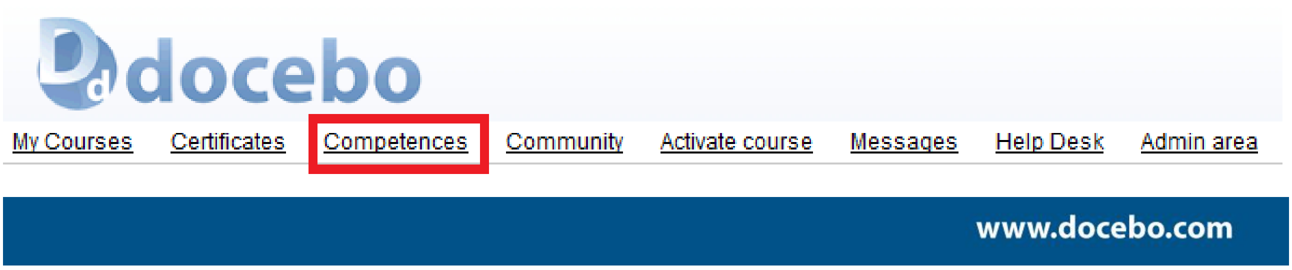


Name	Type	Environment	Contained in	Language	Tags	
Business English: Effective Meetings	scorm	course_lo	Business english Effective meetings	english		
Business English: Telephone skills	scorm	course_lo	Business english Telephone skills	english		
check list	file	course_lo	Master training course	english	check list	
Faq help desk	faq	course_lo	Business english Telephone skills	english		
Faq list name	faq	course_lo	Business english Effective meetings	english		
Game test	scorm	games	Game test	english		
glossario test	glossary	course_lo	Business english Telephone skills	english		
Helpdesk	faq	course_lo	Master training course	english		
Insider trading	glossary	course_lo	Master training course	english		
Link list	link	course_lo	Business english Effective meetings	english		
links	link	course_lo	Master training course	english		
links	link	course_lo	Business english Telephone skills	english		

To view the desired content, click on the blue arrow.

Competencies

Users can view the competencies assigned to them by selecting *Competencies* from the *My courses* page.



A list is displayed on the screen, showing the competencies, typology, type, level achieved and last completion date.

Competences

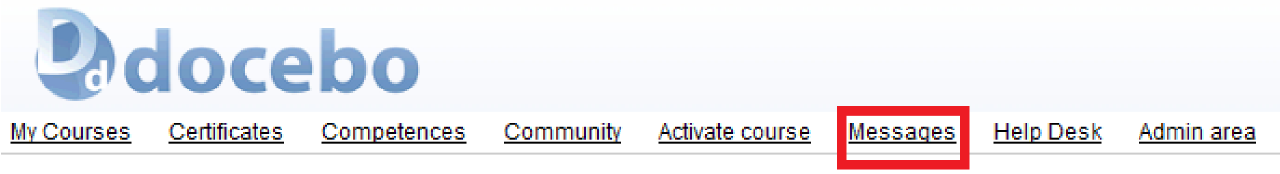
Competences

Name	Typology	Type	Score	Date last complete	Required
Balansheet reading	Skill	Score	4	03-09-2010 11:02	
Machine Two	Skill	Flag	✓	03-09-2010 11:03	

Messages

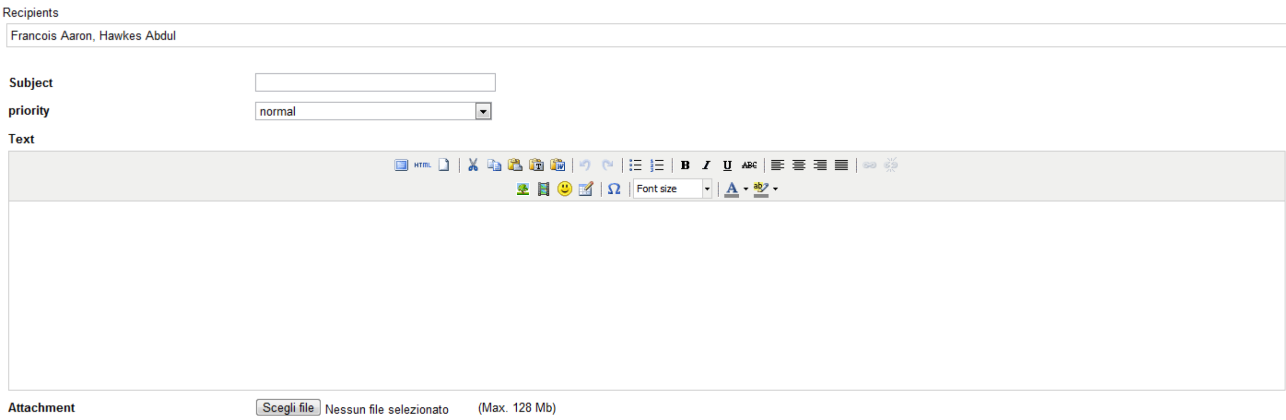
The platform allows users to send private messages within the system.

This can be done by accessing the messages area:



The system directly displays a list of the messages received by the user.

To send a new message, click “Send”, select the recipients from the list and compose the message.

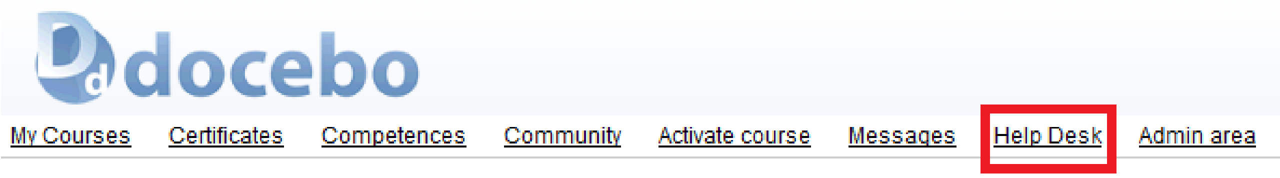


It is possible to assign a priority level and attach files to the message.

The sent messages list may be viewed by selecting the “sent” tab.

Helpdesk

A message may be sent directly to the platform's help desk system by selecting Helpdesk from the main menu:



Complete the form that opens automatically, entering the subject and specifying the problem.

Provide a contact telephone number and enter the message text.