

# User Manual - LMS Portal My Achievements

- [Badges and Leaderboard for the End User](#)

# Badges and Leaderboard for the End User

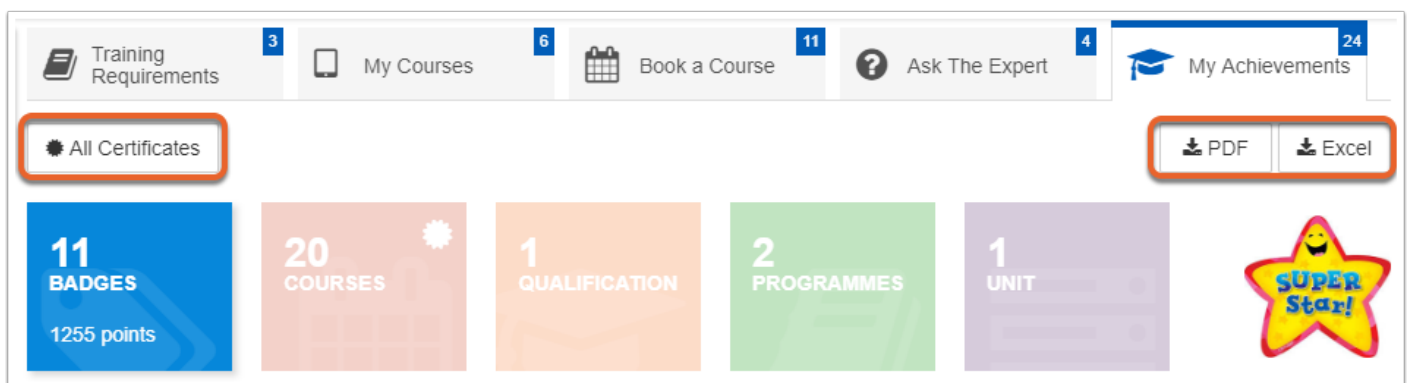
The purpose of the Leaderboard functionality is to introduce learning gamification, by enabling employees/learners to compare points and badges they have earned through learning, to other employees/learners in their team or company. Companies can combine badges with internal reward programmes to encourage employees/learners to complete their required training on time. Using badges as part of a training strategy, can enhance business performance.

The "achievements section" also provides the employees/learners with a summary of qualifications, courses and other learning initiatives completed.

## How do I get there?

Main Menu | LMS Portal | My Training History/My Achievements | Badges

## Buttons



The screenshot displays a navigation bar with the following buttons: Training Requirements (3), My Courses (6), Book a Course (11), Ask The Expert (4), and My Achievements (24). Below the navigation bar, there are two buttons: "All Certificates" (highlighted with a red box) and "PDF" (highlighted with a red box). The main content area features five achievement cards: "11 BADGES" (1255 points), "20 COURSES", "1 QUALIFICATION", "2 PROGRAMMES", and "1 UNIT". A "SUPER Star!" badge is also visible.

All Certificates:

- When the *All Certificates* button is selected, a list of all *Achievement Certificates* are displayed.
- To download a copy of the certificate, click on the rosette icon next to the course.



PDF:

- When the *PDF* button is selected, *The Learner Record* page will open.
- Select the *Export to PDF* button to export the Learner Record to PDF.

Export to PDF

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**Learner Record for Marili Du Plessis**

<b>Employee Number</b>	MK01	<b>Cost Code</b>	
<b>Name</b>	Marili	<b>Cost Code Description</b>	
<b>Surname</b>	Du Plessis	<b>Company Position</b>	Business Analyst
<b>ID Number</b>	9002130060087	<b>Start Date in Group</b>	2018/01/19
<b>Company Code</b>	S	<b>Start Date in Company</b>	2018/01/19
<b>Company Name</b>	Signify	<b>Start Date in Position</b>	2018/01/19

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+ List of Formal Qualifications, Unit Standards and Learnerships

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+ List of Courses Attended and Assessments Attempted

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Excel:

- Click on the *Excel* button, to download the *Learner Record* page in Excel format.
- Click on the Excel file in the bottom left hand corner of your browser to open the document.



- The export contains the information listed below and more:
  - Appointment Details
  - Training Start, End and Expiry Dates
  - Training Completed and Competent Status
  - Training Score
  - Training Provider, NQF Level
  - Course Information Types and Comments related to your Learner Records.

## Badges

The *Badges* section on the *My Training History/My Achievements* tab, displays a list of all courses which have *Badges* and *Points* linked to them. It is important to note, that not all training courses have linked *Badges* or *Points*.

Badges, consist of a Leaderboard and My Badges section.

The screenshot shows a user's profile dashboard with the following elements:

- Statistics:** 11 BADGES (1255 points), 20 COURSES, 1 QUALIFICATION, 2 PROGRAMMES, 1 UNIT.
- Badges:** A yellow star badge labeled "SUPER Star!".
- Leaderboard:** A section titled "Leaderboard by Badges" showing a ranking of 11. The top three entries are:
  - You:** 11 points, Identity visible, 1st place trophy.
  - Elize Marais:** 10 points, 2nd place trophy.
  - Deborah Niemand:** 1 point, 3rd place trophy.
- My Badges:** A section showing two earned badges:
  - 1 Point Badge TI:** 15 points, represented by a lightbulb icon.
  - 3 Point Badge TI:** 3 points, represented by a blue star badge icon.

## Leaderboard:



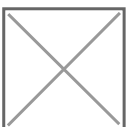
On the Leaderboard employees/learners can view their training based on:

- Badges
- Points



Or employees/learners can view their training compared to others based on their ranking in:

- Training Level
- Company
- Job



Your ranking in :

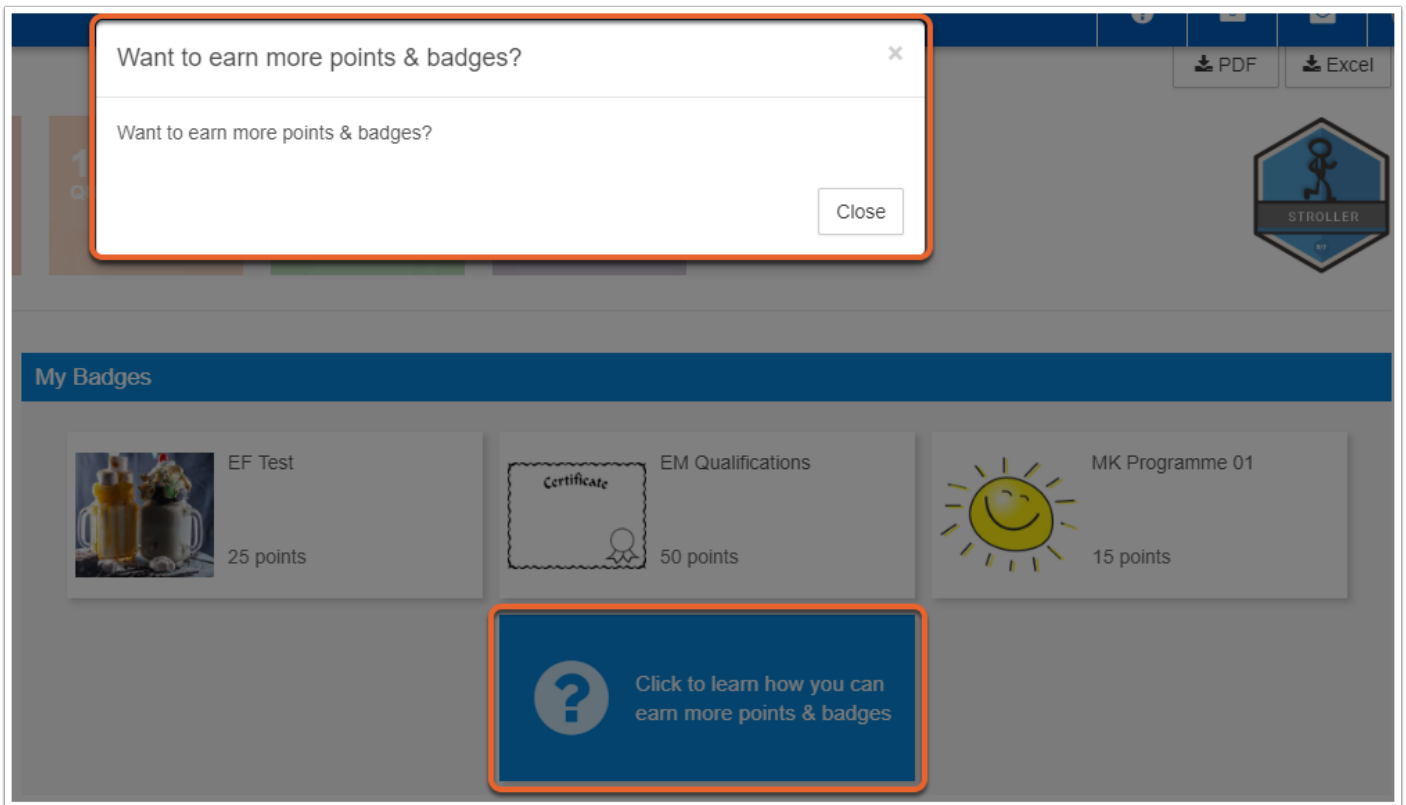
- Training Level
  - Training Levels are defined based on the number of points obtained by a learner.
  - When a learner has obtained the number of points that fall within the range for that training level, they are classified in that Training Level.
  - For example, in order to reach the Stroller Training Level, a learner need to have between 50-99 Points awarded to them.
- Company:
  - The employee/learner is ranked against other employees on the same organisational node, the node directly above and the top most organisational node.
  - For example, employees/learners can view their ranking compared to everyone appointed Sales, if they are appointed in the Sales department (same node). Employees/learners can compare themselves everyone appointed in Gauteng (node directly above). Employees/learners can also compare themselves to the Senior Management node (top most organisational node).
- Job
  - This compares learners who are appointed in the same Job and who fall within the same Job Family to each other.
  - For example, employees/learners who are appointed in the Business Analyst position, will be able to compare themselves to all other Business Analysts appointed in the same Job Family.

## My Badges

All Badges employees/learners have obtained, are displayed in the *My Badges* section. For each badge obtained, the Badge image, Training Title and number of points earned per Badge is displayed.




The *Click to Learn how you can earn more Points & Badges* button displays more information regarding how to earn more Points and Badges.







# Courses

The courses tab displays a list of courses a learner has completed.

1. The Badge Image, Course Name as well as the number of Points earned for the Badge are displayed.
2. Learner Record documents and Certificates can be downloaded from the list.
3. The course Start and End Dates are displayed.
4. The Completed / Competent Status for the Course is indicated.
5. The Score obtained for the Course is displayed.
6. Rankings can be viewed for specific courses.

<b>11</b> BADGES 1255 points	<b>20</b> COURSES	<b>1</b> QUALIFICATION	<b>2</b> PROGRAMMES	<b>1</b> UNIT	
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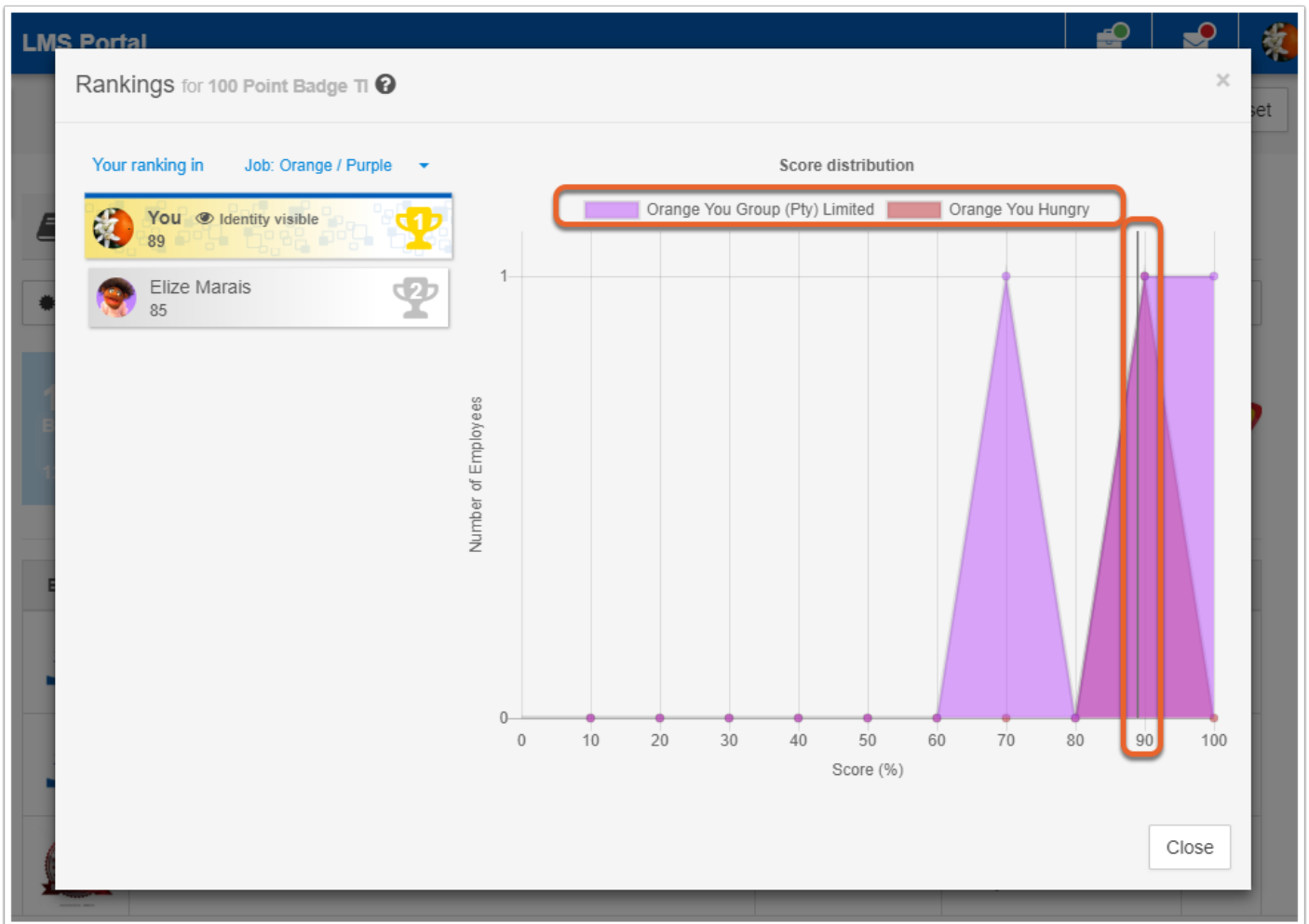
Badge	Course Name	Dates	Completed / Competent	Score
	1 Point Badge TI 15 Points Earned	Start: 2018/05/13 End: 2018/05/14	Completed: ✓ Competent: ✓	100
	1 Point Badge TI 15 Points Earned	Start: 2018/06/26 End: 2018/06/26	Completed: ✓ Competent: ✓	75
	100 Point Badge TI 1 Points Earned	Start: 2018/05/21 End: 2018/05/22	Completed: ✓ Competent: ✓	89
	3 Point Badge TI 3 Points Earned	Start: 2018/05/17 End: 2018/05/17	Completed: ✓ Competent: ✓	75

When the Rankings image is selected, the Ranking page is displayed for that specific course. Rankings are only calculated and displayed for individuals on the employee/learner's organisational level, one level above and on the highest level of the company.

The employees/learners can view their Ranking in the same way as it is displayed on the Leaderboard.

The employees/learners have the option to exclude certain organisational units from the graph, by selecting the organisational unit from the legend above the graph.

There is a vertical line displayed on the graph, which indicates the position of the employees/learners compared to others.



# Qualifications

The Qualifications section displays a list of Qualifications the employees/learners have completed which have Badges/Points allocated to them.

Similar to the Badges section the following information is displayed:

1. The Badge Image, Qualification Title as well as the number of Points earned for the Badge are displayed.
2. Learner Record documents and Certificates can be downloaded from the list.
3. The Qualification Start and End Dates are displayed.
4. Additional Information relating to the NQF Level, Credits and Hours spent are displayed.
5. The Completed / Competent Status of the Qualification is indicated.
6. Rankings can also be viewed for the Qualification.





loading.gif

# Programmes

The Programmes section, displays a list of Programmes employees/learners have completed which have Badges/Points allocated to them.

The same information is displayed as in the Qualification section.

1. The Badge Image, Programme Title as well as the number of Points earned for the Badge are displayed.
2. Learner Record documents and Certificates can be downloaded from the list.
3. The Programme Start and End Dates are displayed.
4. Additional Information relating to the NQF Level, Credits and Hours spent are displayed.
5. The Completed / Competent Status of the Programme is indicated.
6. Rankings can also be viewed for the Programme.

11 BADGES 1255 points	20 COURSES	1 QUALIFICATION	2 PROGRAMMES	1 UNIT	
Badge	Qualification Title	Dates	Additional Information	Completed	
	1 Point Badge Programme 1 Points Earned	 1 Start: 2018/05/21 End: 2018/05/22	NQF Level: Credits: 0 Hours: 0	✓	
	10 Point Badge Programme 10 Points Earned	Start: 2018/05/16 End: 2018/05/16	NQF Level: Credits: 0 Hours: 0	✓	

# Unit

The Unit section, displays a list of Unit Standards/Standards employees/learners have completed which have Badges/Points allocated to them.

The same information is displayed as in the Qualification section.

1. The Badge Image, Standard Title as well as the number of Points earned for the Badge are displayed.
2. Learner Record documents and Certificates can be downloaded from the list.
3. The Standard Start and End Dates are displayed.
4. The Completed / Competent Status of the Programme is indicated.
5. The Score obtained for the Standard is displayed.

6. Rankings can also be viewed for the Programme.


11  
BADGES  
1255 points



20  
COURSES

1  
QUALIFICATION

2  
PROGRAMMES

1  
UNIT



Badge	Course Name	Dates	Completed / Competent	Score
	5 Point Badge 5 Points Earned	Start: 2018/06/15 End: 2018/06/15	Completed: ✓ Competent: ✓	100 


# Training Level Summary

The Training Level summary allows employees/learners to view the number of points linked to each individual Training Level. The employees/learners can click on the image related to each Training Level in order to learn more about the Training Level and what is required in order to progress to the next level.


LMS Portal🔍 📧 🏠

Training Level Summary ? ×


You have 1255 points




ON YOUR MARKS




STARTER




STROLLER




JOGGER





RUNNER



SPRINTER



ON THE PODIUM



**I AM AN EXPERT**

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Person is seen as an expert

Close

Badges and Training Levels are customizable per installation, so the examples used in this article may not be relevant to how the Badges and Training Levels are configured for your organisation.