

Smart Trainer LMS

User Manual Guide

For Trainees

August 27, 2020



Welcome to Smart Trainer LMS!

Smart Trainer allows the online delivery of training with real time tracking of training results, optimizing time and reducing cost associated with traditional learning methods. Smart Trainer is a learning software designed to deliver, track, train and certify online training.

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1. How to access to the LMS?

Step 1: Go to Smart Trainer LMS Online Training site.

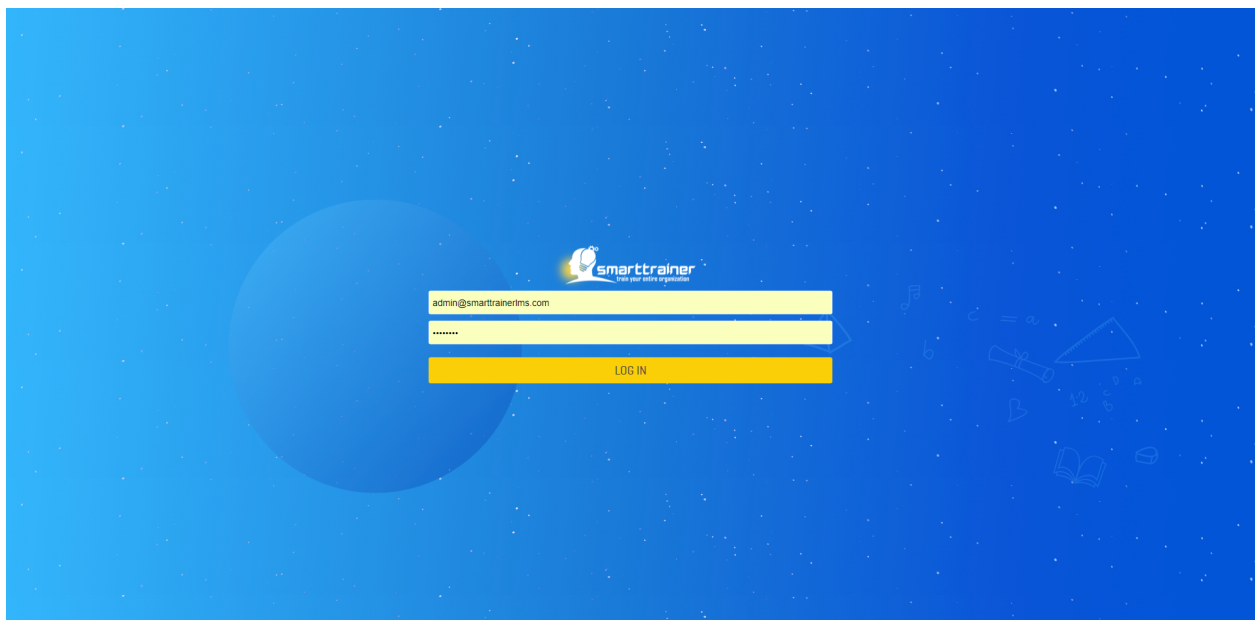
Step 2: Enter your login in the Email field.

**Email must be include @, does not have space or special characters (^, &, *, \$, #).*

Step 3: Enter your Password.

Step 4: Click on the “Login” button.

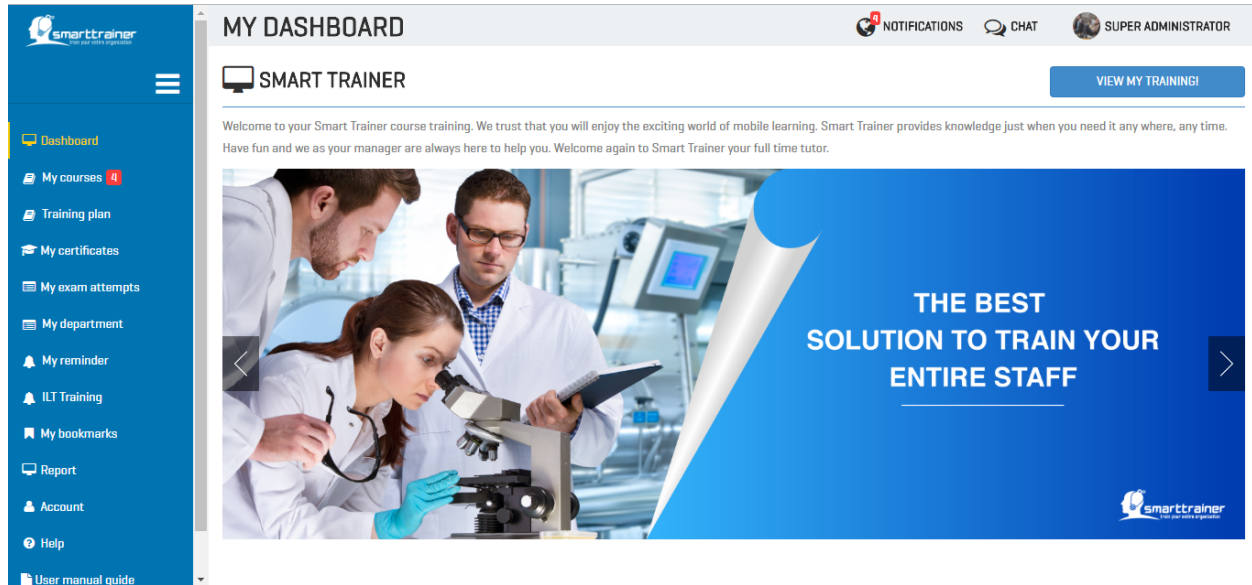
**Click on “Remember me” check-box to save password for the next login.*



2. What do I do to begin training?

Smart Trainer LMS has 2 types of training: **Single course**, which trainees have to learn the whole course, take exam & get certificate to complete course training; **Training plan**, which trainees have to learn multiple modules from multiple courses, take exam & get certificate to complete training plan.

After login successfully, the LMS will open to the Dashboard screen.



3. How do I access to my single course training?

In Dashboard, you can simply click on “Start training!” to begin training.

After click on this button, you will be redirected to “My course” module, which show all single courses available to you.

The screenshot displays the SmartTrainer application interface. On the left is a blue sidebar with navigation options: My courses, Training plan, My certificates, My exam attempts, My department, My reminder, My bookmarks, Report, Account, Help, and Switch as admin. The main content area has three tabs: 'Courses assigned', 'Courses requested', and 'Request courses'. Below the tabs is a search bar and several filters: Libraries, Learning status, Course status, and a 'Clear' button. A 'Default sorting' dropdown is also present. The 'Courses assigned' tab is active, showing a section titled 'Remain courses' with a notification icon. Below this, there are four course cards, each with an image, a title, a progress bar, and a due date. The first card shows a graduation cap with the title 'Čo je to Lorem Ipsum', 2/2 modules completed (100%), and a due date of Nov 07, 2017. The second card shows a Microsoft Office Access 2010 box with the title 'Microsoft Office Access 2010', 4/450 modules completed (0.89%), and a due date of Nov 30, 2017. The third card shows a Microsoft Office Word 2010 box with the title 'Microsoft Office Word 2010', 6/6 modules completed (100%), and a creation date of Aug 06, 2017. The fourth card shows a camera with the title 'Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit', 1/1 modules completed (100%), and a due date of Nov 05, 2017. Below these cards are three more images: a stock market board, water droplets, and a building.

In this screen, you will see all the courses are divided into 3 main tabs:

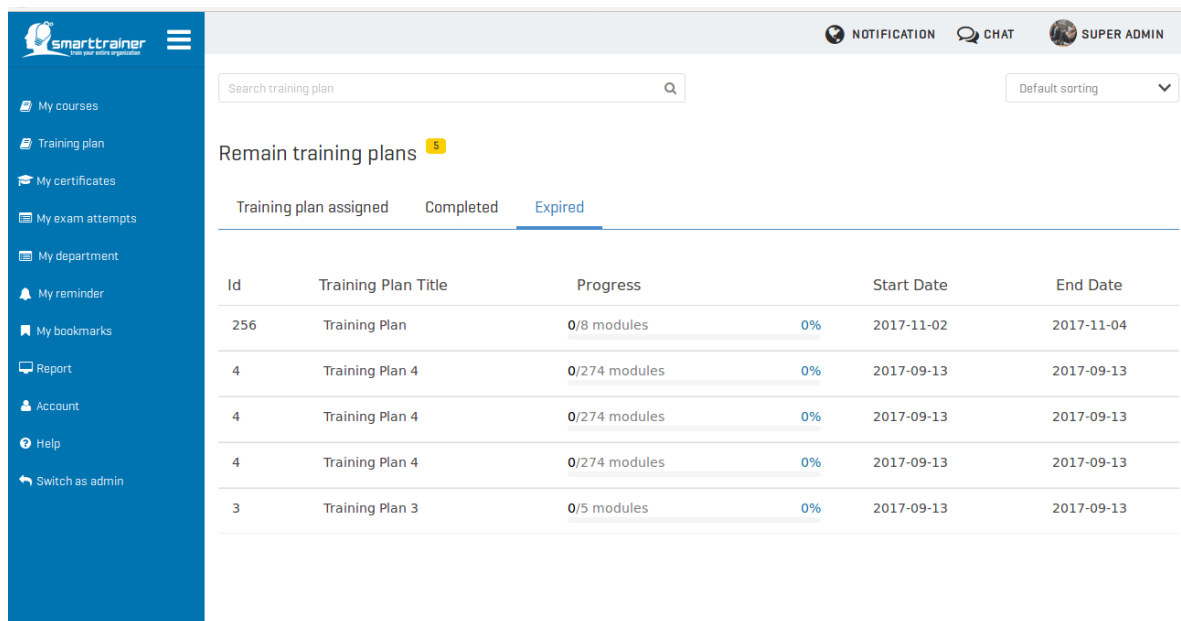
- **Courses assigned tab:** All courses which are assigned to you by the system administrator or your Department's manager.
- **Courses requested:** All courses which you requested to take learning.
- **Request courses:** All courses which are available to you. You can send request to join these courses at any time you want.

4. How do I access to my training plan?

In order to access to your training plan, let's click on "Training plan" module in the side bar menu.

In this screen, you will see all the training plans divided into 3 main tabs:

- **Training plan assigned:** All training plan which are assigned to you by the system administrator.
- **Completed:** All training plans which you already completed.
- **Expired:** All training plans which were expired to you. You cannot no longer take any action on it.



The screenshot displays the SmartTrainer interface. On the left is a blue sidebar menu with options: My courses, Training plan (highlighted), My certificates, My exam attempts, My department, My reminder, My bookmarks, Report, Account, Help, and Switch as admin. The top header includes a search bar for training plans, a 'Default sorting' dropdown, and user options for NOTIFICATION, CHAT, and SUPER ADMIN. The main content area shows 'Remain training plans' with a notification badge '5'. Three tabs are visible: 'Training plan assigned', 'Completed', and 'Expired' (selected). Below the tabs is a table with the following data:

Id	Training Plan Title	Progress	Start Date	End Date
256	Training Plan	0/8 modules 0%	2017-11-02	2017-11-04
4	Training Plan 4	0/274 modules 0%	2017-09-13	2017-09-13
4	Training Plan 4	0/274 modules 0%	2017-09-13	2017-09-13
4	Training Plan 4	0/274 modules 0%	2017-09-13	2017-09-13
3	Training Plan 3	0/5 modules 0%	2017-09-13	2017-09-13

5. How do I begin my training?

You want to start learning course or training plan? It's easy.

START TRAINING

Just click on the “Start training” button in the course list or training plan list. Then, you will be redirected to training screen.

Let's start & enjoy your training!

The screenshot displays the SmartTrainer web application interface. On the left is a blue sidebar menu with options: My courses, Training plan, My certificates, My exam attempts, My department, My reminder, My bookmarks, Report, Account, Help, and Switch as admin. The main content area is titled 'Remain courses' with a notification badge '7'. It features four course cards, each with an 'EXPIRED' label, a progress bar, and a 'CONTINUE LEARNING' button. The first card shows a graduation cap and the text 'Čo je to Lorem Ipsum' with 2/2 modules completed (100%) and a due date of Nov 07, 2017. The second card shows the Microsoft Office Access 2010 box with 4/450 modules completed (0.89%) and a due date of Nov 30, 2017. The third card shows the Microsoft Office Word 2010 box with 6/6 modules completed (100%) and a creation date of Aug 08, 2017. The fourth card shows a desk with a lamp and the text 'Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit' with 1/1 modules completed (100%) and a due date of Nov 06, 2017. At the bottom, a URL is visible: demo.ec2-54-171-21-171.eu-west-1.compute.amazonaws.com/trainee/course/detail/34.

6. How do I access my ILT Training?

All of your ILT trainings will be shown in “My ILT Training” module.

The screenshot displays the 'MY ILT TRAINING' module. The calendar view for May 2018 shows a training session on Monday, May 7th, from 14:09 to 18:00. The session title is '14:09 Lorem Ipsum'. The calendar grid shows days from Sunday to Saturday. The left sidebar contains navigation options like Dashboard, My courses, Training plan, My certificates, My exam attempts, My department, My reminder (1), ILT Training (1), My bookmarks, Report, Account, Help, and Switch as admin. The top right shows user information: NOTIFICATIONS, CHAT, and SUPER ADMINISTRATOR.

You can view it on calendar or click to view detail:

The screenshot displays the 'MY ILT TRAINING' module with a 'DETAIL SESSION' modal window. The modal displays the following information:

- Title: Lorem Ipsum
- Course: ITIL® Foundation Series
- Seat: 20
- From: 05/07/2018 2:09 PM
- To: 05/10/2018 2:09 PM
- Timezone: Asia/Bangkok
- Instructor: Sue Nguyen
- Location: Wellington
- Type: webinar
- Detail: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce et luctus dolor, et accumsan dui. Sed viverra ligula ut velit pretium

- ILT training session title
- Course or training plan related to this ILT training
- Total number of seat available

-
- Duration: Start date - End date
 - Timezone
 - Instructor
 - Location
 - ILT training type: Webinar or Classroom
 - Other detail information for this ILT training session

7. How do I manage all of my certificate?

All of your certificates will be saved in “My certificates” module.

No	Certificate Title	Certificate Authority	Receive Date	Expire Date	Certificate Type	Action
1	Health & Safety	SonTT	2018-04-23		External certificate	Detail > Edit ✎ Remove ✖
2	Compliance	Smart Trainer LMS	2018-04-26	2020-04-15	Internal certificate	Detail > Renew ↻

At your certificates list, you can view detail certificate or renew it when it is expired.

On the other hand, you also can add your external certificate by click on button “Add my external certificate”

Add my external certificate

Add my external certificate

Title *

Authority *

License number

Score

Certificate URL
Eg: https://www.w3schools.com/

Certificate document
Chọn tệp Không có tệp nào được chọn
File must be an image or PDF document

This certificate doesn't expire

You can add existing certificates gained from outside sources, so HR can view your achievements!

8. How do I manage my exam attempts ?

You can manage all your exam attempts in “My exam attempts” module.

In this screen, you can see all your exam attempts by courses. Search to find your course or click on “View” to go to detail exam attempts:

No	Course	Remaining Attempt	Latest Attempt Date	Latest Score	Status	Action
1	Work Safety	4	2018-05-18		Failed	View detail > Retake
2	ITIL® Practitioner Series	1	2018-05-10	58%	Failed	View detail > Retake
3	Microsoft Office Access 2010	4	2017-10-25	70%	Passed	View detail > Retake

Health & Safety

Number of allowed attempts: 5
Retake after: 1 day(s)
Passing percentage: 50%

ALLOWED ATTEMPT	SCORE	ATTEMPT DATE	STATUS
1	70	2017-10-25	Passed

[BACK TO EXAM ATTEMPTS](#)

When viewing exam attempt detail, you can decide whether retake the course or back to view all exam attempts.

9. How do I view my department/ location information ?

If you are belong to a department or location, you can view your department/ location information in “My department” module.

The screenshot displays the 'MY DEPARTMENT' interface. On the left is a blue sidebar with navigation icons and labels. The main area has a header 'MY DEPARTMENT' with user information 'NOTIFICATIONS', 'CHAT', and 'SUPER ADMINISTRATOR'. Below the header are four tabs: 'My department', 'Courses assigned', 'Course requested', and 'Request Courses'. The 'My department' tab is active, showing 'General Information' with a fire department logo and a table of details. To the right is the 'Department Manager' section with a photo and a table of manager details. At the bottom, a 'Members' section is partially visible.

In this screen, you can view your department’s general information, such as:

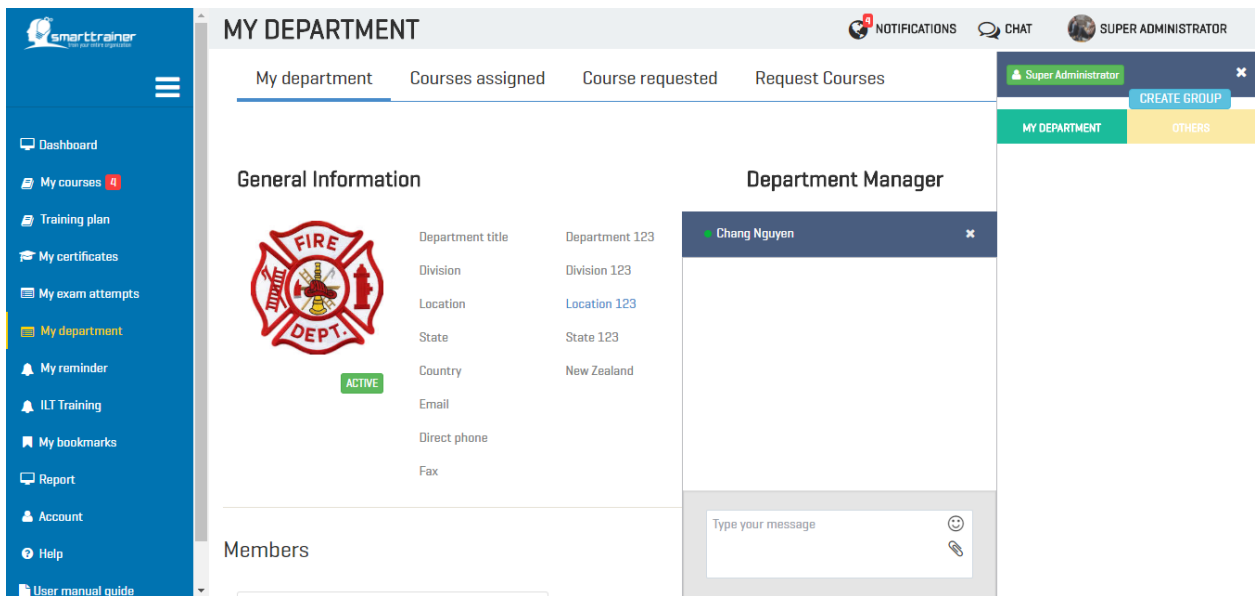
- Department logo
- Department title
- Location of your department
- Department’s email
- Department’s direct phone
- Department’s fax

On the right side, you also can see your department’s manager information:

- His/ her full-name
- Job title
- Your manager email
- Your manager mobile phone
- Your manager skype

And do you want to search or view members in your department? If yes, let’s scroll down to view Members list in your department!

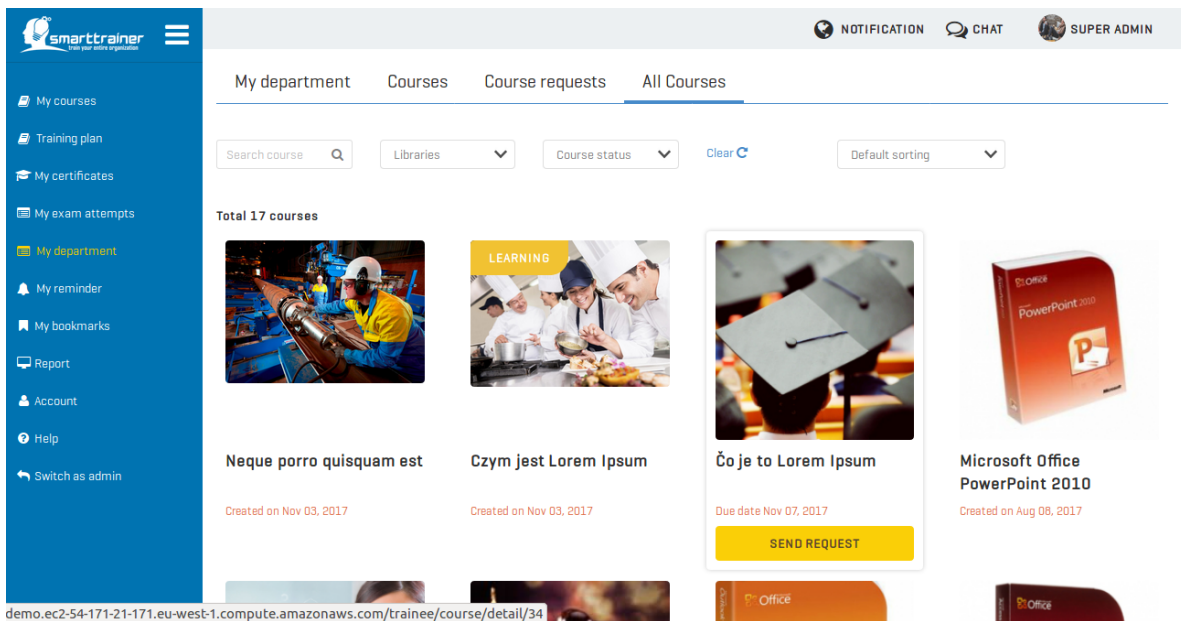
From the members list, you can view other member information or chat with them.



10. Can I request a course for my whole department?

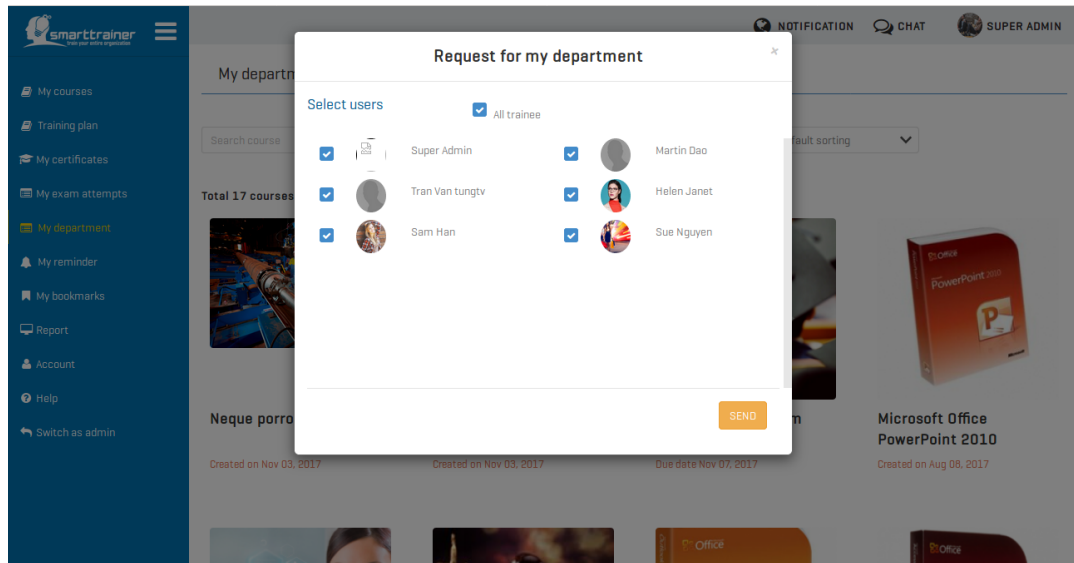
Absolutely yes! If you are department's manager, you can select courses in tab "All courses" to send request for your whole department or only some members.

Click on "All course", select course then click "Send request"!



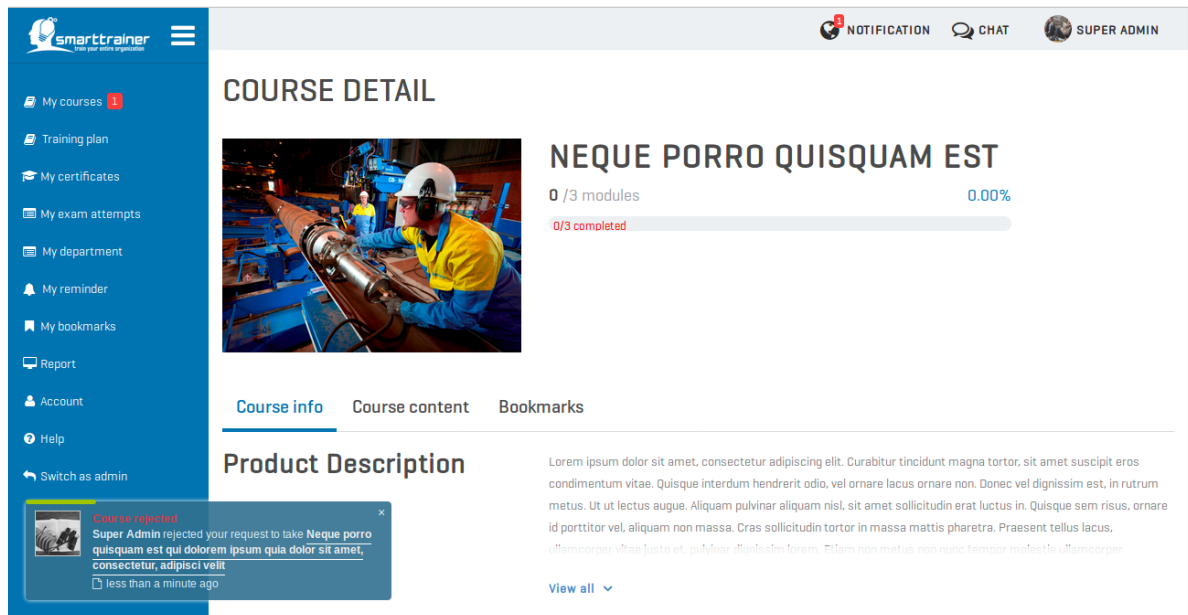
demo.ec2-54-171-21-171.eu-west-1.compute.amazonaws.com/trainee/course/detail/34

After click on “Send request”, if you want to request for your whole department, just click on “Send” button. On the other hand, if you only want to request for some of department, you can select them then click “Send”.



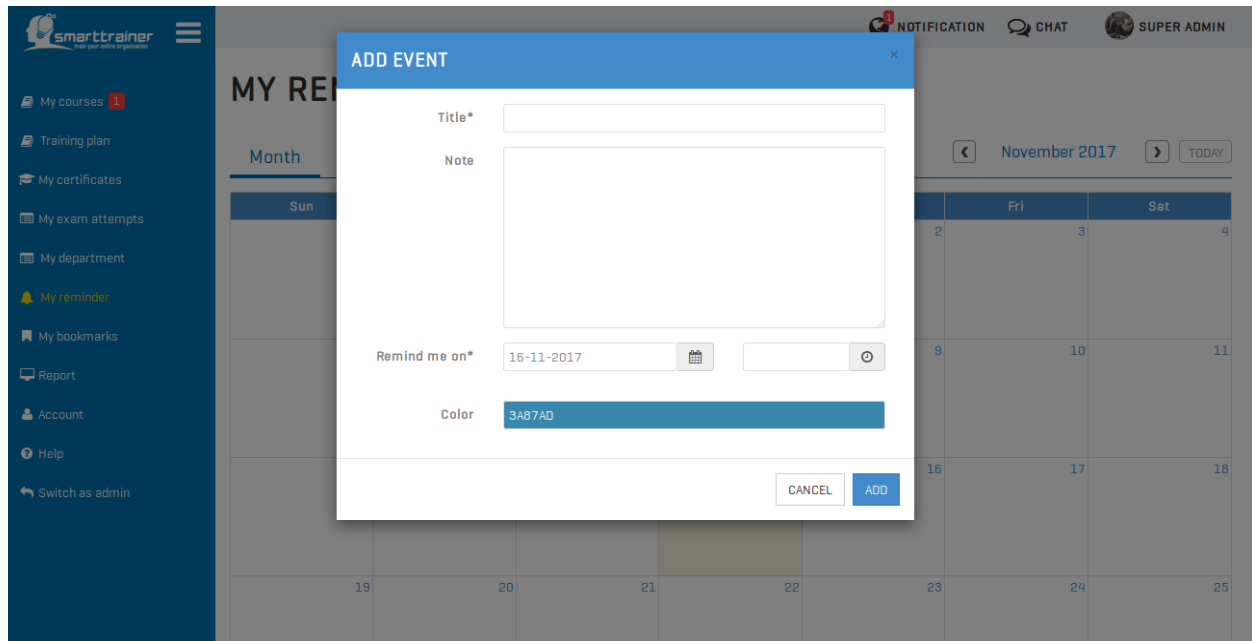
The system administrator will receive your request right after you click “Send” request.

Until they accept, reject or on-hold your request, you will see a real-time notification about this action!



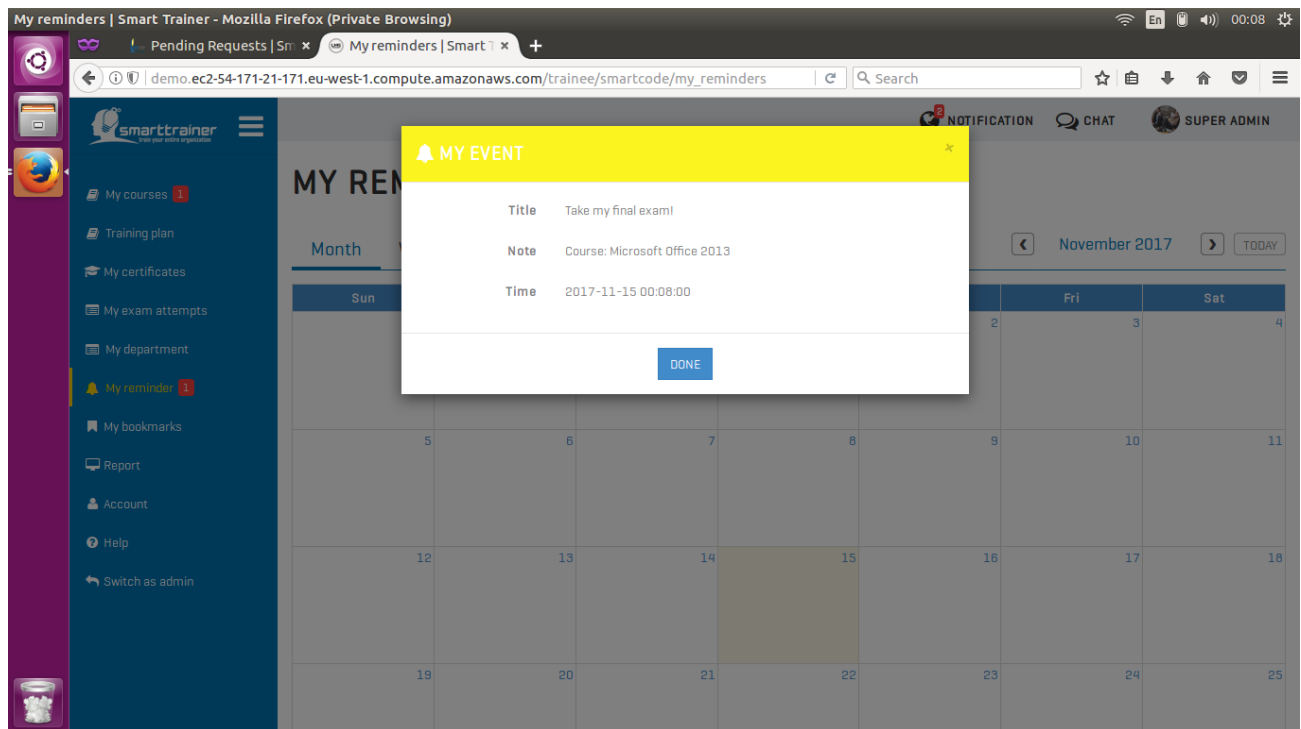
11. Can I create my own reminder?

Sure! You have module “My reminder” to manage all of these things. Whether creating a reminder for course, training plan or exam, etc.



Together with this, you can receive real-time notification of all your setup reminder.

Hence, you do not need to be worried about missing these trainings!



12. Can I view my bookmarks?

Of course! You can view your bookmarks within one course when you take training!

From this list, you can see the name of this bookmark and take action on it: view detail or remove it.

The screenshot shows the 'MY BOOKMARKS' section of the SmartTrainer application. At the top, there are navigation icons for NOTIFICATION, CHAT, and SUPER ADMIN. The main heading is 'MY BOOKMARKS' with a search bar below it. A table lists five bookmarks with columns for 'No', 'Name', and 'Actions'. Each bookmark entry includes a 'View detail' link and a 'Remove' button with a red 'X' icon.


No	Name	Actions
1	Wat is Lorem Ipsum? - Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit	View detail > Remove ✕
2	Module 14 - Microsoft Office Word 2010	View detail > Remove ✕
3	Module 13 - Microsoft Office Word 2010	View detail > Remove ✕
4	Module 12 - Microsoft Office Word 2010	View detail > Remove ✕
5	Module 11 - Microsoft Office Word 2010	View detail > Remove ✕

13. Can I change my account information?

You can change all your information except your email address which used for login, your location & department information.


Below are all the fields which you can make change:

- Password
- First name
- Last name
- Profile image
- Hired date
- Country
- Mobile phone
- Direct phone
- Fax
- Skype
- Address
- Job title
- Notification setting

☰

NOTIFICATION CHAT SUPER ADMIN

Personal information



Email admin@smartrainerlms.com

First name Super

Last name Admin

Hired date 2017/06/11

Mobile phone +64 123456789

Direct phone +64 012345678

Fax +64 090202404

Skype admin_smartrainer

Address 123 Block 1, District 2, Wellington

Location Europe

Department Sales Department

Job title Manager

[EDIT MY PROFILE](#)

Notification settings

Receive through email Yes No

Course notification

- Course(s) assigned
- Course(s) unassigned.
- Course(s) approved.
- Course(s) rejected.

Account notification

- Password changed
- New role assigned