



Administrator's Manual (Update)

Skills Module

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Skill Details:	15
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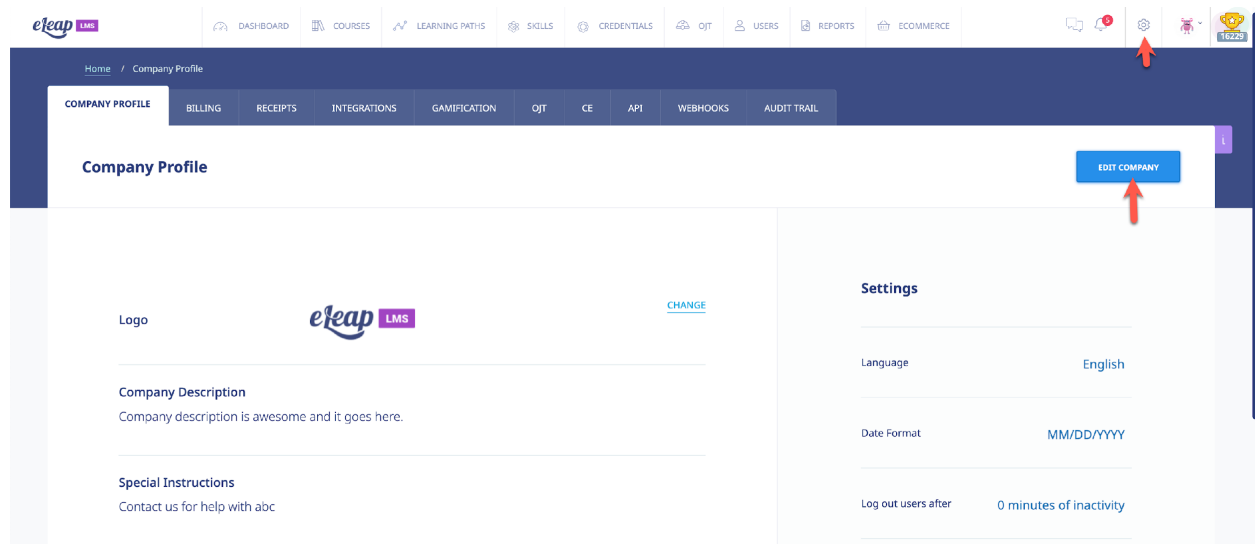
Admin: Skills Module – V5+

This is a quick user guide for the eLeaP LMS Skills Module. Please contact eLeaP to enable the Skills Module in your account:

Customization

You can rename the Skills Module menu item to your own menu version however please be mindful to keep the name short as a long name would negatively impact the design of the platform.

To edit the Skills menu item, go to our company account page and click the [Edit Company] button:



Next, scroll to the [Skills menu name] section:

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Language
English

Notification email
Notification email

Skill menu name
Skills

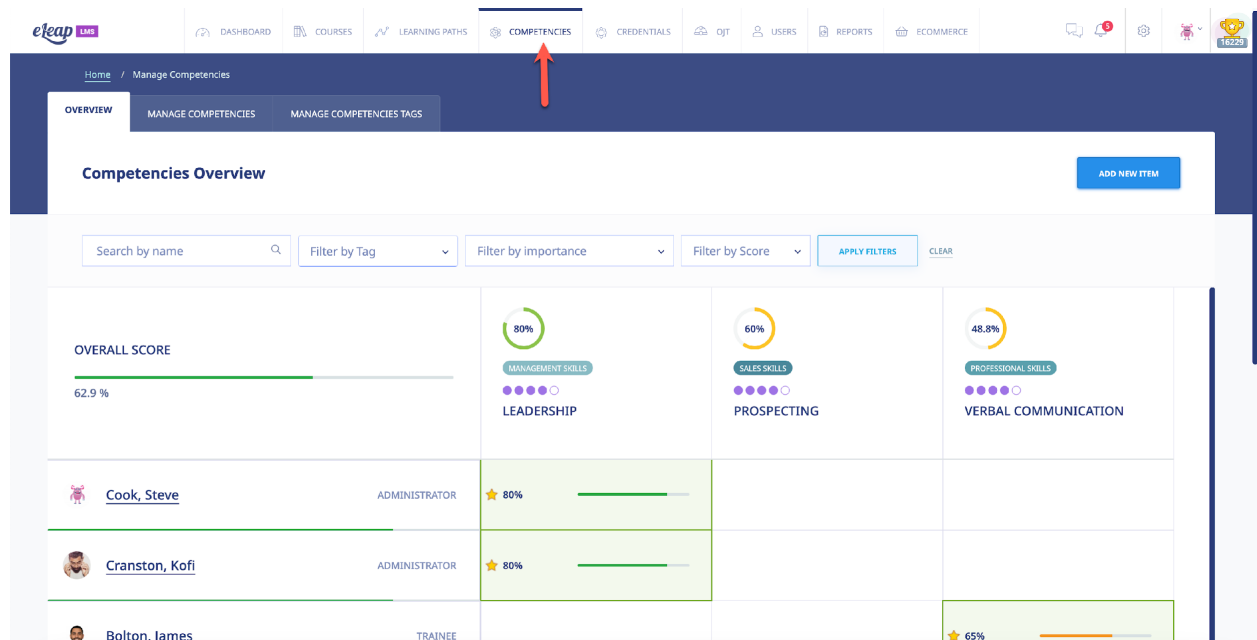
Logout users after
0 minutes of inactivity (set 0 to disable)

Activate Two-Factor Authentication ☐

[SAVE](#) [CANCEL](#)

Make your changes and save.

Once changed, the menu item would change to reflect your changes.



COMPETENCIES

Home / Manage Competencies

OVERVIEW MANAGE COMPETENCIES MANAGE COMPETENCIES TAGS

Competencies Overview [ADD NEW ITEM](#)

Search by name Filter by Tag Filter by importance Filter by Score [APPLY FILTERS](#) [CLEAR](#)

OVERALL SCORE	MANAGEMENT SKILLS	SALES SKILLS	PROFESSIONAL SKILLS
62.9 %	80% LEADERSHIP	60% PROSPECTING	48.8% VERBAL COMMUNICATION
Cook, Steve ADMINISTRATOR	★ 80% <input type="text"/>		
Cranston, Kofi ADMINISTRATOR	★ 80% <input type="text"/>		
Bolton, James TRAINEE			★ 65% <input type="text"/>

To undo your changes, simply delete whatever you entered in Skills menu name and save your changes.

Manage Skills Tags

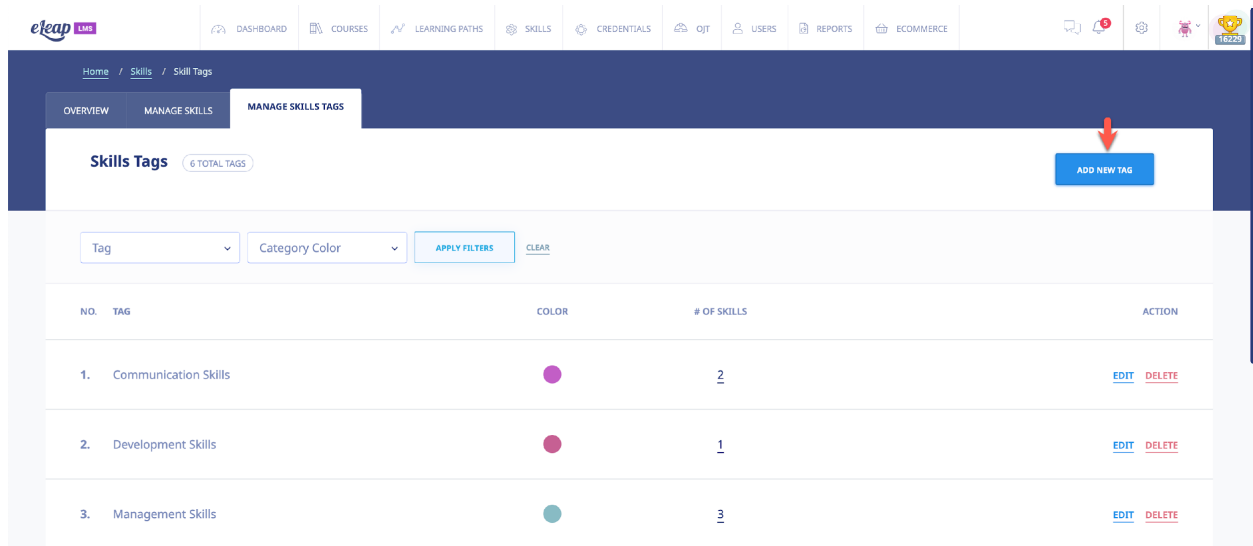
Skills Tags are like 'categories'. They help you organize your skills so is easier to understand how these

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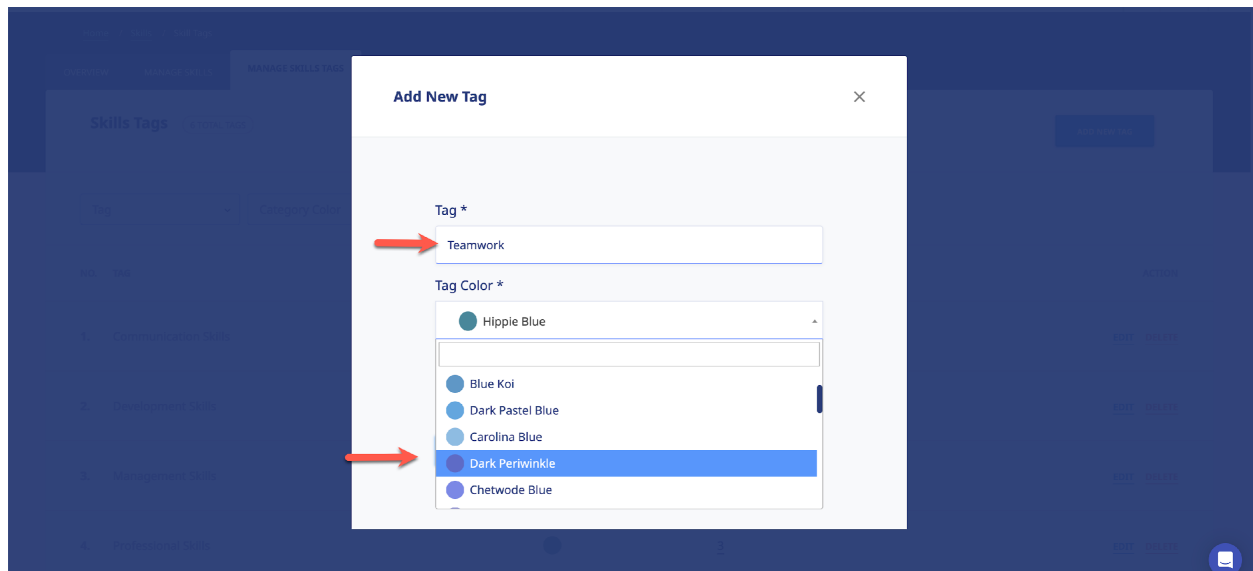
competencies work. To start, create skills tags. Here's how:

Add Skill Tag

Click the [Add New Tag] button:



Enter the tag name and select a color to help differentiate your skill tags:



Edit Skill Tag

To edit an existing tag, click the [Edit] link next to the tag. Please note that editing a tag does not change any associated courses.

Delete Skill Tag

To delete a Skill Tag, click the [Delete] link next to the tag. Deleting a Skill Tag removes that tag from the associated Skill however the Skill remains and any associated courses are also retained.

Manage Skills

Use the [Manage Skills] tab to create new Skills that you can associate courses with. To create a new Skill, click the [Add New Item] button.

The screenshot displays the 'Manage Skills' section of the eLeaP interface. At the top, there are tabs for 'OVERVIEW', 'MANAGE SKILLS' (selected), and 'MANAGE SKILLS TAGS'. A blue 'ADD NEW ITEM' button is in the top right. Below the tabs, there's a search bar 'Search by name' and two filter dropdowns: 'Filter by Tag' and 'Filter by importance'. An 'APPLY FILTERS' button and a 'CLEAR' link are also present. The main content is a table with the following columns: SKILL, TAGS, # OF COURSES, # OF USERS, IMPORTANCE, and CURRENT LEVEL.

SKILL	TAGS	# OF COURSES	# OF USERS	IMPORTANCE	CURRENT LEVEL
Negotiation	COMMUNICATION SKILLS, SALES SKILLS	0 COURSES	0 USERS	●●●○	0% <div><div></div></div>
Leadership	MANAGEMENT SKILLS	1 COURSE	2 USERS	●●●●○	80% <div><div></div></div>
CSS Proficiency	DEVELOPMENT SKILLS	0 COURSES	0 USERS	●●●○	0% <div><div></div></div>

Each skill row includes 'EDIT' and 'DELETE' links at the end.

Add New Item

After clicking the [Add New Item] fill out the New Skill form as follows:

Tags:

Select appropriate Skills Tags or create a new tag on the fly. Simply search for tags to associate with the new Skill you are creating. If none of the existing tags satisfy your needs, feel free to create new tags on the fly.

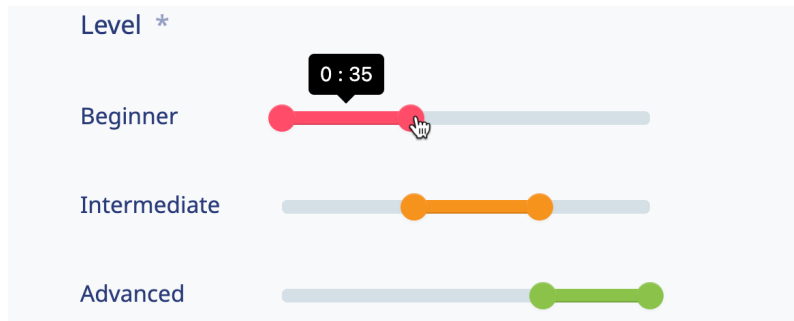
Name:

Add the name of the new Skill you're creating. It is important to make the Skill Name that provides context to the viewer. Examples of Skill Names include Negotiation, CSS Proficiency, Verbal communication, Leadership, Conflict Resolution, etc.

Importance:

What is the importance of the skill to your organization? Skill Importance measures how valuable the skill is to your organization. The default value is [Normal], but you can select other levels of importance like [Critical], [High], [Low], or [None]. Remember you can filter your skills data by importance level once you start getting Skills activity.

Level:



Level *

Beginner 0 : 35

Intermediate

Advanced

Select how much weight you want to assign to associated courses. This is what we award to each completion of the associated course. The Skill Level enables you to assign proficiency levels for the Skill. We use a series of sliders to enable you to determine the proficiency levels for the three proficiency levels:

Proficiency levels:

- Beginner: Starting out. A novice but has the potential to learn and skill up.
- Intermediate: Mastered basic concepts and is ready for advanced skills.
- Advanced: Achieved advanced mastery of subject matter.

Note that because the Proficiency level sliders are cumulative, the slider of the next level also adjusts as you adjust the different levels.

If everything looks good, click the [Save Item] button to finalize the new Skill addition.

Filtering Options:



Search by name

Filter by Tag

Filter by importance

Filter by Score

APPLY FILTERS

CLEAR

You can filter data by name, tag, or importance in the Manage Skills area.

Searching by name brings up Skills that match the searched term.

Use the Filter by Tag to display only Skills in a particular Skill category called Tags.

If you filter by importance, only Skills matching the particular importance criteria are displayed when the [Apply Filters] button is clicked. You can click the [Clear] button to reset the data displayed at any point.

Skills Data Table:

The data table shows information about Skills (by skill name), Tags, # of Courses (associated with Skill), # of Users (assigned to courses associated with Skill), Importance (of Skill), and Current level (activity level for skill). Click on any indicated items to get more information.

Skill Details:

Clicking on the name of the Skill displays associated with detailed information pertaining to that skill.

Home / Manage Skills			
OVERVIEW MANAGE SKILLS MANAGE SKILLS TAGS			
Skills / Leadership MANAGEMENT SKILLS EDIT			
Users Courses			
USER	CURRENT LEVEL	3 MONTH PROGRESS	# OF COURSES
Cook, Steve	80% <div></div>		1 COURSE
Cranston, Kofi	80% <div></div>		1 COURSE

For example, clicking on the ‘Leadership’ skill displays the above information. The Skill tag is shown in the top section of the page. The Skill importance is also shown in the top right section of the page. The currently assigned Users are displayed in addition to their current skill completion level. We also indicate how many courses the Skill is currently associated with. Click the [Courses] sub-tab to see the courses currently associated with the skill. You can click on the [Users] sub-tab to go to the currently assigned users to courses associated with the current skill.

To [Edit] the skill, click the [EDIT] link.

of Courses:

This information will be displayed in the data table if the skill is associated with any courses. Click on the [X COURSES] link to see details about the courses currently associated with the skill.





Home / Manage Skills			
OVERVIEW MANAGE SKILLS MANAGE SKILLS TAGS			
Skills / Verbal Communication PROFESSIONAL SKILLS EDIT			
Users Courses			
COURSE	CURRENT LEVEL	3 MONTH PROGRESS	# OF USERS
Improving Customer Rapport	48.8% <div></div>		4 USERS

You can click the [EDIT] link to edit the current skill.

of Users:

If the skill has any associated assigned users, this information will be displayed in the data table. Click the [X USERS] link to see details about the users currently assigned to courses associated with the skill.






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OVERVIEW			
MANAGE SKILLS			
MANAGE SKILLS TAGS			
Skills / Verbal Communication <small>PROFESSIONAL SKILLS</small>			
EDIT			
Users	Courses		
USER	CURRENT LEVEL	3 MONTH PROGRESS	# OF COURSES
 Bolton, James	65% <div><div></div></div>	<div><div></div></div>	1 COURSE
 Scott, Corine	65% <div><div></div></div>	<div><div></div></div>	1 COURSE
 Alpha, Bravo	65% <div><div></div></div>	<div><div></div></div>	1 COURSE
 O'Brandy, Leslie	0% <div><div></div></div>	<div><div></div></div>	1 COURSE

You can use the [Edit] and [Delete] links to manage your Skills.

Skills Overview





The Skills Overview section is your Skills Dashboard. Please note that you will need assigned and associated courses to start seeing data and activity on the Skills Overview page.

Home / Manage Skills						
OVERVIEW						
MANAGE SKILLS						
MANAGE SKILLS TAGS						
Skills Overview ADD NEW ITEM						
Search by name <input type="text"/> Filter by Tag <input type="text"/> Filter by Importance <input type="text"/> Filter by Score <input type="text"/> APPLY FILTERS CLEAR						
OVERALL SCORE 43.5 %		80% MANAGEMENT SKILLS LEADERSHIP	60% SALES SKILLS PROSPECTING	60% MANAGEMENT SKILLS CONFLICT RESOLU...	17.7% PROFESSIONAL SKILLS VERBAL COMMUNI...	0% COMMUNICATION SKILLS VISUAL COMMUNI...
 Cook, Steve	ADMINISTRATOR	★ 80% <div><div></div></div>		★ 80% <div><div></div></div>	0% <div><div></div></div>	0% <div><div></div></div>
 Cranston, Kofi	ADMINISTRATOR	★ 80% <div><div></div></div>		★ 80% <div><div></div></div>	0% <div><div></div></div>	0% <div><div></div></div>
 Jones, Helen	TRAINEE			★ 80% <div><div></div></div>	0% <div><div></div></div>	0% <div><div></div></div>
 Bolton, James	TRAINEE				★ 65% <div><div></div></div>	
 Scott, Corine	TRAINEE			0% <div><div></div></div>	★ 65% <div><div></div></div>	

Add New Item

Click the [Add New Item] button to add a new skill without first going to the [Manage Skills] page. This quick add system is helpful if you notice you are missing skills and decide to add new skills.

Filtering Options:

Search by name 	Filter by Tag 	Filter by importance 	Filter by Score 	APPLY FILTERS	CLEAR
--	---	--	---	---------------	-------

Search by name:

You can use the [Search by name] option to search for specific users or specific skills. This is a versatile approach to searching to get access to data for users or skills you're interested in.

Filter by Tag:

Use the [Filter by Tag] option to search for Skills grouped under specific Skills Tags. This is another effective way to easily narrow the search results according to specific Skills Tags (or categories). You can even combine filters. For example, you can filter by Tag and say 'Score'.

Filter by Importance:

In a hurry and want to find users who have achieved proficiency in your highest-importance skills? Use the 'Filter by Importance' to pull down this information.

Filter by Score:

Want to see which users earned the highest score in their skills? Use the 'Filter by Score' to get this information.

As with most search systems, the more highly specific the search or filters, the smaller the number of records you can expect to return. If you expect more results, broaden your search or filtering criteria or contact us. Use the [Clear] option to reset data in the Overview section.

Skill Scores:

Click on specific Skills to get detailed information about that skill. For example, you can click on, say, 'Leadership' to get details regarding which users are currently proficient in that skill and which courses are associated with that skill. From the details page, you can toggle back and forth between associated users and associated courses.

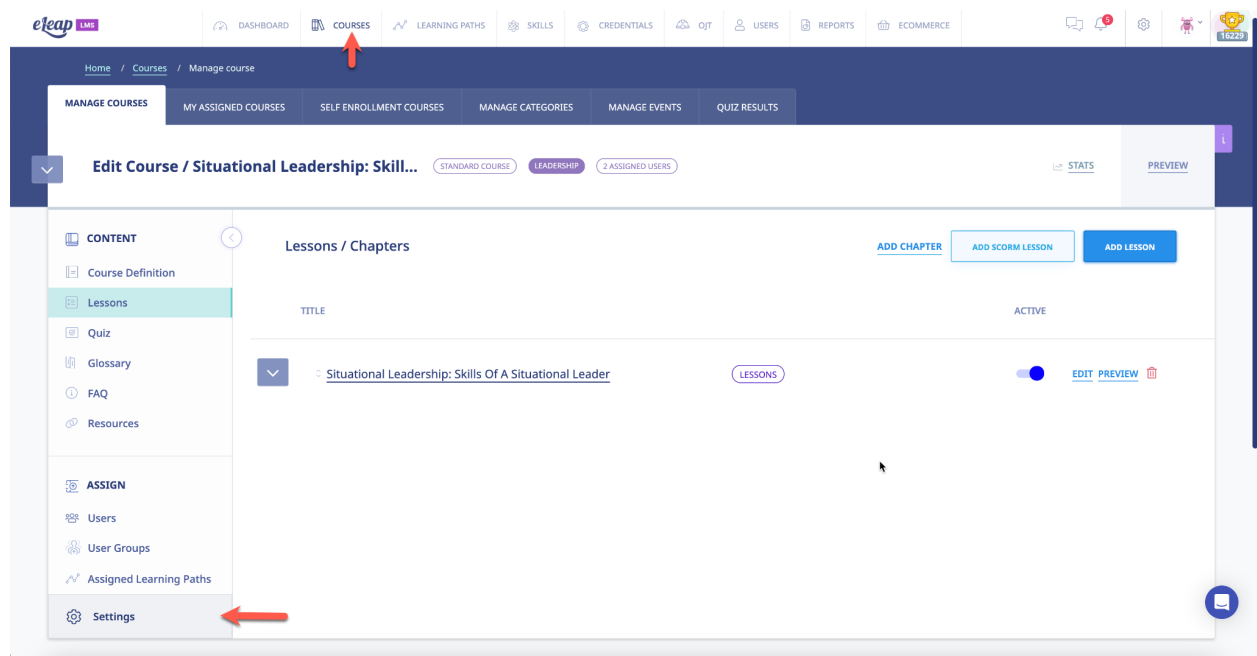
Note that you're able to perform horizontal and vertical scrolling depending on how much data is being displayed.

Skills Settings (in courses):

After creating your Skills Tags and your Skills, you will need to associate courses with your Skills you want to monitor and track. To do this, go to your Skills Settings in the course settings section. Please note that if your account does not have the Skills Module activated, you will not be able to see the Skills Settings in the course settings section.

Settings:

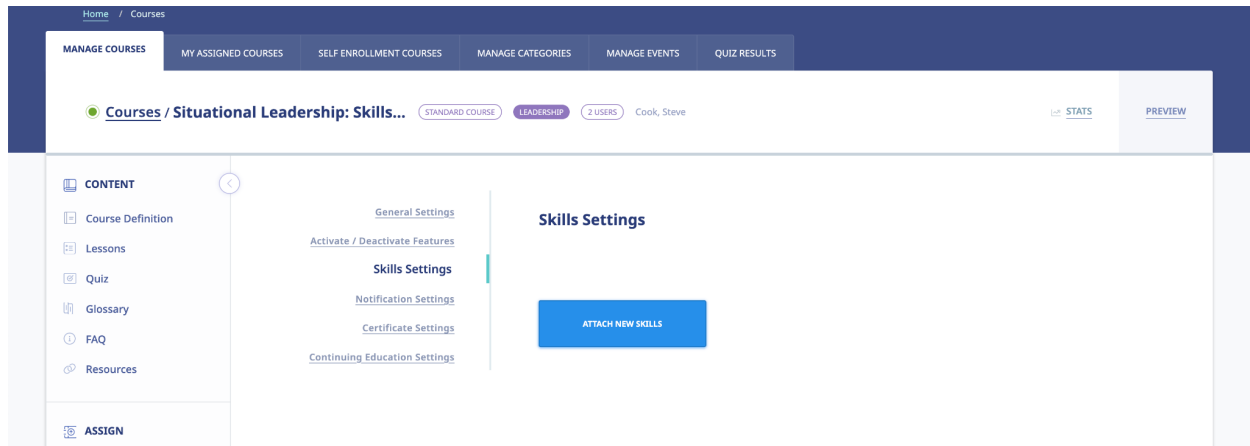
Go to your [Courses] section and pull up a specific course you want to associate with a skill:



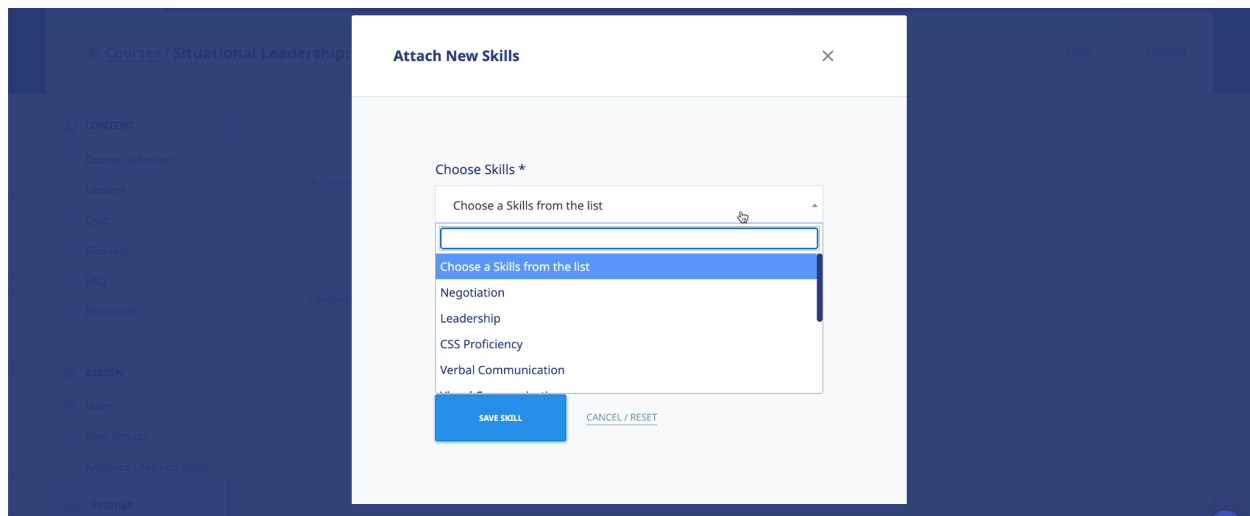
Skills Settings

From the [General Settings] section, click the [Skills Settings] link to see the current Skills Settings setup.

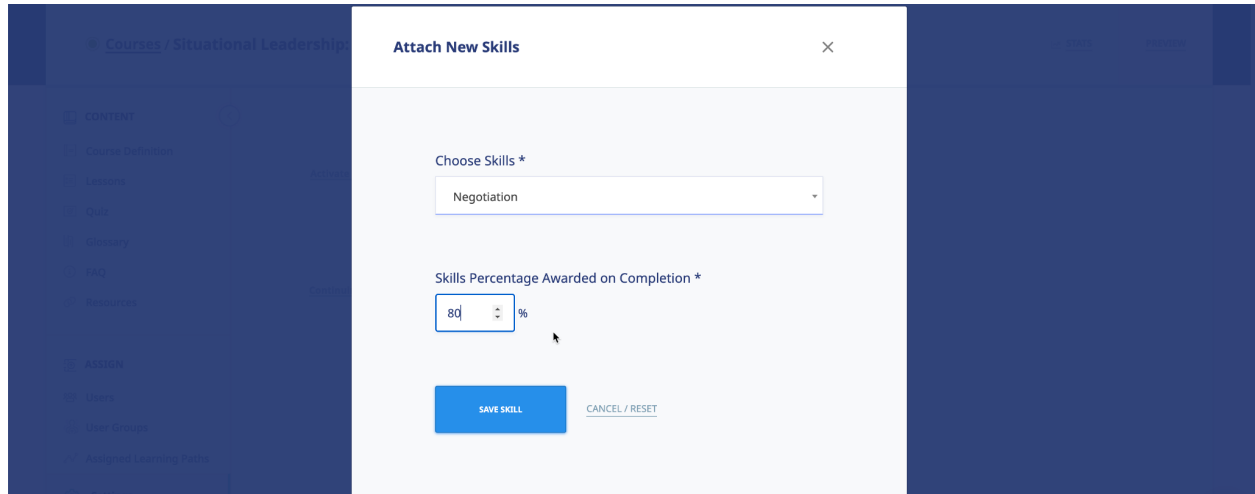
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Then click the [Attach New Skills] button to attach this course to specific skills.



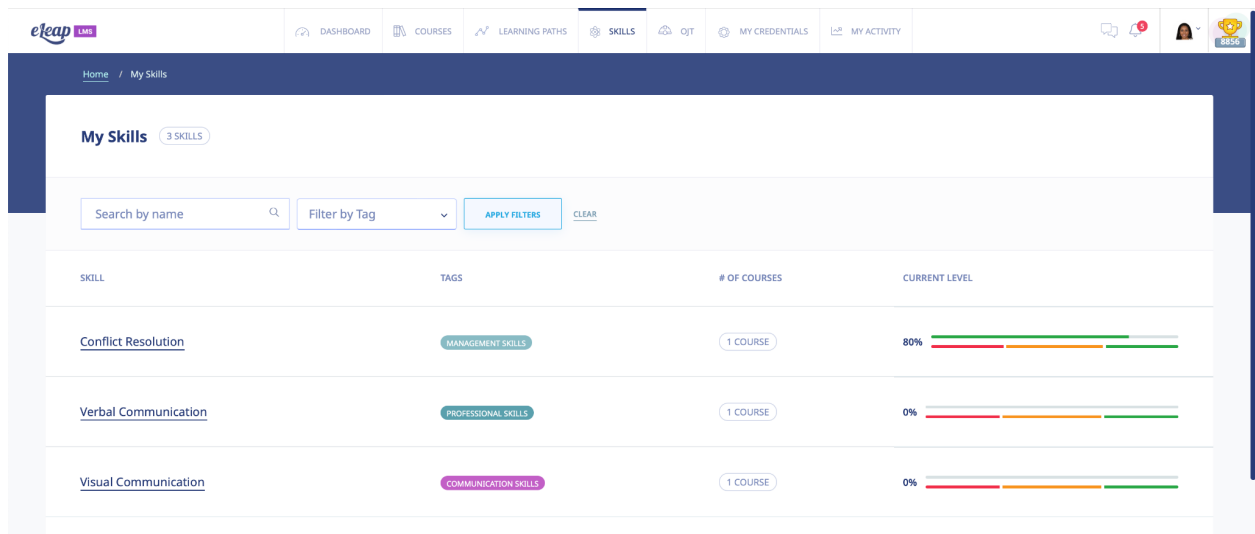
Select the right Skill from the dropdown list. If you don't see your required, it means it has not been created. Go back to the Skills Overview to add the skill before returning to the Skills Settings section. If your required Skill is present, select it and then enter the Skills Percentage Score to be awarded on course completion.





You can attach more than one skill to a specific course. If you need to attach more skills, click the [Attach New Skills].

Trainee: Skills View

Trainees in companies which have the Skills module will see the [Skills] menu in their account.



Filtering Options:

<input type="text" value="Search by name"/> 	<input type="text" value="Filter by Tag"/> 	APPLY FILTERS	CLEAR
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You can search by skill name or filter by Tag. Use the [Clear] to reset the filtering options.

Skill Details:

Trainees can click on the name of the skill to see details of the skill.

of Courses:

Click on the [# of Courses] to see which courses are available for the specific skill. This is the quickest way to complete courses to earn Skill points.

Current Level:

The current level of skill shows how the user is progressing in earning their skills.